



City of Pilot Point - Main Street Matching Funds Façade Reimbursement Grant Program Procedure and Application

PROCEDURE

1. Submit to the Main Street Program Director the following (as appropriate for the project):
 - Completed Pre-Application Form** – attached
 - Photograph(s)** - indicating the present form and condition of the structure (color prints, snapshots or instant prints are acceptable)
 - Detailed drawings** – Plans of the building that will indicate all proposed work (including any structural work or repair, paint color, awnings, etc.) No detailed engineering plans are necessary.
 - Description and Information** – regarding the materials to be used, design of awnings, etc. (you may be asked to provide samples)
 - Two Bids** – For work as described above.

2. Determine eligibility. This can be done through a meeting with the Main Street Director.

Eligible Work:

- The removal of false fronts (such as aluminum panels).
- Repair or replacement of windows, doors, and cornices.
- Repair or replacement of façade materials.
- New awnings and canopies.
- Exterior painting.

Ineligible Work:

- No Structural
- No Electrical
- No Plumbing
- No Signage

3. The Historic Review Board will evaluate applications for the appropriateness of working being purposed.

4. Applicants awarded a grant shall complete described improvements within six (6) months of approval by the Economic Development Corporation. If additional time to complete project is required, applicant may apply for a six (6) month extension, subject to approval of the Main Street Advisory Board and the Economic Development Corporation.

5. For expenses to be eligible for façade reimbursement grant program, work shall not commence until reviewed and approved by the Historic Review Board, Main Street Advisory Board, and Economic Development Corporation.

Please return the grant application, contracts and all other materials to:

Jeremy Sander
Pilot Point Main Street Coordinator
102 E. Main Street
Pilot Point, TX 76258

Office: (940) 686-6488
Cell: (940) 293-7434



**City of Pilot Point - Main Street
Matching Funds Façade Reimbursement Grant Program**

APPLICATION

APPLICANT *(Note: If you are not the building owner, the building owner must sign the application or submit a notarized letter of authorization)*

Name _____

Address _____ City _____ State ____ Zip _____

Telephone (Work) _____ (Home/Cell) _____

BUILDING

Building Name: _____

Building Address (including legal description) _____

Building Owner _____

Address _____

Building Age (if known) _____ Date of Construction (if known) _____

DESCRIPTION OF WORK PROPOSED

Façade (Storefront) _____

Windows _____

Painting - _____

Awning __- _____

Doors

Other __

Total Estimate \$ _____

Two qualified bids must be obtained and submitted with application in order to substantiate cost of improvement(s)

Requested amount:
Façade Grant (up to \$2,500 matching) _____

Construction must be completed within six (6) months of project approval.

When do you expect to begin? _____

Expected Completion Date? _____



APPLICANT AGREEMENT FORM

I have met with the Pilot Point Main Street Director and I fully understand the procedures established by the Main Street Design Committee.

I understand that, if I am awarded a Matching Façade Grant any deviation from this agreement may result in the withdrawal of the grant.

Signed _____
Applicant

Date _____

Signed _____
Main Street Program Director

Date _____

Signed _____
Member Historic Review Board

Date _____