

LA GRANGE COMMUNITY DEVELOPMENT

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PAINT AND SIGN GRANT PROGRAM

PROGRAM OBJECTIVES

The City of La Grange's Office of Community Development offers a Paint and Sign Grant Program which is designed to encourage, through the use of grants, the use of attractive and effective business signage and attractive exterior paint on commercial properties.

The Paint and Sign Grant Program is administered by the La Grange Main Street Advisory Board and funded by the La Grange Economic Development Corporation (EDC). To receive assistance under this program, qualified applicants must complete the application packet and conduct their project according to all applicable City of La Grange codes and ordinances.

The purpose of the Program is:

1. To support the implementation of the adopted 2018-2038 Comprehensive Plan for the City of La Grange.
2. To enhance the aesthetics, character, quality, and vitality of existing commercial properties, by providing technical and financial assistance for business signage and exterior paint.

FINANCIAL ASSISTANCE

Applicants who qualify may receive a paint grant of up to \$1,000 for one building or multiple buildings on the same property and/or a sign grant of up to \$500 for one or multiple signs on the same property.

APPLICANTS

- Must be business owners of the proposed business. (Must obtain project authorization from the property owner if the applicant does not own the property.)
- Business owners must not be delinquent on property or business taxes, must not be engaged in a lawsuit with the City of La Grange, and must otherwise be in good standing with the City of La Grange.
- Property must be located inside the City limits of La Grange and zoned for commercial use.
- Commercial properties must comply with state and local code requirements.
- All property improvements must comply with the La Grange Design Guidelines and the City of La Grange Code of Ordinances

ELIGIBLE IMPROVEMENTS

The following improvements may be *eligible* for paint assistance:

- Exterior paint on one or multiple buildings on one property

The following improvements may be *eligible* for sign assistance:

- Restoration or replication of existing signage
- New signage including window decals, signs painted on building(s), signage attached to the building(s) and detached signage on the property (All signage must comply with the La Grange Design Guidelines and the City of La Grange Code of Ordinances.)

INELIGIBLE IMPROVEMENTS

The following are *ineligible* for paint assistance:

- Exterior paint projects that are underway or started prior to an application being submitted for consideration
- Any Interior surface
- Any structure not part of the original building, attached or detached and/or any structure that can be removed
- Planters or landscaping components
- Walkways, Porches, Parking Areas and Sidewalks

The following are *ineligible* for sign assistance:

- Signage projects that are underway or started prior to an application being submitted for consideration

Eligible improvements must be consistent with the City's 2018-2038 Comprehensive Plan and Code of Ordinances as well as any other applicable local and state codes.

GRANT GUIDELINES

- Grants will be administered on a first come, first served basis dependent upon the availability of funds.
- Building owners must apply and be approved for the grant before work can begin.
No grant will be awarded for work that has already been initiated or completed.
- The applicant is required to use local contractors located within Fayette County for exterior painting, and sign design, creation and installation. If the applicant is unable to locate a contractor within Fayette County to complete the project, the applicant can request an exemption but may be subject to a 10% decrease in the amount of funding for which he/she is eligible.
- Paint grants will only be issued for wooden facades with the exception that painting of brick or stone exteriors may receive approval if the surfaces have been previously painted.
- Sign Grants will only be issued for exterior signage. All signs must include the business name. If the phone number is listed, the area code must be included.
- Painted signs will be considered signs and will be considered for sign grant funding, not paint grant funding.
- Applications should be presented which take into account the standards promulgated by Texas Main Street and the Secretary of Interior's Standards for Rehabilitation.
- Preference will be given to those buildings located within the designated Downtown Historic District. The Main Street Design Committee has discretion to approve funds for buildings located outside of the Historic District.
- The funding cycle is from October 1st to September 30th of a given year. The EDC shall be under no obligation to utilize all designated funds during a funding cycle. Upon depletion of the designated funds the EDC may, at its sole discretion and without any obligation to do so, elect to fund additional grants during a given funding cycle. The EDC may elect, but is not obligated, to hold over any pending applications; however, the EDC is under no obligation to establish future funding cycles.

- This grant program will be administered as a reimbursement once the project has been completed as agreed upon and receipts are shown for all work. Building owner will be reimbursed for materials only when labor is completed by the owner.
- After the Sign Grant has been approved, Sign Grant applicants are required to submit a copy of the Sign Permit from the City of La Grange along with the paid receipts in order to receive grant funding.
- Grant funding will be limited to one grant to any one building during a grant-funding cycle.
- After paint grant funding has been issued for a specific building, additional paint grant funds cannot be obtained for that building during the following 60 months (5 years).
- After receiving sign grant funding, the applicant must wait to least 24 months (2 years) before applying for another sign grant for the same business in the same location.
- Any deviation from the original project plan approved by the La Grange Main Street Advisory Board must be re-approved by the Board. Failure to do so will result in the forfeiture of grant funding.
- Projects not completed according to the application will be denied funding.

