



March 27, 2025

Dear Downtown Business and Property Owners,

We are pleased to announce that the Façade Grant Incentive Program is now open for applications! This program is designed to help businesses and commercial property owners in the Municipal Service District enhance the exterior façades of their buildings. With a focus on maintaining the unique historic charm of our downtown while introducing thoughtful, compatible design elements, the Façade Grant encourages high-quality renovations that will positively impact the look and feel of Downtown Smithfield.

Eligibility:

This grant is available to owners or tenants of buildings located within the Municipal Service District (please refer to the included map for boundaries). Only one grant will be awarded per property and per project. If you are a tenant, you must have written permission from the property owner to apply.

Funding Available:

Grants are a matching incentive of up to one-third ($\frac{1}{3}$) of the approved project cost, with a maximum award of \$5,000. The final funding determination will be made by the DSDC Board of Directors based on the quality and impact of the proposed improvements.

Important Details:

- The deadline for applications is June 1, 2025.
- The project must align with the Secretary of the Interior's Standards for Rehabilitation if it involves historic properties.
- All work must begin within 45 days of the grant award notification and be completed within six months.
- An overall façade design improvement plan is strongly recommended for greater consideration. Please let us know if you would like Main Street to assist with this.

This program presents a valuable opportunity to invest in the future of your property while enhancing the vibrancy of Downtown Smithfield. If you are interested in applying, please refer to the detailed guidelines and submit your application by June 1st.

For any questions or additional information, don't hesitate to contact me at 919-934-0887 or info@downtownsmithfield.com.

Sincerely,
Heidi Gilmond
Executive Director
Downtown Smithfield Development Corporation

Purpose: The purpose of the Façade Grant Incentive Program is to provide business and commercial property owners an economic incentive to renovate the exterior façades of the buildings located within the Municipal Service District. The program encourages thoughtful façade design projects and quality workmanship, which complement the unique historic character of downtown, while also introducing compatible new design elements.

Eligibility: Any owner or tenant of a building located within the Municipal Service District is eligible. Please see the included map for district boundaries. Owners and tenants may request façade grants separately; however, only one grant may be awarded per property and per project. Any tenant applying for a grant must have the written permission of the building owner.

Funds Available: Downtown Smithfield Development Corporation (DSDC), the administrator of the Municipal Service District Tax Revenue, allocates a portion of the tax revenue to make an incentive pool possible for the Façade, R2 RUSH, SHARP, and Awning Reimbursement Grant Incentive Programs.

Application Deadline: Applications must be received by June 1, 2025.

Funding Determinations: The DSDC Board of Directors will make all funding decisions.

Guidelines:

1. Projects will be awarded to those that meet the approval of the DSDC Board of Directors.
2. Proposed façade grants must meet all code requirements of the Town of Smithfield and the state of North Carolina.
3. Funds are for substantial building façade improvements, and are not to be used for general and/or deferred maintenance.
4. The DSDC will not be a party in the negotiations between applicant and contractor employed by the applicant. The applicant agrees to hold the DSDC harmless of any defects in workmanship, liability, damages, or other costs relative to the project.
5. The Secretary of the Interior's Standards for Rehabilitation are used as the standard for all proposed façade improvements for historic properties.. Standards are attached for reference.

Criteria:

1. These grants are intended to encourage high quality, lasting building improvements to façades, which respect the historic character of the building and its surrounding historic resources, and to improve the look and functionality of non-historic buildings.
2. This is a matching grant of up to one-third ($\frac{1}{3}$) of the approved project cost, not to exceed \$5,000.00. Award amounts will reflect the quality and positive impact of the project and are based on DSDC funding availability.
3. Only one Grant is awarded per building façade improvement project.
4. Grants are not available for general or deferred maintenance.
5. An overall façade design improvement plan is strongly recommended for greater consideration of grant awards. Grants for façade improvements that omit an overall façade design improvement plan will not be given priority consideration.
6. The DSDC Board of Directors must approve the application. Failure to comply with approved plans will result in loss of grant funding.
7. All work must begin within 45 days of the signed notification of the grant award and must be completed within six months of the start date. Extensions of up to 6 months may only be granted if requested in writing.



