

**City of Eastman
Downtown Development Authority of the City of Eastman**

Facade Grant Application

Building Owner can only apply for this grant.

Facade Grant is in the amount up to \$1,500.

1. Applications must be submitted to the Downtown Development Authority, an Authority of the City of Eastman, Post Office Drawer 40, Eastman, Georgia 31023, along with the \$50 application fee made payable to Downtown Development Authority.
2. The application from an owner should include a copy of the building deed, or land contract. An application from a tenant must include a copy of the lease and written approval from the owner for the application.
3. Both applications must include photographs of the facades to be improved.
4. If the application is conditionally approved, the owner/tenant will be required to prepare and submit the cost estimates and drawings of the proposed work, in order to obtain final approval.

Requirements for Approval

The Downtown Development Authority of the City of Eastman operates and administers the Facade Improvement Grant Program and keeps the city manager and the council informed on matters pertaining to program policies, procedures and administration.

1. The Authority is authorized to make such rules and regulations and to issue such orders and notices, in such form or manner as may be necessary and proper to put into full force and effect any and all of the provisions of the Facade Improvement Grant Program.
2. The Authority may request assistance from departments, boards, commissions, or agencies of the City of Eastman for assistance and cooperation in carrying out the Facade Grant Program.
3. The facade grant chair, or designee, will inform the Authority of application(s) who may approve or reject Facade Improvement Grant Program applications under procedures set forth herein at a regularly called meeting of the Authority.
4. Following submission of the application and fee, the application will be reviewed with the owner/tenant, a site visit will be conducted, the proposal will be referred to the proper city departments for comments and recommendations, and if the proposal meets the requirements of the Facade Improvement Program, and approved by the Authority, a conditional letter of approval will be forwarded to the owner/tenant. This letter may require the applicant to provide additional improvements or changes in order to qualify for the Grant.
5. An applicant, if approved, will receive a commitment letter from the Authority stating the approval and any conditions appropriate to the approval. This letter must be signed by proper authorities within the City and the Authority. All other communications from the city and/or authority are advisory and do not represent commitments.

Application Processing Steps

1. Applications must be submitted to the Eastman Downtown Development Authority, Post Office Drawer 40, Eastman, Georgia 31023 along with a \$50 application fee. Checks should be payable to the Eastman Downtown Development Authority. An application from a tenant must include a copy of the lease and written approval from the owner. Applications must include photographs of the facades to be improved.
2. A city staff team will visit the site to discuss the proposed improvements. If the proposal meets the requirements of the Facade program, a Conditional Letter or Approval will be sent to the owner/tenant. This letter may require modifications or changes to the original proposal.
3. The applicant must submit plans and drawings to the authority and, if necessary, to the City agencies. City staff will let the applicant know of any requirements beyond that of the authority.
4. The applicant will then submit approved drawings and cost estimates to the Authority for review.
5. The facade grant chair will prepare the appropriate information for authority action.
6. Following approval by the authority, the facade grant chair will prepare and furnish the applicant with the grant agreement.
7. The applicant must sign the grant agreement and return to the authority.
8. The applicant must obtain permits for the required work from the city. The applicant must display the sign provided by the city on the site indicating "Financing provided in part by the Downtown Development Authority of the City of Eastman Facade Improvement Grant Program".
9. The applicant pays for the completed construction work and submits paid receipts and lien waivers from the contractors to the authority.
10. Following a final inspection, the authority authorizes a check for the approved amount not to exceed \$1,500.00.

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FACADE IMPROVEMENT GRANT PROGRAM

"Building and beautifying Eastman, one storefront/building at a time!"

**P.O. Drawer 40
Eastman, Georgia 31023**

PROGRAM APPLICATION

Applicant: _____ Phone: _____

Business Name: _____

Building Name: _____

Business Address: _____ Zip Code: _____

E-mail Address: _____

Property Owner Name: _____

Address: _____

Name of Grantee: _____

Lease Terms: _____

Definition of Project Scope: _____

ATTACHMENT

Please provide photographs and copy of lease, land contract, or deed. Tenants must provide owner's written authorization.

PROJECT BUDGET

List Individual Project Elements	Total Cost	Grant \$	Private \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total:	_____	_____	_____

Contractor/Supplier: _____

Address: _____ Phone: _____

ATTACHMENT

*Bids, estimates, and/or contracts, product brochures, locator map and design drawings, if appropriate.

REMARKS _____

APPLICANT'S CERTIFICATION

The applicant certifies that all information in this application and all information & documentation furnished in support of this application is given for the purpose of obtaining a grant under the Downtown Development Authority of the City of Eastman and is true and complete to the best of the applicant's knowledge and belief. Applicant understands and agrees this is not a guarantee of this grant and it shall be considered by the Authority.

Signature: _____ Date: _____

Signature: _____ Date: _____

Downtown Development Authority of the City of Eastman
Attn: Facade Grant Chair
P O Drawer 40
Eastman, Georgia 31023