



# Downtown Improvement Grant Program Handbook

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## Program Overview

The Greenfield Main Street Downtown Improvement Grant Program is designed to stimulate investment, promote architectural appreciation, and initiate aesthetic improvement to historic buildings in Greenfield. The program is administered by Greenfield Main Street, Inc. and their Design Committee. All completed applications will be reviewed by the Design Committee who will make the recommendation to the Greenfield Main Street Board of Directors for final approval.

## Program Objectives

The primary objectives of the Downtown Improvement Grant Program are to:

1. Encourage investment that enhances the visual aesthetics of downtown properties and lead to increased property values.
2. Stimulate economic development by providing incentives to increase existing business investment, ensure business sustainability, and create aesthetically pleasing areas that attract new businesses and consumers.
3. Complement other historic and economic revitalization efforts to ensure the maximum leverage of resources.

## Eligibility Requirements & Program Criteria

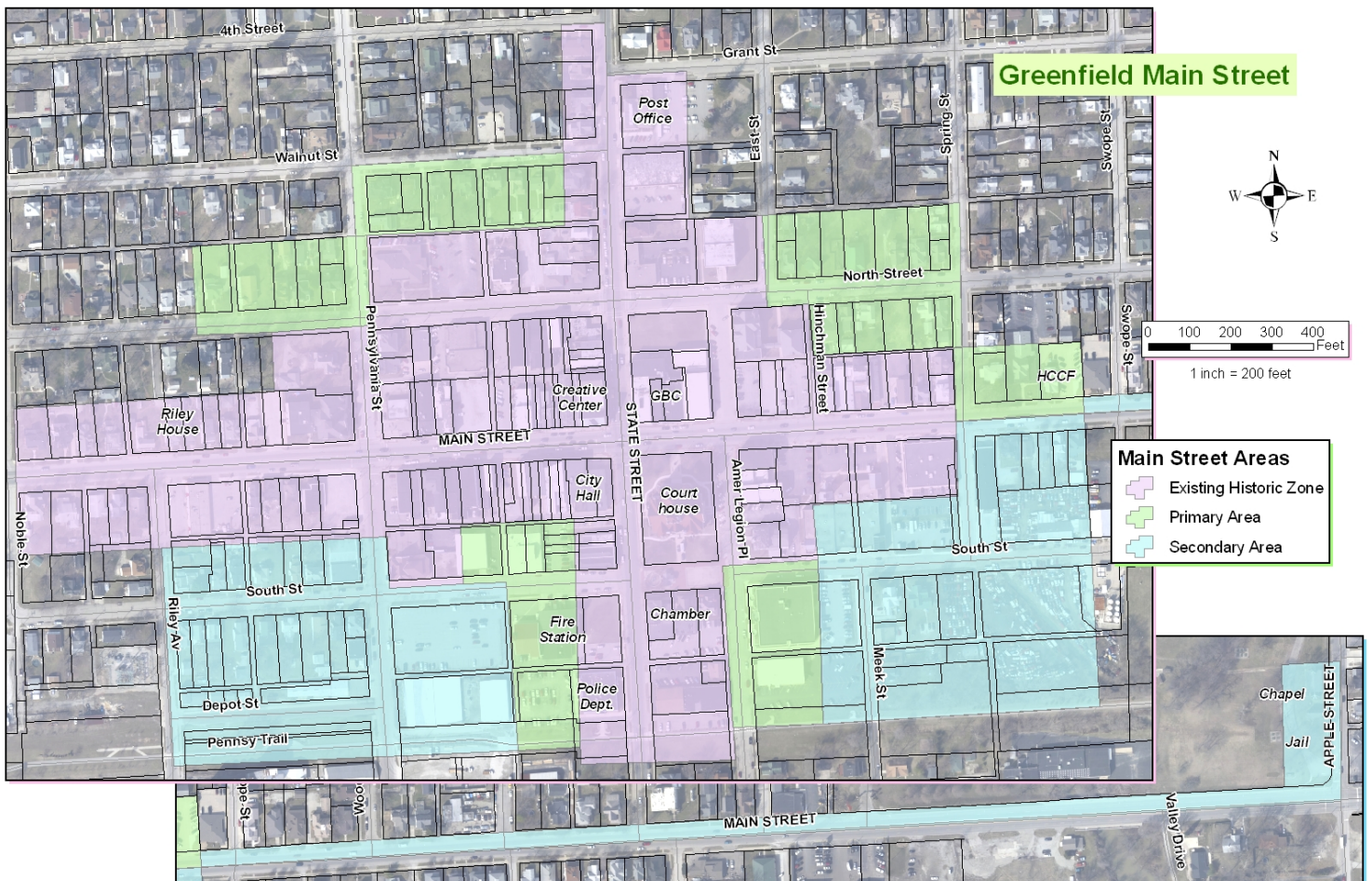
This grant program is designed to assist all property owners and tenants of commercial and residential buildings located in the Greenfield Main Street, Inc. primary program area (see attached map). This grant will fund applications requesting assistance for the rehabilitation, restoration, or improvement of exterior facades and features in these structures.

