



City of Litchfield, Illinois Façade Grant Application

The City of Litchfield has established the façade & sign grant program to aid in the revitalization of the downtown area. The Program is available for properties located in the downtown redevelopment study area and within the TIF District (see attached description & map) and of which are in good standing with the City of Litchfield. The City has earmarked funding for this program from the TIF funds. Once allocated resources are depleted, no additional grants may be made under this program without the direct action of the City Council. The City holds authorization of all Program funds and is not required to make awards to individual applicants.

The Façade Grant Program is a 50/50 match grant with a maximum of \$2,500. The grants are subject to availability of funds appropriated to the program. In-kind services, meaning services completed by the property owner, can not be used to meet the 50% match. If a property owner has a construction business, three quotes will be required. All quotes for the projects must itemize labor and materials separately. **All labor services included in the project must be paid prevailing wage as according to the State of Illinois Prevailing Wage Act to be eligible for award funds.**

Applicants may receive no more than three grants per year. Each property may receive only one grant per year. Applications will be evaluated on a competitive basis during each deadline cycle. When projects have equal merit, priority will be given to first time applicants. Evaluation will include the applicant's impact on the overall downtown redevelopment area. Approved grants will be awarded on a reimbursement basis only after applicants have completed the project and have demonstrated full compliance with grant requirements. Applications not funded during any deadline cycle may be carried over to the proceeding deadline provided that it falls within the same fiscal year.

The grant cycle is based upon the City of Litchfield fiscal year, May 1 through April 30th, of each year. A deadline schedule as been established to evaluate applications six times per year (bi-monthly) according to the guidelines of the program. Applications are due by the first Monday of every other month beginning in May. (May, July, September, November, January, March) The final award of funding will be approved by the Litchfield City Council (See attached deadline schedule). The City Council generally meets the first Tuesday of each month, with the Committee meeting on the prior Thursday.

Please submit the complete application, including:

- Completed application form
- Detailed drawings of the building façade/sign, including information which will assist in understanding the scope of the project, such as:
 - Building Materials
 - Colors (paint chips, brick/stone color, etc. Must meet approved colors.)
 - Exterior Lighting
 - Window and door types
 - Architectural detailing
 - Awnings
- Two (2) independent quotes from qualified contractors on the cost of completing the proposed work. **Three (3) quotes are needed if work is being completed by a property owner's construction company to demonstrate that bids are competitive.**
- Labor and materials **MUST** be itemized separately. **Prevailing wage must be paid for any project supported by a Façade Grant.**
- Please indicate which contractor you are likely to have do the work and why. Use of local contractors is encouraged when possible.

To: City of Litchfield Economic Development Office
120 East Ryder St.
Litchfield, IL 62056
(217) 324-5253



City of Litchfield

FACADE GRANT APPLICATION

Applicant:	Name:	Phone:
	Address:	email:
Owner: (of property if different from Applicant)	Name:	Phone:
	Address:	email:

Project Address: _____	Property/Parcel No. _____
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Which facades are to be improved and the approximate surface area(s)?
 Front _____ sq. ft
 Rear _____ sq. ft
 Side _____ sq. ft.

Anticipated Start Date _____ ***Projected completion date** _____
Total Estimated Project Cost \$ _____ **Amount Requested \$** _____
Labor Cost \$ _____ **Materials Cost \$** _____

Description of the proposed façade/sign improvement: attach an additional sheet if needed

Quotes:	Name of Contractor providing the Quote:	Total Amount of Quote (including taxes):
1.		
2.		
3.		

The undersigned applicant agrees to comply with the guidelines and procedures of the Façade Grant Program. **I, the undersigned, certify that all labor services included in this project application are compensated according to the State of Illinois Prevailing Wage Act. The undersigned, shall be solely responsible to determine compliance with applicable laws, including but not limited to, the application and payment of Prevailing Wages related to the project, and agrees to indemnify, defend and hold harmless the city in connection therewith.** I also certify that the information contained in this application and all attachments is true and correct to the best of my knowledge.

Applicant Signature

Date

Owner's Authorization (to be completed if an agent/tenant is used to represent the owner):	
I, _____ being the registered owner of the subject lands hereby authorize _____ to prepare and submit this application for a façade/sign improvement grant.	
_____ Signature of Owner	_____ Date