



# Kaufman Façade Grant Program Guidelines and Application

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This document is a “general guideline” and does not supersede current City of Ennis ordinances.

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## **Program Objective**

The program objective of the Kaufman façade grant program is to encourage private sector investment in the Kaufman Development District by partnering with the public sector. This partnership seeks to revitalize the Kaufman Corridor through the restoration and rehabilitation of commercial building facades located in the District. As an economic development incentive, the Ennis City Commission has approved the following façade grant program.

## General Information

1. The grant program is a single payment reimbursement to grant recipients. The reimbursement is made after the recipient provides documentary evidence of the expenditures.
2. Improvements made as part of a Façade Improvement Grant may not be claimed as part of any other incentive program.
3. Grants are available on a 1 to 1 matching basis for projects ranging from \$1,000 to \$7,500 per grant. In other words, the grant will match dollar for dollar what you spend on improvements to the façade of your building up to \$7,500 (or a total cost of \$15,000 for both parties).
4. 

Private Investment	Public Investment	Project Total
\$1,000	\$1,000 (min)	\$2,000
\$7,500	\$7,500 (max)	\$15,000
5. Grant funds may be used for exterior work on storefronts and highly visible side and rear facades located in the District.
6. Grants are available throughout the year, on a first come, first served basis until funds are depleted.
7. If awarded a reimbursement grant, any deviation from the approved grant project may result in the total or partial withdrawal of the grant.

NOTE: Cost overruns will not be considered for matching funds.

## Application Process

### 1. Determine Eligibility:

- a. Before you begin planning your project, please ensure the property is located within the boundary of the Kaufman Development District generally defined as property that faces Kaufman or property that is highly visible from Kaufman.



### 2. Completion of Application:

#### a. Grant Application Checklist:

- i. Application form
- ii. List of owners, investors and corporate officers with contact information
- iii. Conceptual plan of improvements and intended uses
- iv. Detailed cost estimate (prepared by registered engineer, architect or contractor)

### 3. Application Submittal:

- a. The completed grant application must be delivered to the Economic Development office.

## Grant Approval Process

1. Grant projects must meet current building standards and codes, as well as building permit requirements.
2. Notwithstanding anything stated in this application to the contrary, final approval for any grant shall be vested in the Kaufman Development District Board.
3. The Board shall consider applications which have been properly and fully completed and which contain all information required in the application or requested by the Board.
4. All estimates submitted by an applicant must be current and dated no earlier than ninety (90) days prior to the application request. Cost estimates must be certified by a registered engineer, architect or contractor. Estimates shall be itemized in a manner that allows the Board to determine the bid components and authenticity of the bid.
5. Applicants awarded a grant shall complete construction described in the application within six (6) months of the date the grant was approved by the Board. If the applicant is unable to complete the project within six (6) months, applicant must make a written request for an extension. The Board is not obligated to grant an extension, however may do so for good cause determined solely by the Board. If extension is granted, it shall be for the term and for the conditions determined exclusively by the Board. An extension denial cannot be appealed and shall be final.
6. As a condition of this grant application and in consideration of the opportunity to apply for a grant, the applicant consents and shall allow the Board to request city inspections to determine the grant, if awarded, shall not be used for construction to any building that is not in compliance with municipal codes and ordinances which are applicable to the construction contemplated in the application.
7. The Board shall award grants based upon the grant amount requested, grant funds available, the grant program, condition of the building in which the grant funds will be used, effectiveness of the construction, other grant requests, the type and nature of the construction, and the proposed construction results considering the program.
8. No applicant has a proprietary right to receive grant funds. The Board shall consider any application within its discretionary authority to determine what grant amount would be in the best interest of the District. The review criteria may include, but not be limited to, compatible architectural design, streetscape objectives, and overall redevelopment of the District.

9. Applicant is required to furnish photographs of the building's exterior as part of the application request and also after completion of the project as a condition of final grant reimbursement.
10. Applicant is required to obtain all applicable city permits and city approvals for the project if a grant is awarded.
11. Applicants, applicant's agents, representatives or tenants may not apply to receive grant approval on the same property until one (1) year from the date a previous grant was awarded for that same property by the Board.

## **Reimbursement Process**

1. When the entire grant project has been satisfactorily completed and reviewed, recipient shall present the Economic Development office with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.
2. Improvements made as part of a Façade Grant may not be claimed as part of any other incentive program.





## Kaufman Façade Grant Application

Return application along with attachments to the Economic Development office, located 108 W Knox St., or email to Rhonda Winters at [rwinters@ennistx.gov](mailto:rwinters@ennistx.gov).

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Building Owner Name (if different from applicant): \_\_\_\_\_

Physical Building Address: \_\_\_\_\_

Details of Planned Improvements: (attach sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Contractor(s): \_\_\_\_\_

Total Cost of Façade Grant Project: \_\_\_\_\_

Amount of Façade Grant Requested: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

- Applicant has read and understands the terms of the grant program and agrees to abide by said terms.
- Improvements made as part of a Façade Improvement Grant may not be claimed as part of any other incentive program.
- Cost overruns will not be considered for matching funds.