



Royse City Main Street

Facade & Sign Reimbursement Grant Program GUIDELINES

The Royse City Main Street Program is dedicated to building the economic vitality and preserving the character of historic downtown Royse City. We promote the principles of historic preservation, the encouragement of community involvement and the Four Point Approach of organization, design, economic restructuring and promotion to attract businesses, visitors and residents to the Main Street district. By using this approach, the historic downtown will remain a special place to the community. Royse City Main Street has designed the following facade and sign reimbursement grant program as an economic incentive for reinvestment opportunities.

Reimbursement Grant Details:

The Grant Program is set up to reimburse property owners per building/business, and in some situations, tenants after work is completed. Grants are available on an up to 50/50 matching basis. Grant funds focus on exterior work on storefronts located in the Main Street District. Grants are currently available on a first come, first serve basis and depending on available funds. No grants will be awarded for work that has already been done without prior approval, required permits or for work that is covered by insurance. If awarded a reimbursement grant, any deviation from the approved proposal may result in the total or partial withdrawal of funds.

1. **Eligibility: Before you begin working on your project,** call the Royse City Main Street Manager and make an appointment for free assistance in selecting paint, building materials, color schemes and sign materials for the project through the Texas Main Street Center's Architectural Assistance Program. The Heritage Design Guidelines set forth standards when making any improvements to properties in the Main Street area. The Design Guidelines are available from the City of Royse City, 305 N. Arch Street, Royse City, TX 75189 and online at www.roysecity.com.
2. **Fill out reimbursement grant application and agreement:** Grant applications must include a drawing by the project architect, Texas Main Street Architect or contractor of proposed work to be completed. Drawings are required for any improvements that will alter the current look of the facade. Such things may include window replacements, exposure of transom windows, or awnings. Color samples of all paint selections, fabric or sign material selections and a copy of basic sign design and/or awning design and colors must be included with application. Include itemized written work estimates on all project work from contractors or project architects. Self-contracted work will be reimbursed for actual out of pocket expenses associated with the approved project, excluding labor.
3. **Return the completed application form** along with itemized work estimates, color samples, drawings, photos of current condition, and sign materials of proposed work and copy of any required/applicable permit(s) to the Royse City Main Street Office located at 305 N. Arch Street, Royse City, Texas 75189. Completed applications will be considered at the next scheduled Main Street Advisory Board meeting.
4. **The approval process will include without limitation the following:**
 - a. Grant projects must meet current building standards and codes, as well as building permit requirements.

- b. The applicant must meet with the Main Street Manager.
- c. Applicants who are not awarded funding may not reapply with the same project for 12 months.
- d. All projects must be completed within 60 days of approval. 30 day extensions are available upon written request. An extension denial cannot be appealed and shall be final with the Main Street Advisory Board.
- e. As a condition of this grant application and in consideration of the opportunity to apply for a grant, the applicant consents and shall allow the Main Street Advisory Board to request city inspections to determine that the grant, if awarded, shall not be used for construction to any building that is not in compliance with municipal codes or ordinances which are applicable to the construction contemplated in the application. The Main Street Manager and/or any Main Street Advisory Board member may inspect the completed project before final funding.
- f. The Main Street Advisory Board shall award grants considering the grant amount requested, grant funds available, the grant program, condition of the building in which the grant funds will be used, effectiveness of the construction, other grant requests, the type and nature of the construction, and the proposed construction results considering the program.
- g. Notwithstanding anything stated in this application to the contrary, final approval for any grant shall be vested in the Main Street Advisory Board, decisions cannot be appealed.
- h. Applicant is required to furnish photographs of the building's exterior as part of the application request and also after completion of the project as a condition of final grant reimbursement.
- i. Applicant is required to obtain all applicable city permits and city approvals for the project prior to grant consideration.
- j. No applicant has a proprietary right to receive grant funds. The Main Street Advisory Board shall consider any application with its discretionary authority to determine what grant amount would be in the best interest of the grant program. The review criteria may include, but not limited to, compatible architectural design, streetscape objectives, and overall redevelopment of the Main Street District.

5. Reimbursement: When the entire grant project has been satisfactorily completed and reviewed, the applicant shall present the Royse City Main Street office with photos of the completed project, copies of all paid invoices, including copies of cancelled checks and/or credit card receipts for a single payment reimbursement of the approved funding.

The success of the Royse City Main Street Program relies heavily on both the public and private sectors support of the program. The overall goal is for all sectors of the community to understand and be philosophically committed to the revitalization process and commit maximum resources possible to achieve downtown commercial district revitalization.



Royse City Main Street
Facade & Sign Reimbursement Grant Program APPLICATION

Please return completed with necessary attachments and signed to the Main Street Office at 305 N. Arch Street. For questions regarding the application process please contact the Main Street Manager at 972-524-4846. For questions regarding building and sign permitting please contact the Development Services Department at 972-636-2250.

- Applicant Name _____ Date _____
- Business Name _____
- Mailing Address _____
- Contact Phone _____ Email Address _____
- Building Owner (if different from applicant) _____
- Building Name _____
- Building Address _____
- Type of Work (Check all that apply) Sign Paint Awning Lighting
 Uncovering/Replacing Windows Door Replacement Masonry Cleaning/Paint Removal
- Details of Planned Improvements. (Include supporting documents)
 - **itemized work estimates**
 - **color samples, drawings**
 - **photos of current condition**
 - **sign materials of proposed work**
 - **copy of required/applicable permit(s)**
- Brief description of proposed work

Total Cost of Proposed Project: _____ Amount of Grant Requested: _____

Applicant's Signature: _____ Date: _____

Building Owner's Signature: _____ Date: _____

Royse City Main Street Manager's Signature: _____ Date: _____

For staff use only:

Main Street Meeting Date: _____ Amount Approved: _____

Notes:

Royse City Main Street
Façade & Sign Reimbursement Grant Program CHECKLIST

Use this form as a checklist to follow all steps needed to complete the Façade & Sign Reimbursement Grant application to receive final approval.

- Meet with Main Street Manager to determine eligibility and to walk through Façade & Sign Reimbursement Grant and to possibly set up appointment for assistance from the Texas Main Street Center's Architectural Assistance Program.
- Meet with Development Services Department to determine need for permitting and approvals dealing with historic preservation issues.
- Fill out the application completely, remembering to sign the agreement form. Don't forget to attach required documents: paint samples, materials, photographs of the building's exterior façade, copy of required/applicable permit(s), etc.
- Turn in completed form and attachments.
- All projects must be completed within sixty (60) days of approval from the Main Street Advisory Board. Thirty (30) day extensions must be requested in writing.
- Upon completion of the project, furnish photographs of the building's exterior; copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, to receive a payment.