

**COLLEGEVILLE MAIN STREET
DESIGN CHALLENGE GRANT PROGRAM
AND APPLICATION**

Processing Fee: \$50.00
Date Paid: _____
Check No.: _____
(For Office Use Only)

COLLEGEVILLE MAIN STREET DESIGN CHALLENGE GRANT PROGRAM AND APPLICATION

OVERVIEW

FACADE GRANTS

The Collegeville Main Street Program (CMSP) offers matching grants for storefront and facade improvements in the downtown business district up to a maximum amount of \$5,000 per project. The Design Challenge Grant Program (Grant Program) is intended to stimulate private investment in the preservation of historic downtown architecture and to foster image-making improvements to downtown commercial properties.

PROGRAM OBJECTIVES

Design Challenge Grants are intended to stimulate private investment in the Borough. The program seeks to preserve and restore historic downtown architecture and to foster image-making improvements to all downtown commercial properties regardless of their historic significance.

Projects must achieve visible results that are visible from the street that enhance Collegeville's downtown image, marketability, and economic vitality. Design Challenge Grants have the following specific objectives:

1. Reduce or eliminate vacancies in the core of the Collegeville downtown area and promote the adaptive reuse of commercial buildings;
2. Bring substandard building conditions into compliance with basic health, safety, and building codes;
3. Facilitate compliance with federal ADA access requirements;
4. Assist with the preservation of historic commercial buildings and assure that such buildings are rehabilitated in an appropriate manner; and
5. Enhance the visual appeal of downtown businesses.

Grant applicants are encouraged to use the services of design professionals. The Design Committee can help in facilitating compliance with the required design standards.

ELIGIBLE APPLICANTS

Any person(s) or legal entity that owns or leases a building in the Main Street designated district is eligible to apply. (If leasing the building, written approval from the property owner and verification of the term of the lease is required.) Consideration may be given to projects located adjacent to the downtown areas when the Design Committee determines such projects to be essential to the fulfillment of the downtown development objectives of Main Street and provided such projects meet all other requirements of the Grant Program.

ELIGIBLE ACTIVITIES

A variety of commercial property improvements including major maintenance, repair, rehabilitation, and restoration of storefronts and facades are eligible activities. Landscaping improvements are encouraged but do not qualify for matching funds.

Examples of eligible activities include:

- a. Brick and Stone Masonry - Structural repairs, cleaning, repointing, and painting.
- b. Doors and Windows - Maintenance, repairs, restoration, or sensitive replacement of window sashes, exterior doors, as well as installation of storm windows if in conjunction with other significant facade improvements.
- c. Exterior Woodwork - Maintenance, repair, restoration, and rehabilitation of sills, window and door frames, bulkheads, storefront and roof cornices, window hoods, and decorative moldings.
- d. Storefronts - Removal of inappropriate coverings and additions; maintenance, repair, rehabilitation, and restoration of display and transom windows; and lighting.
- e. Signage - Maintenance, repair, and replacement.
- f. Painting - Surface preparation, painting of exterior surfaces.
- g. Awnings - Installation, repair, and maintenance of awnings.
- h. Design Assistance - Architectural, historic preservation, and graphic design services.
- i. Lighting - External permanent lighting fixtures for signage or facade illumination.
- j. Roof Repair or Replacement - Visible from street.

DESIGN STANDARDS

Project activities must conform to the *Collegetown Design Guidelines* (Design Guidelines) and *The Secretary of the Interior's Standards for the Treatment of Historic Properties. The Secretary's Standards with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings* found at <http://www2.cr.nps.gov/tps/tax/rehabstandards.htm> (Standards for Rehabilitation).

CODES AND ORDINANCES

Applicants are required to meet all codes and ordinances of the Borough of Collegetown. Applicants are also required to secure any necessary permit(s) from the Borough of Collegetown before work may commence. There will be no reimbursement if Borough code or ordinance violations exist.

DESIGN ASSISTANCE

Professional design consultation is strongly recommended to assure compliance with the program design standards. Professional design fees are reimbursable through the grant for up to 10% of eligible project costs or up to a maximum of \$500 per building.

Limited design assistance may be available through Design Committee volunteers. Contact the Main Street Manager for information about accessing this resource. The Main Street office may have other resource material available to assist with a variety of topics pertaining to facade and other building improvements.

DESIGN REVIEW AND APPROVAL

All Design Challenge Grant applications and completed projects will be reviewed by the Design Committee. The committee reviews applications for conformance to program design standards and approves or denies grants within 30 days of application. Payment disbursements are made after project completion and on-site review by the Design Committee.

