



FACADE GRANT PROGRAM

Funding Available Beginning October 1, 2026

Program Purpose

The Gladstone Downtown Development Authority (DDA) Façade Grant Program provides a simple and accessible funding opportunity for businesses and property owners seeking to make smaller, highly visible improvements to properties within the Gladstone DDA District.

The program is intended to reduce barriers for projects that can make an immediate positive impact on the appearance, character, and pedestrian experience of the district.

Eligible Properties and Applicants

Eligible properties must:

- Be located within the Gladstone Downtown Development Authority District; and
- Have a commercial, business, or other use determined eligible by the DDA.

Properties used exclusively for residential purposes are not eligible. Mixed-use properties may be eligible when the proposed improvement primarily benefits the commercial portion of the property or improves the overall exterior appearance of the building.

Applications may be submitted by:

- The property owner; or
- A business tenant occupying an eligible property, with written authorization from the property owner.

The DDA reserves the right to determine property, applicant, and project eligibility consistent with the purpose of the program.

Tenant Applicants and Property Owner Authorization

Business tenants are eligible to apply for grant funding with the written authorization of the property owner. As a condition of funding, both the tenant and property owner must execute a Tri-Party Grant Agreement with the DDA. The agreement shall acknowledge that all grant-funded improvements that are affixed to the property, including but not limited to lighting and awnings, are considered permanent fixtures of the property and may not be removed by the tenant upon termination of the tenancy.

Property-owner authorization does not make the property owner responsible for the tenant's required financial contribution unless otherwise agreed between the parties.

The DDA's approval of a tenant-sponsored project does not modify or supersede the terms of any lease or other agreement between the property owner and tenant. Applicants are responsible for ensuring that proposed improvements are permitted under their lease or other applicable agreements.

Grant Funding

The Façade Grant Program will provide funding according to the following structure:

- **Maximum DDA Grant:** \$5,000
- **DDA Contribution:** Up to 75% of eligible project costs
- **Applicant Contribution:** Minimum 25% of eligible project costs
- **Property Lien:** None

The applicant is responsible for a minimum of 25% of eligible project costs and 100% of project costs exceeding the amount eligible for DDA reimbursement.

Projects exceeding the amount necessary to receive the maximum \$5,000 grant may still be considered; however, the DDA contribution will not exceed \$5,000.

Grant awards are subject to the availability of DDA funds and are not guaranteed.

Eligible Improvements

The program is intended primarily for exterior improvements that are visible from a public street, sidewalk, public parking area, or other publicly accessible area and that contribute to the appearance or pedestrian experience of the DDA District.

Eligible improvements may include:

- New or improved business signage;
- Projecting, blade, or pedestrian-oriented signs;
- Removal of obsolete or deteriorated signage;
- Exterior painting;
- Awning installation, replacement, or repair;
- Decorative exterior lighting;
- Window and door improvements;
- Minor masonry or exterior repairs associated with a visible improvement;
- Architectural details and storefront enhancements;
- Restoration of historic or original architectural elements;
- Siding repair or replacement when part of an exterior visual improvement;
- Permanent planters, window boxes, or similar placemaking elements; and
- Other exterior improvements determined eligible by the DDA.

This list is intended to provide guidance and is not exhaustive. The DDA may consider other improvements that are consistent with the purpose and intent of the program.

Generally Ineligible Improvements

The following improvements are generally not eligible for Façade Grant funding:

- Building additions or expansions;
- New construction;

- Demolition;
- Roofing replacement or repair;
- Parking lot improvements or paving;
- Curb or public sidewalk replacement;
- Utility or infrastructure repairs or upgrades;
- Interior improvements;
- Temporary repairs;
- Routine maintenance that does not result in a meaningful visible improvement; and
- Improvements that do not materially contribute to the exterior appearance, storefront, or pedestrian experience of the property.

The DDA reserves the right to determine whether a proposed expense or improvement is eligible for reimbursement.

Application Requirements

The Façade Grant is intended to have a streamlined application and approval process.

Applicants will be required to provide:

- A completed application and brief project description;
- Current photograph(s) of the property and proposed project area;
- Contractor or vendor estimate(s) or quote(s);
- Rendering, material information, color information, sign design, or similar documentation when applicable;
- Property-owner authorization when the applicant is a tenant; and
- Information regarding required zoning, building, sign, or other permits or approvals, when applicable.

The DDA or Grant Administrator may request additional information when reasonably necessary to determine project eligibility or evaluate an application.

No mortgage, promissory note, or property lien is required under this program.

