



# Facade Improvement Grant Program (FIGP)

## Guidelines and Application

**Please return completed application with required attachments and signature to:**

**Ingleside Development Corporation  
P.O. Drawer 400  
Ingleside, TX 78362**

**For questions, please contact:  
Jodi Carr, Executive Director  
Ingleside Development Corporation  
[jcarr@inglesidetx.gov](mailto:jcarr@inglesidetx.gov)**

**361-776-3815**

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# Facade Improvement Grant Program

## Guidelines and Application

### INTRODUCTION

The Ingleside Development Corporation (IDC) is committed to helping Ingleside businesses thrive and be successful. A key part of being successful is the first impression: what the customer sees from outside of the building. Many businesses and storefronts require investment to enhance the curb appeal, promote the business, and attract customers.

The Facade Improvement Grant Program (FIGP) is an initiative available for eligible businesses (Applicant) to apply for funds in order to complete enhancement and improvement projects that upgrade the appearance and functionality of their existing exterior that is visible from the street. Matching grant funds may be provided for up to 50% of the actual cost of the project up to a maximum of \$5,000. Total amount of grant will be determined by the IDC Board of Directors.

Program funding will be provided in the form of a reimbursable grant upon completion of the project. The Applicant must have funding available to cover the total project cost upfront, prior to reimbursement. The FIGP is not designed to subsidize corrections to building code violations.

### ELIGIBILITY & RULES

The following criteria must be met for participation in FIGP:

- 1) The Applicant's business must be located within the Ingleside city limits;
- 2) The Applicant's business must have been in operation for a minimum of 18 months in Ingleside;
- 3) The Applicant's business must collect sales tax;
- 4) Tenants must have written approval from property owners to participate in program and this documentation must be provided along with the building owner's signature on the application;
- 5) Applicants must be up to date on all Ingleside municipal taxes prior to participation in the program;
- 6) Applicants must not have any City of Ingleside (City) liens filed against any property owned by Applicant, including but not limited to weed liens, demolition liens, and board-up/open structure liens;
- 7) Applicants must comply with all state and local laws and regulations pertaining to licensing, permits, building code and zoning requirements;
- 8) Applicant is required to obtain all applicable City permits and City approvals required for the construction if grant is awarded and provide copies of permits prior to reimbursement;
- 9) Understanding that the overall objective of the FIGP is to improve the exterior, visibility and presentation of a property, the IDC has the discretion to decline an application while suggesting enhancements that would enable future acceptance;
- 10) No work may be started on the project until after the Notice to Proceed is sent to Applicant;
- 11) Facades must be maintained after project completion. Improper or incorrect maintenance will affect all future grant eligibility;
- 12) Only one grant per business is allowed every Fiscal Year (Oct. - Sept.);
- 13) Previous grant awards must be completed and closed out prior to applying for new grant;
- 14) Ineligible businesses: government offices, schools, churches, residences, home businesses, and sexually oriented businesses.

### DESIGN PRINCIPLES AND GUIDELINES

Improvements to be funded by the FIGP must be compatible with the character and architecture of the individual building, as well as meeting City standards with regards to latest construction and design trends. Buildings with significant architectural qualities are strongly encouraged to restore and maintain these features. Improvements for buildings not having such architectural features should still be carefully considered and be seen as an opportunity to substantially enhance the appearance of the buildings and their streetscapes.

*Below are examples of Eligible and Ineligible Projects and Expenditures. These are examples and not an exhaustive list. The IDC Board reserves the right to approve or disapprove any project and expenditure.*

**ELIGIBLE PROJECTS AND EXPENDITURES:**

- Restoration of details in historically contributing or significant buildings, and removal of elements which cover architectural details;
- Window replacement and window framing visible from the street which is appropriately scaled to the building;
- New City approved signage, including monument signage, pole signage, electronic message boards and other signage as specified in the City's codes;
- Lighting which is visually appealing and appropriately illuminates signage, storefront window displays, and recessed areas of a building facade;
- Awnings or canopies which can be both functional and visually appealing;
- Curbing, irrigation, approved trees, landscaping beds (not including planting material);
- Cleaning, repainting, or residing of building;
- Resurfacing and/or restriping of parking lot up to the facade of the building;
- New storefront construction, appropriately scaled within an existing building;
- Replacement or repair of existing gutters and/or downspouts;
- Installation of new sidewalks and/or the replacement or repair of existing sidewalks.