Secretary of the Interior's Standards for Rehabilitation: 36 CFR 67

The following Standards for Rehabilitation are the criteria used to determine if a rehabilitation project qualifies as a certified rehabilitation. The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. To be certified, a rehabilitation project must be determined by the Secretary to be consistent with the historic character of the structure(s) and, where applicable, the district in which it is located.

The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. (The application of these Standards to rehabilitation projects is to be the same as under the previous version so that a project previously acceptable would continue to be acceptable under these Standards.)

- (1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- (2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- (3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- (4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- (5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- (6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- (7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- (8) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- (9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- (10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

A complete outline of these standards, describing how to appropriately preserve historic properties in working with masonry, wood, metals, roofs, entrances/porches, storefronts, structural systems, spaces/features/finishes, mechanical systems, site, setting, energy, new additions, accessibility, and health/safety, can be found at: **Secretary of the Interior's Standards for Rehabilitation: 36 CFR 67**





Downtown Façade Grant Application

Please complete this application in BLACK or BLUE ink only. PDF Autofill is accepted. Illegible/incomplete applications will be returned to the applicant.

Property Address: _____

Property Owner: _____

Applicant: _____

If applicant is not the owner, a signed agreement authorizing the work must be attached as part of the application

Mailing Address: _____

Phone: _____ Email: _____

Current Use of Building: _____

Proposed Use of Building: _____

Tax Map # _____ Tax Lot # _____

Is/ Will the building be owner operated or rented: _____

History of the Building

Date of original construction: _____

Was Façade ever renovated or altered? _____ If yes, when? _____

Please explain what physical changes were made in previous renovation:

Physical Information

Amount of Street Frontage: _____

Building Length: _____

Number of Floors (above ground): _____

Does the building have any structural damages or areas in need of major repair? _____
If yes, explain.

Summary of Proposed Façade Improvements:

Total Façade Improvement Cost:	\$ _____
Entire Building Renovation Cost:	\$ _____
Total Committed Property Owner Contribution	\$ _____
Total Committed Business Owner/ Tenant Contribution:	\$ _____
Grant Amount Requested	\$ _____

[Note: Request amount is limited to 1/3 of Total Façade Improvement Cost. Request may not exceed \$5,000]

Required Attachments

Please checkmark next to each item, as required, to show it has been included in the application packet.

- Current Color Photograph of Façade.
- Historic Photograph of the Façade
- Architectural design drawings. Must be to scale and include annotations of all proposed improvements.
- Itemized Contractor Estimates. [Costs of labor and materials must be itemized separately.]
- Written Permission from property owner authorizing work, if applicable.
- Signed lease agreement, if applicable.

Estimated Construction Start Date: _____ [All work must be completed **six** months from this date]

Please initial next to each item.

_____ I understand that I must meet with DSDC staff about the proposed project prior to submitting an application.

_____ I understand that the grant funds must be used for the project described in this application and that any changes to the project must be submitted in writing and approved by DSDC staff.

_____ I understand that grant payments are contingent upon completing the project as outlined and providing adequate proof of expenditure and copies of all required building permits.

_____ I understand that the proposed project must pass all required Construction Standards inspections and/or receive a Certificate of Occupancy (if applicable) prior to request for reimbursement.

_____ I understand that upon completion of the project, staff will inspect the work for compliance.

_____ I understand that payments will be mailed to the applicant and addressed as listed on this application.

_____ I understand that all work will be completed within 6 months from the date of signed agreement and any extensions must be requested in writing prior to the end of those 6 months.

_____ I understand that no grant payment will exceed \$5,000.00 and that the applicant is not eligible for payment until the project has met all terms of the grant agreement.

Applicant Signature: _____ **Date:** _____

Printed Name: _____