

City of Forest Park Facade Grant Eligibility & Application Guidelines

Overview & Purpose

The City of Forest Park Facade Grant Program is intended to encourage in the revitalization of building exteriors in commercial areas of the City of Forest Park.

Funds are made available for eligible improvements to business facades that are easily visible to the public via public right of ways.

The Facade Grant Program is funded by the Forest Park Development Authority (DA) and is administered by the Forest Park Economic Development Department. The applicant must provide a funding match and manage all improvements made to the property.

Facade Grant Eligibility Criteria

Eligible projects must be zoned C-1, C-2, or C-3. For information regarding zoning designations, please visit <https://www.forestparkga.gov/planning/page/maps>, or contact the Planning and Community Development Department at 404-608-2307.

Eligible applications include commercial and mixed-use business owners. Excluded are government entities (including any elected officials, city staff, and direct family members), churches, and national franchises of all types. Additionally, properties owned by the City of Forest Park Development Authority or members of the Development Authority are not eligible. If the property is leased, the tenant must submit an application for the proposed project with the property owner as the co-applicant.

To qualify for a façade grant, projects must result in improvements that:

- a) Are appropriate for the building and consistent with its current business uses.
- b) Positively contribute to the appearance and vitality of Forest Park's downtown and commercial districts.

Eligible projects must be in accordance with all government rules, regulations, and laws, including but not limited to the City of Forest Park's ordinances and building codes, and the City of Forest Park Urban Design Review Board.

Guidelines for Facade Improvements

Eligible work is limited to exterior improvements only. Top priority is given to business facades that are easily visible to the public and within public right of ways.

A wide range of investment proposals will be considered, including:

- a) Exterior Painting
- b) Structural Stabilization
- c) Canopies and Awnings
- d) Exterior Walls
- e) Materials
- f) Replacement Damaged Storefronts (Demolition)
- g) Exterior Signs
- h) Gutters and Downspouts
- i) Exterior Door & Window Repair/Replacement and Treatments
- j) Decorative Exterior Architectural Features
- k) Landscaping
- l) Parking/Pavement Improvements

Ineligible work includes but is not limited to:

- a) Roofs
- b) Security Systems
- c) General maintenance (except exterior painting)
- d) Interior improvements of any type
- e) Personal Property/Equipment
- f) Interior window/door treatments

The size, color, and shape of a sign should complement the building and comply with local sign ordinances.

Final approval of signage must be granted by the Planning and Community Development Department.

Participants assume full responsibility for all aspects of the project, which includes relationships with contractors and/or suppliers, liability, securing necessary municipal approvals, and payments.

Applicants interested in this program may consult the City of Forest Park Planning and Community Development Department, which may be of assistance during project design and proposal.

Application Guidelines

Applications will be reviewed by the Economic Development Department in the order received. Only complete application packages will be reviewed. Incomplete application packages will be returned to sender.

A complete application package includes the application and all supporting materials. These include construction estimates from a licensed contractor, drawings/sketches of proposed improvements, samples of materials (photos), and any other information to describe the project.

Application Review

The Economic Development Department, authorized by the Development Authority will:

- Review each application package for completeness.
- Determine eligibility.
- Provide recommendations to the Development Authority for funding.
- Each application package will be judged by the following standards for review:
 - Priority will be given to buildings that are visually prominent, buildings with inappropriately applied facades, and facades that are unsightly or need repair.
 - Extent to which the project advances the goals of improving building appearance.
 - Extent of the project's impact upon the overall streetscape and pedestrian atmosphere.
 - Importance of the work proposed.
 - Any other relevant factors deemed by the Economic Development Department to be applicable.

Each applicant will receive confirmation via email indicating the grant award decision, or a request for additional information. In the instance of a decision to deny an application, the email will indicate the board's reason for doing so.

The DA reserves the right to delay, deny, or request modifications in any or all application packages, in whole or in part, and to negotiate changes in the proposed project. In the case of denial by the DA, the applicant may address any issues identified and re-apply for a façade grant.

Applications should be mailed to:

City of Forest Park
ATTN: Economic Development Department
Ref: Façade Grant Application
745 Forest Parkway
Forest Park, GA 30297

For more information, please contact the Economic Development Department at 404-363-2454.

Grant Awards

Approved projects will be funded at up to eighty percent (80%) of the approved project's total cost. Awards are made to the applicant who must then pay the contractor or supplier and provide proof of payment.

Various factors are considered when determining grant awards. They include availability of funds, the project, number of applicants, applicant match, and the extent to which projects fulfill the goals and standards for eligible projects.

Maximum Award Structure

Each project is classified with funding limits per category. However, funding may not exceed eighty percent (80%) of the total cost of the project with the applicant providing twenty percent (20%).

- Major Improvements:
 - Restoration and rehabilitation: substantial changes to building's exterior appearance
 - Project total of \$31,250+
 - \$25,000 maximum award from the Façade Grant Program
 - \$6,250 required match from applicant.
- Minor Improvements:
 - Exterior painting, signage, awnings, steps, railings, doors, windows, landscaping, parking, and other fixtures.
 - \$12,000 maximum award with a \$3,000 required match from applicant.

Grant Disbursement

- An amount of up to \$12,000 may be paid to applicant for materials and labor to begin the project.
- Once a project is complete, remaining grant funds are disbursed to the applicant upon:
 - Inspection by the Economic Development Department.
 - Satisfactory completion of the project with conformance to approved plans.
 - Applicant's commitment to maintain project improvements.
 - Improvements funded by the Development Authority must be maintained for at least three (3) years.
 - Grantees are ineligible for additional funds for three years after project is complete.

Submit applications and invoices to:

City of Forest Park
ATTN: Economic Development Department
Ref: Façade Grant Program
745 Forest Parkway
Forest Park, GA 30297.