



# 2024 Façade Improvement Matching Grant Program Packet & Application

APPLICATIONS DUE: November 1, 2024  
MAXIMUM GRANT AMOUNT: \$10,000

## I. EXECUTIVE SUMMARY

The Town of Dillsboro recognizes general maintenance and upkeep of property as vital to the local economy. The Façade Improvement Matching Grant (FIMG) program incentivizes projects which improve the streetscape façade in the Town of Dillsboro.

The 2024 Façade Improvement Matching Grant Program will include property within the Town limits and provide maximum grants up to \$10,000 and require a dollar- for- dollar match.

Due to limited funds, not all applications are guaranteed to be awarded or may receive partial award. Grant awards will be based on how well the project meets the programs goals.

To be eligible, applicants must submit applications in their entirety (see section V of this document) by 2:00 PM on November 1, 2024, and the property must be compliant with all applicable codes and regulations. Applications and payment of fees are to be forwarded to the Dillsboro Clerk Treasurer, at Dillsboro Town Hall, 13030 Executive Drive, Dillsboro, IN 47018.

If awarded, applicant will be required to obtain all applicable permits. **\*\*Additional permit fees will apply.** Permits are not required for an application to be considered but will be required prior to commencing work and prior to receiving award or awarded funds shall be forfeited.

Applicable permits may include but shall not be limited to zoning permits, certificate of compliance (issues through the Town of Dillsboro: 812-432-9002) and building permits (issued through the Dearborn County Building Department: 812-537-8822). Applicants are encouraged to discuss project plans with the proper permitting authority prior to applying for this grant.

*\*Changes to the project scope after award may require additional approval and may result in loss of grant funding.*

## II. FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM GOALS & SCORING:

The FIMG Program is intended to encourage private investment in real property within the Town and promote the Town's unique architecture and culture. Projects will be prioritized based on how the project impacts the greater community.

The Design Review Committee will review all applications for eligibility and provide each a score based on how well they meet the program goals. The Committee will then present their scores and recommend final action to the Dillsboro Town Council for formal approval. The committee consists of a Council Appointee, the Town Manager, and a Dillsboro Main Street Appointee.

Applicants are required to submit a written report and project plans addressing the scoring criteria. Each eligible application will receive a total score out of 30 based on how the project addresses the following:

**Project Impacts & Need (15 points possible) Maximum**

Score Type	Score	Descriptions
Project Location / Visibility	5	How many people will the project impact on a regular basis (e.g. property at the end of a cul-de-sac v. on the corner of a busy intersection)?
Structure / Architecture Significance	5	Does the structure capture an architectural period or hold a unique piece of the Town’s history?
Need for Project	5	How much of an improvement will the project be relative to the structure’s existing conditions? Will the structure survive without the project?

**Project Quality (15 points possible)**

Score Type	Maximum Score	Descriptions
Visual Impact of Project	10	What quality of materials is used in the project? How will the project improve the visual appeal of the structure?
Conformance to Design Guidelines	5	How closely does the project follow the Downtown Dillsboro Design Commission Preservation Standards?

**\*Project Incentives - Five (5) bonus points provided to structures located within the Downtown Design District, see Appendix A.**

**III. MAXIMUM AWARD**

Successful projects will receive an award of up to \$10,000 based on to the lower of:

- 50% of actual eligible project expenses,
- 50% of lowest quote (should applicant elect to work with a different contractor), or
- The maximum awarded amount.

## ELIGIBILITY REQUIREMENTS:

1. Property must be located within the Town of Dillsboro.
2. Applicant must be the property owner, have written authorization from the property owner, or be a legally contracted buyer.
3. Must be submitted with a complete application, see Section (V).
4. Project work must be an eligible activity, see Section (VI).

## IV. APPLICATION:

The following items shall be required to submit a completed application:

1. Grant Application. A completed application, attached on page 7.
2. Existing Conditions. Photos of the property and general existing conditions along with a written narrative describing the conditions.
3. Project Description. Project plans, including a written description of the proposed improvements, details of materials, and any other project specifications.
4. Quotes. Three (3) quotes for each proposed improvement within the total project scope by qualified contractors. If multiple specialty contractors are needed (Roofer, mason, etc.), at least three (3) quotes should be provided for each project component requesting funding. \*\*If you are unable to obtain three (3) quotes, you must show proof of good faith effort such as documentation of soliciting at least four (4) quotes.
5. Application Fee. Processing fee of \$25.00. Contact the Clerk Treasurer's Office to arrange payment, 812-432-3243.