Application Review and Award Priorities

Applications will be reviewed based on factors including:

- Eligibility of the property, applicant, and proposed improvements;
- Visibility and anticipated impact of the improvement;
- Compatibility with the building and surrounding district;
- Contribution to the pedestrian and streetscape experience;
- Project readiness;
- Compliance with applicable City requirements; and
- Availability of program funds.

Prior receipt of grant funding does not automatically make an applicant or property ineligible for future assistance. The DDA may consider previous awards, the amount of prior assistance, the nature of the proposed project, available funding, and the number of first-time applicants when making subsequent awards.

The DDA retains discretion to approve, partially fund, defer, or deny an application based on available funding and the purposes of the program.

Project Approval and Commencement of Work

Projects must receive written grant approval before work begins or eligible materials are purchased.

Costs incurred and work commenced before written grant approval are not eligible for reimbursement unless specifically authorized in writing by the DDA or Grant Administrator.

Grant approval does not constitute zoning, building, sign, or other regulatory approval. Applicants are responsible for obtaining all permits, licenses, and other approvals required for the proposed work before commencing the portion of the project requiring such approval.

Projects must comply with all applicable City ordinances, codes, and other regulatory requirements.

Contractors and Project Work

Applicants are responsible for selecting and contracting with qualified contractors or vendors.

When required by law or applicable City regulations, work must be completed by a properly licensed contractor. Contractors may be required to provide proof of licensing, insurance, a completed W-9, or other documentation reasonably required by the City before grant funds are released.

Applicants are responsible for ensuring that contractors, subcontractors, suppliers, and vendors are paid in accordance with their respective agreements.

Project Completion

Approved projects must be completed within **twelve (12) months** of the date of grant approval by the City Commission.

An extension may be granted by the DDA for good cause, including contractor delays, material availability, weather, permitting delays, or other circumstances reasonably beyond the applicant's control.

Significant changes to the approved project scope, design, materials, or cost must be submitted for approval before the modified work is undertaken if the applicant intends to seek grant reimbursement for that work.

Grant Payment and Reimbursement

Grant funds will be disbursed following completion of the approved work.

Before final grant payment, the applicant may be required to provide:

- Paid invoices or receipts documenting eligible project costs;
- Proof of the applicant's required financial contribution;
- Photographs showing the completed improvements;
- Documentation demonstrating that required permits or approvals have been obtained and finalized, when applicable; and
- Any other reasonable documentation necessary to verify completion of the approved project.

The DDA or Grant Administrator may inspect the completed project before final payment.

When appropriate due to the nature or cost of a project, the DDA may authorize progress payments or another payment arrangement in advance.

The DDA will reimburse only eligible and approved project costs and will not exceed the amount of the approved grant award.

Sale of Property, Change in Tenancy, or Business Closure

Grants awarded through the Façade Grant Program are not secured by a mortgage or property lien.

The subsequent sale or transfer of a property, expiration or termination of a tenant's lease, closure or relocation of a business, or change in occupancy will not, by itself, require repayment of grant funds, provided the applicant complied with the terms and conditions of the grant award.

Whenever practical, grant funding should support improvements that provide a lasting benefit to the building, storefront, streetscape, or DDA District.

Misuse of Grant Funds and Repayment

The following shall constitute an Event of Default under the Façade Grant Program:

- Failure to complete the approved project within the required 12-month performance period;
- Unauthorized deviation from the plans, scope of work, or improvements approved by the DDA;
- Submission of materially false or misleading information or financial documentation in connection with the grant; or
- Removal or material alteration of improvements or fixtures funded through the grant within two (2) years of project completion.

Upon an Event of Default, the DDA shall provide the applicant and, when applicable, the property owner with a written Notice of Default identifying the basis for the default. The applicant and property owner shall have thirty (30) calendar days from the date of the notice to cure the default, where the default is capable of being cured.

If the Event of Default is not cured within the 30-day period, the applicant and property owner, as applicable under the grant agreement, shall be jointly and severally liable for repayment of all grant funds previously disbursed by the DDA.

The DDA shall also be entitled to recover from the defaulting party all costs of collection, court costs, and reasonable attorneys' fees incurred in enforcing the repayment requirement.

These requirements shall be incorporated into the grant agreement executed as a condition of receiving Façade Grant Program funding.

Program Administration and DDA Discretion

The Gladstone Downtown Development Authority reserves the right to interpret these guidelines, determine eligibility, establish application periods, prioritize applications, adjust grant awards based on available funding, and approve or deny applications consistent with the purposes of the program.

Submission of an application does not guarantee funding.

The DDA may amend, suspend, or discontinue the Small-Scale Façade Improvement Grant Program based on funding availability, program demand, or other DDA priorities.