HOW TO APPLY

Applications may be obtained at the Collegeville Main Street Office at 475 East Main Street, Collegeville, PA 19426. Copies of the Design Guidelines are also available. For more information, please contact Rachael Morrison at 610-454-1050 or manager@collegevilledevelopment.org. **Effective September 1, 2012, a processing fee of \$50.00 must accompany the application.**

TERMS OF GRANT AWARD

Collegeville Main Street Design Challenge Grants are reimbursement grants awarded on a 50-50 matching cost basis. The maximum grant that may be awarded is \$5,000 for projects costing \$10,000 or more. Receipt of grant awards is contingent upon submittal of construction and cost invoices from bona fide contractors or trades people, proof of payment, and confirmation that the work has been completed as described in the application. Work must be completed within six months of receiving notification of grant approval. An extension may be granted at the discretion of the Design Committee. Work must not be started prior to grant approval.

APPLICATION PROCESS

1. Applications may be obtained at the Main Street Office. Applicants are encouraged to speak with the Main Street Manager with any questions concerning the application or the application process prior to submitting completed applications.
2. Completed applications, **accompanied by a \$50.00 processing fee**, must be submitted to the Main Street Office. The Main Street Manager will determine whether all necessary information has been provided and will either submit the completed application for review at the next Design Committee meeting or return it to the Applicant with recommendations for improvement.
3. The Design Committee will review all applications at the subsequent meeting and either a) accept the application, or b) reject the application. Rejected applications will be returned to the Applicant with a written explanation that may include suggestions for revision and/or a recommendation for further consultation with the Main Street Manager or a Design Committee member.
4. After an application has been approved for a specific grant amount, the Applicant will be notified in writing. At such time, work may commence. The project must be completed within six months in order to be eligible for reimbursement.
5. Upon completion of the project, the Applicant must submit documentation that the work has been completed as proposed in the application. Documentation must be submitted to the Main Street office and shall include photos of the completed work, copies of any required permits, and proof that all invoices covered by the grant have been paid in full.
6. Completed projects awarded Design Challenge Grants are newsworthy! When possible, Collegeville Main Street may hold press conferences or issue press releases (including photographs and videos) to publicize the success of the Grant Program and the resulting impact of the improvements on the downtown area, as well as the ongoing efforts of the Main Street program. Successful applicants are encouraged to maximize this publicity by participating in these events.

**COLLEGEVILLE MAIN STREET
DESIGN CHALLENGE GRANT PROGRAM**

APPLICATION FORM (Page 1)

A. APPLICANT DATA

Date: _____
Name: _____
Address: _____
Street _____
City _____ State _____ Zip _____
Phone (day): _____
E-Mail: _____

B. PROPERTY DATA

Building Name or Business Name: _____
Address: _____
Street (Building Location) _____
City _____ State _____ Zip _____

C. PROPERTY OWNERSHIP

If applicant is not property owner, please provide the following information:
Owner Name: _____
Address: _____
Street _____
City _____ State _____ Zip _____
Phone (day): _____

D. PROJECT DESCRIPTION

Briefly describe the proposed use of grant funds:

E. DESIGN PLANS

Please attach a detailed work statement, photos and sketch plan, including planned color choices.

**COLLEGEVILLE MAIN STREET
DESIGN CHALLENGE GRANT PROGRAM**

APPLICATION FORM (Page 2)

F. COST PROPOSAL

Please attach a written cost proposal from bona-fide trades person, contractor, or supplier.

G. REQUESTED GRANT AMOUNT

\$ _____

H. DISCLAIMER

I acknowledge that I understand the terms of the Collegeville Main Street Design Challenge Grant Program, and it is my intent to meet the specified terms if this application is approved.

I understand that this project is approved for reimbursement through grant funds only in strict accordance with the approved design plans that are attached to this application and hereby made part of this agreement.

I further understand that change orders on work in progress require approval by the Main Street Design Committee and that failure to comply with this agreement may jeopardize receipt of grant funds.

I agree to hold harmless the Collegeville Main Street Program, its agents and assigns, in the event of any mishap affiliated with a project for which Design Challenge Grant Program monies were involved.

Applicant Signature

Date

Property Owner's approval of the proposed work is authorized by the signature below:

Property Owner Signature (if different from Applicant)

Date

Main Street Use Only:

I. DESIGN APPROVAL

Collegeville Main Street Design Committee has reviewed this application and the proposed project conforms to the Collegeville Design Guidelines and is approved for grant allocation.

Chair, Design Committee

Date

II. DOCUMENTATION APPROVAL

Collegeville Main Street Design Committee approves release of grant funds in the requested amount.

Chair, Design Committee

Date