- The property must be a commercial or residential property and located within the Greenfield Main Street program area. Additional points are awarded for properties located within the primary program area.
- The funding program is based on a 50% match. Grants are available for up to a maximum of \$3,000.
- Unless otherwise specifically authorized, applicants must have a signed Grant Agreement prior to commencement of improvements.
- If the applicant is not the owner of the building, written consent detailing the intended improvements must be obtained from the legal owner and be submitted with the application.
- If a Grant Recipient decides to change the project after approval, they must immediately contact the Design Committee for additional project review. The Committee may rescind the grant award if the change no longer meets the program requirements.
- Applicants must obtain two cost estimates for all eligible improvements for which funding is being requested. Any improvements that are not eligible for grant funds should be estimated separately or itemized so that the specific project costs can be easily determined. Estimates must be made from the same scope of work by each contractor. Projects that are approved for funding will be based on the lowest and most qualified bids; however, applicants may select any of the submitted contractors for the project if the applicant is willing to pay the higher cost.

- The subject property cannot be delinquent in property taxes at the time of application.
- Applicants are responsible for obtaining and complying with any local and/or state permits.
- All projects receiving a grant award that are within the Greenfield Historic District must comply with the Greenfield Historic District Design Guidelines and receive a Certificate of Appropriateness from the City of Greenfield Historic Board of Review at one of their regular meetings, typically scheduled on the first Thursday of each month.
- All projects must follow the Secretary of Interior's Standards for Treatment of Historic Properties. Construction documents shall be prepared by a licensed architect, design consultant, or contractor, preferably one with experience in the building restoration field.
- Grant recipients must provide proof that the project costs have been paid in full before reimbursement of awarded funds.
- All projects must be completed within six months of the grant approval unless otherwise approved by the Grant Committee.

## Program Boundaries

All eligible properties must be located within Greenfield Main Street Area as defined by the map below.



## Available Funding

Greenfield Main Street, Inc. will award a limited number of matching grants, on a competitive basis, up to \$3,000 per qualifying property to improve building facades and to promote preservation and rehabilitation of historic downtown structures. This program is a reimbursement program for work that will be completed within six months or and otherwise reasonable time-frame after the grant award. Funding awards under this program will reimburse approved expenses. Work will be reviewed and approved using the program guidelines, Greenfield Historic District Design Guidelines, and the Secretary of Interior's Standards for the Treatment of Historic Properties. Upon completion of the improvement, the grant recipient will provide proof of payment. **Grant recipients are required to provide a minimum 50% match and this program will reimburse up to 50% of approved exterior building improvements up to \$3,000 per selected property.**

## Eligible Improvements & Expenses

All applications are evaluated by the Greenfield Main Street Design Committee, who follows the advisory direction of the Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings ([available here](#)) and the Secretary of the Interior's Guidelines for Rehabilitating Historic Buildings ([available here](#)).

All projects seeking grant funding should follow these standards and guidelines. All projects are subject to approval by the Design Committee who may approve or deny portions of each application and accept the altered project without resubmission.

On the following pages you will find a listing of project expenses that may be eligible for funding and those that are ineligible. If you are unsure, please ask the Greenfield Main Street Executive Director for clarification.

Generally, projects should be exterior historic and/or economic improvements to existing structures and visible to the public.

1. **Signage:** The restoration of historic signs and the design, construction and installation of new signs approved by the City and in conformance with the City's sign ordinance and the Municipal Code. May also include the removal of non-conforming or unused signs.
2. **Exterior Building Improvements/Renovations:** Cleaning, repairing, or repainting building exterior surfaces, including brick, stone, wood, cast iron, tile, stucco, or other similar exterior finishes and decorative treatments. All exterior wall finishes, and improvements will be compatible to the architectural style of the building and color schemes shall accent the building and harmonize with adjacent buildings.
3. **Lighting:** Restoration, replacement, or new construction of historically and/or architecturally sensitive decorative lighting fixtures for the exterior of the building.
4. **Window Renovation:** Repair, restoration, replacement and installation of windows,

frames, including storefront display windows. Restoration or reconstruction of original window openings is encouraged.

5. **Awnings:** Canvas awnings with or without signage. Also includes canopies, marquees, and railings where historically and/or architecturally appropriate. May also include the removal of non-conforming or unused awnings and canopies.
6. **Landscape Infrastructure:** Including window boxes and planting beds.
7. **Other Repairs:** Repairs and other exterior improvements that may improve the aesthetic quality and historic integrity of the building. These will be considered on a case-by-case basis at the discretion of the Design Committee.

