



# FAÇADE IMPROVEMENT GRANT PROGRAM

**APPLICATION**

Last Updated: September 12, 2025

## INSTRUCTIONS

Please complete all sections of this application. Attach all required documents as outlined in the "Required Documentation" section. For full program requirements, see the Façade Improvement Grant Program Guide.

**Important:** Applications must be received by the stated deadline. **No applications will be accepted after the deadline. Incomplete applications will not be considered.**

APPLICANT INFORMATION	
Applicant Name:	
Property Address	
Mailing Address (if different):	
Phone Number:	
Email Address:	
Are you the property owner? (check one):	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, you must include a copy of your lease agreement and written approval from the property owner.)

CURRENT CONDITIONS	
Describe the Property's Current Façade Conditions (attach additional sheets if necessary)	
Property Occupancy	<input type="checkbox"/> Vacant <input type="checkbox"/> Occupied. Specify:
Attach photos of the following to this application	<input type="checkbox"/> The entire façade to be improved <input type="checkbox"/> Close up(s) of each building asset to be repaired/improved (not necessary for painting projects)

PROJECT SCOPE		
Provide a Brief Description of the Proposed Façade Improvements <i>(attach additional sheets if necessary)</i> :		
Check all planned improvements that apply	<input type="checkbox"/> Exterior painting <input type="checkbox"/> Installation or repair of canopy or awning <input type="checkbox"/> Window repair or replacement <input type="checkbox"/> Lighting enhancements <input type="checkbox"/> Restoration or preservation of original architectural features <input type="checkbox"/> Masonry cleaning and repairs <input type="checkbox"/> Addition or replacement of signage <input type="checkbox"/> Structural stabilization <input type="checkbox"/> Replacement or repair of gutters and/or downspouts	
Is the work part of a larger renovation project at the property? If so, please describe other planned improvements.		
Which of the following do you plan to use to perform the improvements?	<input type="checkbox"/> Hire a Professional Contractor <input type="checkbox"/> Hire a Handyman <input type="checkbox"/> Do the work myself - I am a professional Contractor or own a construction related business <input type="checkbox"/> Do the work myself – I am not a contractor	
If available, please attach the following:	<ul style="list-style-type: none"> <li>• Design mockups</li> <li>• Schematic designs/drawings</li> </ul>	
<b>TIMELINE</b> In all cases, construction MUST be complete and receipts submitted by May 29, 2026	Approximate date work will begin:	
	Approximate completion date	
If this project does not receive grant funding, will it still move forward? If yes, please describe how it would be funded and/or how the scope and timeline would be affected.		

PROJECT BUDGET		
Attach Two (2) Written Bids for All Exterior Improvement Work to be Performed under the Project	Applicants must ensure that both bids have clearly identified: <input type="checkbox"/> Contractor contact information <input type="checkbox"/> Scope of work <input type="checkbox"/> Both bids are based on the same work (example: if Bid 1 is for tuckpointing, window replacement, and flashing, Bid 2 must also be for same scope of services) <input type="checkbox"/> Itemized work to be performed (must match checklist above) <input type="checkbox"/> Clearly identified total cost estimate	
	<b>Provide a detailed breakdown of all project costs.</b> Use the table below. Specify the activity to be done, expense category, and estimated cost.	
Activity	Expense Category <small>(input one of the following for each: Labor, Materials, Permit/Fees, Equip. Rental, Other)</small>	Estimated Cost (\$)
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Estimated Total Exterior Project Costs</b>		\$

\*\*Feel free to include a separate attachment if more room is needed to detail expenses.

ADDITIONAL ELIGIBILITY CRITERIA	
Do you or your business owe delinquent property taxes, or do you own any property that has been subject to tax foreclosure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you owe on ANY delinquent water / sewer accounts anywhere in Buena Vista (including any accounts in your name)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently own any property that is in violation of Virginia or local building, housing, and health codes or that has a history of code violations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been cited for zoning or property maintenance code violations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the project visible from a public street within the eligible program area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the project in compliance with local zoning, building, signage and property maintenance codes, including permitting?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## REQUIRED DOCUMENTATION

The following documents are required for your application to be reviewed:

- ☐ **Photographs** of the property's current façade.
- ☐ **Itemized Cost Estimates/Quotes** from 2-3 contractors or suppliers for each budget activity. Applications without estimates/quotes will be considered incomplete.
- ☐ **Design Plans/Specifications** for the proposed improvements, if available.
- ☐ **For Tenant Applicants:** Copy of lease agreement and written approval from the property owner.

**Note:** Applications missing required documents will not be considered.

## AKNOWLEDGMENTS AND AGREEMENTS

By signing below, I acknowledge and agree to the following:

1. I understand that submitting this application does not guarantee approval of funding.
2. I certify that all information provided in this application is accurate and complete to the best of my knowledge.
3. If awarded funding, I agree to comply with all terms and conditions of the program as outlined in the program guide.
4. I understand that failure to comply with the terms and conditions may result in the forfeiture of grant funds.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All applications and attachments should be submitted to **Kristina Ramsey, Director of Economic Development** no later than **October 30, 2025**. Either **in person/by mail** to 2039 Sycamore Ave., Buena Vista, VA 24416 **OR by email** to [business@bvcity.org](mailto:business@bvcity.org).