



## COMMERCIAL FAÇADE IMPROVEMENT PROGRAM

- Purpose:** To support the economic vitality and community appearance of commercial property within the Godfrey Business District; foster investment in the commercial corridors; and encourage investment in existing commercial structures
- Approval:** Based on the merit and design of the project. The Village reserves the right to prioritize applications on the basis of the scope of the work to be performed, level of private investment, and expected impact of the proposed project on the fulfilling the purpose of the program's purpose.
- Funding:** \$1,500 to \$5,000 in eligible expenses – maximum 50% grant.  
Next \$5,001 and above in eligible expenses – maximum 25% grant.
- Grant Limits:** \$15,000 maximum per project
- Eligible:** Significant façade renovation, signage, awnings, doors, windows, parking area improvements
- Not Eligible:** Regular repairs & maintenance, demolition (and related work), landscaping, architectural/design and permit fees, and expenses incurred or contracted prior to grant approval

### Eligibility Criteria and Conditions

Owners and tenants of properties in the Village of Godfrey within the Godfrey Business District (at time of application). Properties primary use must be for commercial use (as determined by ft<sup>2</sup> and zoning). Applications must be complete with all documents listed.

#### Tenants must:

- Provide written authorization from property owner for contemplated improvements and participation in the program;

#### Building owners must:

- Provide lease for all tenant spaces. NOTE: While building need not to be fully leased, grant priority will be given to fully leased properties.

If tenants or building owner who received grants funds close, move, or remove work financed with a grant within 3 years of grant date, repayment of grant may be required, pro rata for period remaining in 3-year term. No additional grant funds are available for similar work at a tenant space which had been awarded Façade Improvement Program grants within past three years.

### REQUIRED DOCUMENTS

Ten (10) hard copies or one electronic copy of the following documents should be filed with the Department of Economic Development:

- Application
- Proposed project designs, drawings, sample designs and/or materials
- Narrative description and estimated budget for scope of work to be performed (bids)
- Three (3) *like* bids for type of work to be performed
- Current photos of building exterior/façade
- Business description (including product/service and customer/client)  
  
If no business and/or tenant, narrative of how property improvement improves the potential for commercial use
- If tenant, copy of current lease and letter from landlord authorizing work and participating in program
- If owner, evidence of title or possession of property; copy of tenant leases (if any)

### IF APPROVED

- Within 30 days of fully executed commitment: agreement, written proof of permits, signed commitment letter, signed bids
- Work must be completed, to the satisfaction of the Village within 120 days of the issuance of building permits (unless extension is granted)

Building owner and tenants must be in good financial standing with the Village, with respect to: taxes, licenses, occupancy compliance, fees, etc. The project must comply with all local and state of Illinois codes, requirements, and inspections. **Since public funds will be used, the Illinois Prevailing Wage Act is applicable.**

**Competitive Bids**

To ensure competitive pricing by contractors, the Village requires at least three (3) *like* bids for each type of proposed work.

The grant program provides a grant award based on the lowest price provided with your application. Property owners/tenants are not required to use the lowest bidder, however additional costs associated with higher priced contractors will be covered 100% by the owner/tenant grant applicant.

**LIKE** bids require that the quoted contract amount be based on the exact same:

- Scope of work
- Materials
- Finishes
- Sizes
- Features

This information **MUST** be specified on all bids.

**Beginning Work**

Contracts may be let and work begun only upon written commitment from the Village

All necessary permits, inspections, and Village approvals are the responsibility of the applicant

Any contemplated changes to the scope of work must be submitted in writing, with reasons, for review and pre-approval by the Village

In extraordinary circumstances, the Village may consider written requests for up to sixty (60) days after the original project completion date. Requests must include reason for extension, and be received prior to original completion date. Work not completed by the project completion date without an approved extension, will be ineligible for receipt of grant.

**To Receive Grant Proceeds**

Project must be complete and paid in full by tenant/property owner.

Within thirty (30) days after completion, applicant must submit copies of:

- ALL contractor invoices detailing the specific tasks completed
- Proof of payment of ALL invoices and lien releases
- At least three (3) color photos of work completed (digital copies preferred)
- Owner’s approval and guarantee to repay any unforgiven portion of the loan, and consent to record agreement
- A statement that the Participant shall maintain the façade improvements in good condition and shall not make any changes to the Property resulting in an alteration to the façade improvements for at least three (3) years after completion unless granted by the Village
- Copy of final inspection approvals

**The Village of Godfrey, IL and/or their agent reserve the right to request additional information as deemed necessary for project review and evaluation.**

I hereby acknowledge that I have read the Program Guidelines and agree to comply with eligibility criteria; and all application, program, approval, and reimbursement requirements. I understand that failure to comply with all conditions and requirements may forfeit the grant.

**Tenant/Applicant Signature:**

**Print Name & Title:**

**Date:**

**Property Owner Signature:**

**Print Name & Title:**

**Date:**



**Required For Grant Consideration**

- Business description (including product and type of client/customer)  
If no business and/or tenant, narrative of how property improvement improves the potential for commercial use
- Proposed project designs, drawings, sample designs and/or materials
- Narrative description and project budget for scope of work to be performed
- Three (3) like bids for type of work to be performed
- If tenant, copy of current lease and letter from landlord authorizing work and participating in program  
If owner, evidence of title or possession of property; copy of tenant leases (if any)
- Current photos of building exterior/façade
- Ten (10) hard copies or one electronic copy of ALL required materials

**Statement of Understanding - Applicant**

The applicant (undersigned) has read and fully understands the guidelines and procedures of the Village of Godfrey Façade Improvement Program and the associated Agreement, which shall be fully executed prior to the initiation of work covered by the grant program. It is understood by the applicant that three (3) cost estimates, copies of building permits, contracts, insurance, and invoices are required documentation prior to commencement.

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

Applicant Name (Printed): \_\_\_\_\_

Company's FEIN# (if applicable): \_\_\_\_\_

**If the applicant is not the property owner, the following must be completed:**

I, \_\_\_\_\_ (printed name), certify that I am the owner of the property located at \_\_\_\_\_ (property address) and authorize the applicant to apply for a grant under the Village of Godfrey Façade Improvement Program and undertake the approved improvements.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Name (Printed): \_\_\_\_\_

<b>OFFICE USE ONLY:</b>	
Application Number: _____	Date Received: _____
Application Fee Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check (# _____)	
Applicant & Owner Have NO Outstanding fees, taxes, fines, etc. <input type="checkbox"/> NO <input type="checkbox"/> YES	
Verified by: _____	Date: _____
Estimated Cost of Project Eligible Expenses (lowest estimate from submitted quotes): \$ _____	
Total Grant Award Approved: _____	Date of CPEDI Review: _____ Date of CPEDI Approval: _____
Date of Village of Godfrey Village Board Approval: _____ Date of Grant Reimbursement Request: _____	
Date of Inspection: _____ Verified by: _____	
Date of Payment: _____	