**INELIGIBLE PROJECTS AND EXPENDITURES:**

- Exterior improvements located on the sides or rear of buildings; unless the building sits on a corner lot and faces two streets;
- Interior improvements;
- Playground or recreational equipment;
- Structural changes;
- Burglar bars;
- Security alarm system;
- "Sweat equity";
- Roof repair;
- Fencing;
- Non-permanent signage;
- New commercial construction;
- Benches/porch swings;
- Umbrellas;
- Gazebos;
- Trellises;
- Window boxes;
- Architectural survey or other professional fees;
- Asbestos testing, removal, abatement, or remediation;
- Improvements for which insurance monies are received;
- Acquisition of land or buildings;
- Routine or site maintenance projects.

**FINANCIAL**

If awarded, funding offered is a matching grant in which the FIGP reimburses Applicant up to fifty percent (50%) of total project costs, up to five thousand dollars (\$5,000.00) maximum match for facade improvements. Architectural design fees, and other professional fees may not be included in the total cost of eligible improvements.

When the entire grant project has been satisfactorily completed and reviewed by staff, the Applicant shall present the IDC staff with copies of all paid invoices for a single payment reimbursement of the approved funding. Proof of payment must accompany the invoices.

## **SUBMISSION PROCESS**

All Applicants must follow the procedures in the order outlined in this document and as listed on Attachment A of this application:

1. Complete the application;
2. Applicant must meet with the City Building Department representative to confirm whether any permits are required for this improvement. The City Representative will sign the application on Attachment A;
3. Submit the completed application to the IDC office along with:
  - o Itemized bid from contractor with contractor business name, address, and phone number;
  - o Project plan with design or drawings and improvements desired;
  - o Color photographs of the existing exterior conditions of the building;
  - o W-9;
  - o Documentation that property taxes are current;
  - o For lessees, the building owner must sign the application.

## **REVIEW PROCESS**

IDC staff will conduct a completeness and eligibility review on all applications in order to determine whether each application is complete, and the Applicant and the project are eligible under the program guidelines. Applicants will be notified of any missing items in the application and encouraged to submit the remaining documentation as soon as possible. If missing documentation is not received within the IDC's stated timeframe following notification, the application may be deemed incomplete and not subject to further consideration under this program. All eligible, completed applications will be evaluated on a case-by-case basis by the Board of Directors. The IDC Board of Directors will consider and vote to approve or deny the application and determine the award amount during an IDC Board Meeting. In order to get on a Board Meeting Agenda, applications need to be turned in one week prior to the meeting date. IDC Board Meeting dates are listed on the website [www.inglesidedevelopment.com](http://www.inglesidedevelopment.com).

Applicants must attend the meeting in which their application is being considered. IDC reserves the right to change meeting dates. IDC reserves the right to share the project information with any City department. IDC reserves the right to advertise the grant, if awarded. IDC reserves the right to reject any project.

## **POST AWARD PROCESS AND REQUIREMENTS**

After IDC Board approval, IDC staff sends applicant a "Notice to Proceed".

Applicant has ninety (90) days from the date of the Notice to Proceed to complete the approved improvements. Permission for an extension must be requested by Applicant prior to the end of the 90-day period and the IDC will determine if an extension is allowable. If the 90-day deadline is missed without the approval of an extension, the Grant is considered voided by the Applicant for not adhering to Guidelines of the Program. It is the responsibility of the Applicant to track and meet all the calendar days required by the Guidelines of the Façade Improvement Grant Program. Once project is completed, Applicant must notify staff. Staff will visually inspect project to certify compliance with application. Applicant must provide copies of all building permits and certifications received from the improvement project to the staff prior to the release of funds.

## **RELEASE OF FUNDS**

The program will offer grants on a reimbursement basis only. Under no circumstances will grant funds be disbursed as a cash advance prior to project costs being incurred, the applicable scope of the project completed, and the Applicant's small business is fully operational to the satisfaction of the IDC. Funds are disbursed only after a reimbursement request is submitted with photographs of all completed work and receipts, invoices, cancelled checks, credit card receipts, and /or certified checks for eligible project costs are submitted and approved by the IDC, and the grantee has received their Certificate of Occupancy (if required) from the City and has met all requirements in the contractual agreement.

All receipts and required documents must be submitted to the IDC staff within 30 days of completion of project. Eligible receipts and invoices must, at a minimum, include the invoice date, scope of work, contractor name and contact information, cost, and be marked as paid, or a zero balance must be indicated. The invoices must clearly indicate the nature of the expense and that such expense is related to the approved project and business. If eligible project costs are less than the original grant approval, IDC has the right to reduce grant award. The IDC reserves the right to make adjustments regarding conditions and parameters outlined in these guidelines.