## ELIGIBLE ACTIVITIES:

Eligible projects must improve the exterior aesthetic appeal of the property or needed structural improvements to save a significant structure. Eligible activities generally include:

6. Facade Renovation & Repair
7. Repairing or replacing design elements (e.g., cornices, entrances, doors, windows, and decorative detail) which meet the historic design guidelines, contact Indiana Landmarks for details, 812-926-0983.
8. Masonry and Major structural repairs.
9. Signage and/or Awnings.
10. Roof repair or replacement within street level site range, Gutters, and Downspouts.
11. Other repairs that may improve the aesthetic quality of the building.

Ineligible activities include improvements that do not improve the structure's exterior aesthetic appeal or save the structure's integrity and generally include:

1. Interior improvements (including window display areas).
2. Sidewalks, driveways, parking lots.

3. The purchase of furnishings, equipment, or other personal property is not part of the real estate.
4. Improvements that are already completed or in progress prior to notification of approval.
5. Additions to existing structures, whether attached or detached to the principal building, unless it can be proved that the addition was an original component of the structure.
6. Accessory structures, such as garages and sheds.
7. New construction of a primary structure.
8. Funds used to pay off existing mortgage, lease or rental fees, association fees, executive or administrative salaries, employee payroll, or permit fees.

#### V. GRANT AWARD AND PAYMENTS:

Grants awards will be announced at the **November 11, 2024, Town Council Meeting**. Grantees which accept the award and conditions will receive an award packet no later than Friday, **November 29, 2024**. The award packet will include the following:

- An award letter indicating your responsibilities to the program
- A checklist detailing the items required to be submitted to receive your award payment
- A manila folder to retain all the required documentation

Awarded funds must be properly requested by **Monday, December 1, 2025**, or the award will be forfeited. Extensions “may” be granted by the Design Committee for unforeseen circumstances at no fault of the applicant. Request for extensions must be submitted in writing to the Town Manager no later than **Monday, October 6, 2025**.

Disbursement for grant payment will be made to the applicant upon completion of the project and submission of required documentation in the award packet provided. The required documentation will include:

- Copy of your application (provided)
- Copy of Certificate of Appropriateness, if required (provided)
- Copies of any Permits
- Copies of all invoices
- Copies of proof of payment: These may include copies of cleared checks or proof of Automatic Clearing House (ACH) payments
- Before and After Pictures of the project

Once the packet has been returned with the accompanying documentation, payment will be issued through normal Accounts Payable workflow (please allow 3-5 weeks for approval and processing).

#### VI. Disclaimer:

Grant funds must be returned if the property is not maintained in accordance with the Town of Dillsboro Code.

Real property on which a residential dwelling was built prior to 1978, may present exposure to lead from lead-based paint. Grantee(s) is advised that young children are at risk of developing

lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. Grantee(s) should exercise due diligence to identify lead-based paint hazards from risk assessments or inspections and employ Lead-Safe Certified Contractors, if necessary. A current copy of Contractors Lead Based Paint Abatement Training Certification may be requested by the Town of Dillsboro as a condition of grant funds.

Grantee(s) shall be responsible in determining whether lead-based paint hazards are present on his/her property. Grantees and/or privately hired contractors performing work on property where lead-based paint is present shall hold the Town of Dillsboro harmless for any failure to identify hazards and appropriately address the removal of said hazards.

For more information about our Facade Improvement Matching Grant Program or to submit a complete application, please contact: Town of Dillsboro, Town Manager, 13030 Executive Drive, Dillsboro, IN, 47018 Email: [manager@townofdillsboro.com](mailto:manager@townofdillsboro.com)



## FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM APPLICATION 2024

Applicant / Co-applicant Name: \_\_\_\_\_

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

Owner of Property: \_\_\_\_\_

Property Site Address: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

### All applications must be accompanied by the following documents:

Existing Conditions.

- Provide photos of the building and of existing conditions and
- a brief written description of current conditions.

Project Description.

- Written description of proposed improvements, including materials,
- Plans and specification of proposed work.

Amount Requested: \_\_\_\_\_ Total Cost of Project: \_\_\_\_\_

My signature below verifies I do not owe any local property taxes or utility bills. I hereby submit the attached plans and specification for the proposed project. I understand that no work shall begin until all applicable permits and certificates have been obtained. I further understand that the project must be completed within a timeframe deemed reasonable by the program grant packet. The full grant sum will not be paid until the project is complete and all applicable documents outlined in this program have been submitted. I affirm that the information provided in my application is true and accurate and agree to leave the complete project in its approved design for a period of five (5) years from the date of completion. Those who fail to meet the terms of this program will be required to return grant monies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Dillsboro Downtown Design District



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