## Ineligible Improvements & Expenses

1. **Interior Improvements:** Including restoration or rehabilitation work, interior window coverings, and interior window displays. The purchase and installation of furnishing, equipment or together personal property which does not transfer ownership as part of the real estate.
2. **Site Improvements:** Including paving, fencing and improved pedestrian amenities such as sidewalks or benches.
3. **Landscaping:** Including but not limited to trees, shrubbery, flowers, and other plant material.
4. **Security Systems, Solar Systems, Satellites, or other special systems**
5. **New Construction**
6. **Permits & Fees:** Any local and/or state permitting costs or fees.

## Application Packet Requirements

In addition to the completed Downtown Improvement Grant Application, all application packet must include:

- Current photograph of the subject property to be improved.
- Written description of the project improvements including a material list and color selections.
- Construction drawings (if applicable)
- Two bids / estimates by an architect, designer, or contractor in writing, itemized for each portion of the project.
- Tenants must provide written permission from the owner for the proposed enhancements.

*All documents are to be submitted together to the Executive Director.*

## Review & Approval

1. Once received, the Design Committee will make an initial review of the submission to confirm completeness. The Greenfield Historic Preservation Officer (HPO) participates in this review to ensure that applications meet the City of Greenfield Historic District Design Guidelines and are qualified to receive a Certificate of Appropriateness (COA) from the City of Greenfield. This COA is in addition to any approval received from the Greenfield Main Street Design Committee.
2. The Design Committee may contact applicants to schedule an interview to review the details of their requests, after which the Committee will rate the applications based upon criteria listed below.
3. The exact number of awards depends on the funds available, the number of applications received, and the scope of the proposed projects.
4. The Applicant should simultaneously apply for a Certificate of Appropriateness (COA) from the City of Greenfield Historic Board of Review, located on the 2nd floor of City Hall, Planning Department, 10 S. State Street.
5. The applicants must appear at the next Greenfield Historic Board of Review (HBR) meeting after filing the grant request to present their projects for formal city approval of the COA. No work for which funding is sought should begin until the COA has been secured and this notification has been received (except for projects applied for retroactively and those not requiring a COA).
6. All proposed projects that are approved by the HBR and are issued a COA will then be presented as Grant Recommendations at a Greenfield Main Street Board Meeting.

## Review Criteria

1. Level of Rehabilitation
2. Aesthetic Improvement
3. Project Visibility
4. Potential Community Impact
5. Historic Significance
6. Previous Grant Recipient
7. Use of Local Contractors
8. Community Involvement
9. Additional Investment

# Timeline

1. **Application Received:** Grant Applications are due by the 15th of every month
2. **Design Committee Review:** The Greenfield Main Street Design Committee meets the first Tuesday of every month.
3. **Historic Board of Review:** The Greenfield Historic Board meets on the first Thursday of every month. All Greenfield Main Street grant requests shall be submitted to Greenfield Main Street and the plans shall also be submitted to the Historic Board on the 15th day of the month preceding the Greenfield Historic Board of Review meeting. Applications will be reviewed by the Greenfield Main Street Design Committee and by the City simultaneously, and Applicant interviews will be scheduled if necessary. There is a separate application process that is managed by the City Planning Department for Historic Board approval. The Greenfield Historic Board of Review Application can be obtained in the City of Greenfield Planning Department at 10 S State Street in City Hall (317) 477-4320 or on the City's online permitting portal found in the quick links at the bottom of the City of Greenfield website. [www.greenfieldin.org](http://www.greenfieldin.org) The Historic Board of Review meeting is held in Council Chambers of City Hall 10 S. State Street and you or a representative must be present.
4. **Greenfield Main Street Board Review:** The Greenfield Main Street Design Committee will submit grant recommendations to the Greenfield Main Street Board of Directors for final approval after the Historic Board has approved your project.
5. **Notification of Award:** Final award notification will be given within two weeks of the Greenfield Main Street Board of Directors meeting.
6. **Agreement Signed:** Applicant and Greenfield Main Street Board Chair sign the Downtown Improvement Grant Agreement.
7. **Grant Program Recognition:** Upon notification of receipt of the grant, each building/business owner is required to display a sign, provided by Greenfield Main Street, stating the project was partially funded by a grant from the Greenfield Main Street Downtown Improvement Grant Program. This sign shall be displayed in a prominent location on or near the front façade of the project building during the duration of construction and for three (3) months after project completion, at which time the sign shall be returned to Greenfield Main Street. Failure to return the sign will result in deduction of the cost of the sign from the reimbursement amount.
8. **Work Completed:** All improvements and work must be completed within 6 months from the grant award date.
9. **Inspection:** All improvements must be inspected by the Greenfield Main Street Executive Director to verify work has been completed according to the Downtown Improvement Grant Agreement.
10. **Submission of Final Documentation:** "After" photos and paid invoices itemizing all eligible costs are submitted to the Greenfield Main Street Executive Director for verification.
11. **Reimbursement:** After all work has been completed, submission of final documents, and approved the funds will be dispersed.