## **ADDITIONAL PROGRAM REQUIREMENTS**

The Applicant hereby agrees to indemnify, defend and hold IDC, as well as any of their officers, directors, and employees, from any claims, damages, losses and expenses, including but not limited to attorney's fees, asserted against the parties related in any way to a project.

The Applicant will be required to give to IDC the unrestricted right to use, for any lawful purpose, any photographs or video footage taken of the property at the approved project location, the Applicant owns and/or for which the Applicant has the authority to grant such permission, and to use the Applicant's name in connection therewith if it so chooses. The Applicant will further be required to notify IDC of any public announcements or events to be held at or in relation to the completion of the project, and IDC will have the right to participate in and/or publicize the event in coordination with the Applicant, if IDC so chooses.

Only one grant shall be awarded per business for each physical location per Fiscal Year. Funding is not transferable.

Not all applicants meeting the eligibility requirements of the FIGP will be able to receive reimbursement grants. Eligibility and awards under the FIGP will be determined by the IDC.

## **TERMINATION**

The IDC reserves the right to terminate any agreement under the FIGP if an Applicant is found to be in violation of any conditions set forth in these guidelines and procedures outlined in this document, or if the project has been started prior to approval of the FIGP by the IDC Board and the issuance of the Notice to Proceed.

Funds for the FIGP are appropriated each Fiscal Year, beginning October 1. Once all monies have been allocated for the Fiscal Year, the FIGP will be suspended if and until funded in the following Fiscal Year. FIGP monies are awarded on a first come/first served basis and the IDC reserves the right to suspend the program at their discretion.

## Façade Improvement Grant Program Application

### **Applicant Information**

Contact  
Name(s): \_\_\_\_\_  
Name of  
Business: \_\_\_\_\_  
Address of  
Project: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of  
Business: \_\_\_\_\_

Does Business Collect Sales Tax: \_\_\_\_\_

Have you applied for/or received a grant from IDC? If so, provide the date: \_\_\_\_\_

### **Information on Property Proposed for Façade Improvement Grant**

Description of Existing Building Property (attach images):  
\_\_\_\_\_

Description of Proposed Improvements (attach sketches, plans, or other images):  
\_\_\_\_\_

Estimated Total Cost of Improvements (attach contractor bid): \_\_\_\_\_

### **Landlord Information (If Applicant leases the building)**

Property  
Owner/Landlord: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature of Approval from  
Landlord: \_\_\_\_\_

### **Commitment**

I agree to adhere to the Façade Improvement Grant Program Guidelines as established by the Ingleside Development Corporation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please return this application, images of current building and proposed upgrades, and contractor bids to the Ingleside Development Corporation, 2665 San Angelo, Ingleside, TX 78362 or email Jodi Carr: [jcarr@inglesidetx.gov](mailto:jcarr@inglesidetx.gov)

**ATTACHMENT A**

Facade Improvement Grant Program (FIGP)

Amount of Grant: \_\_\_\_\_

FIGP Application Number: \_\_\_\_\_

Applicant (Name of Business): \_\_\_\_\_

Date:	Completed Activity:
	<p>Applicant met with City of Ingleside Building Department to confirm any required permits. <b>Signature required from Building Department Representative.</b></p> <p>Permit Required:    YES            NO</p> <p>Signature: _____</p> <p align="center">Building Department</p>
	<p>Applicant submitted Application to IDC. (preliminary meeting, listed as next step below, may be conducted at this same time.)</p>
	<p>Preliminary Meeting between Executive Director and Applicant to discuss the project, process of grant, and request any additional required information.</p>
	<p>IDC Board Meeting:    Approved    or    Denied</p> <p>Amount:</p>
	<p>Notice to Proceed mailed or emailed to the Applicant.</p>
	<p>Applicant notified IDC staff of project completion and scheduled inspection to confirm all work was completed.</p>
	<p>IDC staff conducted inspection to confirm all work was completed.</p>
	<p>Applicant submitted final invoices, proof of payment, and copies of required permits to IDC.</p>
	<p>IDC staff processed completed documents for check creation from Finance Department.</p>
	<p>Check presented by IDC Board and Applicant signed as received funding.</p>

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**For Office Use Only**

Date Approved by IDC Board: \_\_\_\_\_

Date of Notice to Proceed: \_\_\_\_\_

Amount of Grant Approved by Board: \_\_\_\_\_

Deadline for Project Completion: \_\_\_\_\_

Actual Project Completion Date: \_\_\_\_\_

Date of Check Presentation: \_\_\_\_\_

Applicant Acceptance of Check: \_\_\_\_\_

IDC Board Member: \_\_\_\_\_

IDC Executive Director: \_\_\_\_\_