GRANT APPLICATION PROCESS/CHECKLIST

1. Applicants must submit the application to staff in the City of La Grange's Office of Community Development (254 N. Jefferson St, La Grange, TX 78945) and include the following attachments:
 - a. Paint grant attachments:
 - i. Estimate of cost to complete the project
 - ii. Color sample for each paint color
 - iii. Photo or drawing of the building showing where each color will be used
 - b. Sign grant attachments:
 - i. Estimate of cost to complete the project
 - ii. Detailed sketch of the proposed sign(s), including colors to be used
 - iii. Photo indicating the proposed placement of the sign(s) on the building
2. Staff will review the application for completeness, which includes all required attachments and requested data. Incomplete applications will not be considered submitted until all required documentation has been submitted to the City of La Grange's Office of Community Development. Submittal of an application does not guarantee a grant award.
3. Once the application is determined to be complete by the City of La Grange's Office of Community Development staff, the application will be reviewed by the Main Street Design Committee.
4. If the project property is located outside of the historic district, work can begin on the project after approval from the Main Street Design Committee. If the project property is located inside of the historic district, the business owner must obtain a Certificate of Appropriateness, which requires approval from the city inspector and the Main Street Advisory Board. The Board will determine whether an application is approved, with or without conditions, or denied.

PAINT AND SIGN GRANT APPLICATION

Applicant Information:

Date: _____

Name of Applicant(s): _____

Name of Business/Entity: _____

Physical Address of Business: _____

Mailing Address of Business: _____

Day Phone: _____

Cell Phone: _____

Email Address: _____

Owner of Property (If not Applicant):

Name of Property Owner: _____

Mailing Address: _____

Day Phone: _____

Cell Phone: _____

Email Address: _____

Authorization to undertake work on the property the business is located on:

If the Applicant is not the property owner of the subject property, Applicant must provide written evidence that the property owner authorizes this work to be undertaken on the property. (Written permission that shows the owner read the Program guidelines and understands the conditions and restrictions.)

Estimated Project Start Date: _____

Estimated Project Completion Date: _____

Labor will be:

- ☐ Hired
- ☐ Myself
- ☐ Volunteer

This application is for: ☐ **Sign Assistance** ☐ **Paint Assistance**

COMPLETE FOR PAINT GRANT APPLICATION:

Building Features to be Painted:

☐ Building Façade ☐ Awning/Canopy ☐ Building Trim ☐ Other (specify) _____

Amount & Color of Paint:

Color

Gallons Needed

Estimated Cost of Project: _____

Attach the following documents to complete this application:

- ☐ Estimate of cost to complete the project
- ☐ Color sample for each paint color
- ☐ Photo or drawing of the building showing where each color will be used

COMPLETE FOR SIGN GRANT APPLICATION:

Type of Sign: _____

Location of Sign: _____

Size of Sign: _____

Colors in Sign: _____

Estimated Cost of Project: _____

Attach the following documents to complete this application:

- ☐ Estimate of cost to complete the project. Documents must include the address and phone number for the contractor.
 - ☐ Detailed sketch of the proposed sign(s), including colors to be used
 - ☐ Photo indicating the proposed placement of the sign(s) on the building
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(To Be Completed by Community Development Staff)

La Grange Main Street Design Committee

Date Approved: _____ Chairman: _____

Date Approved: _____ Community Development Manager: _____

APPLICATION AGREEMENT FORM

I have met with the Community and Economic Development Manager and I fully understand the procedures established by the City of La Grange's Office of Community Development and Tourism and intend to use this grant for the aforementioned exterior renovation project which supports the La Grange Community Development program of activity.

I understand that if I am granted a Paint or Sign Grant by the Main Street Design Committee, any deviation from this agreement may result in the withdrawal of the grant funding.

I understand that the Paint or Sign Grant will be administered as a reimbursement once the project has been completed as agreed upon. Receipts will be shown for the work completed and a photo will be provided showing the completed project.

I certify that I am not delinquent on property or business taxes, not engaged in a lawsuit with the City of La Grange, and am otherwise in good standing with the City of La Grange.

I agree to hold harmless, indemnify and defend the La Grange Main Street Advisory Board, the City, and their officers, agents and employees from and against any claims for injuries or property damage caused by myself and my agents or employees during the course of this agreement.

I understand that the Paint and Sign Grants will be administered on a first come, first served basis as long as the funds are available. Any disputed decisions of the Main Street Advisory Board are subject to an appeals process.

I understand that all projects must comply with the City of La Grange ordinances and building codes and I am responsible for obtaining a sign permit from the City of La Grange before installing signage. I understand that latex paint must be used in the downtown historic district.

Applicant Signature

Date

PROPERTY OWNER AUTHORIZATION FORM

Sign Grant Approval:

I have seen a copy of the proposed signage that will be installed on my building. I approve the signage and its proposed location.

Building Owner's Signature

Date

Paint Grant Approval:

I have seen a drawing/sketch of the building and the proposed paint color(s) the applicant intends to apply.

I approve of the color(s) and the areas on the building that will be painted.

Building Owner's Signature

Date