



## Contact Information

**Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Physical Address** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Grant Applying For:**    \_\_\_\_\_ **Sign**    \_\_\_\_\_ **Façade**

**Notes:**

OFFICE USE ONLY:

RECEIVED \_\_\_\_/\_\_\_\_/\_\_\_\_ RECEIVED BY: \_\_\_\_\_

DISCUSSED AT MEETING \_\_\_\_/\_\_\_\_/\_\_\_\_

APPROVED \_\_\_\_/\_\_\_\_/\_\_\_\_

PROJECT START DATE \_\_\_\_/\_\_\_\_/\_\_\_\_



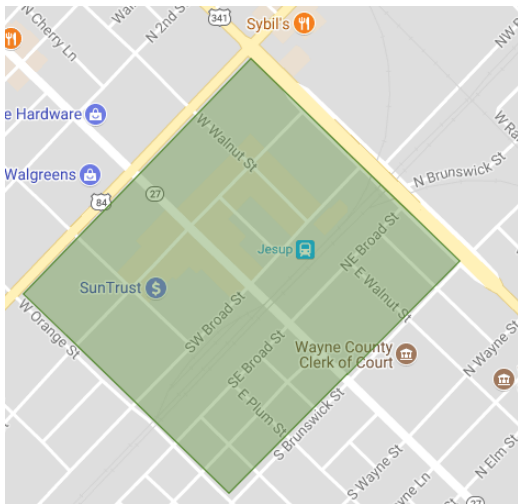
# Façade and Sign Improvement Grant Program

The Jesup Downtown Development Authority Façade/ Sign Grant Program is administered by the Façade Grant Committee (FGC).

**Façade Improvement Grant** monies available are for exterior improvements only and may be applied to a front, side or rear façade, provided the façade faces a public street or parking area. Grants are available on a 50/50 matching basis with a cap of \$2500 per grant. See Façade Grant Eligible Projects.

**Sign Grants** are available on a 50/50 matching basis with a cap of \$1500 per grant. Grant funds are for signs which may include signboards, projecting signs and pedestrian signage (includes window sign, hanging sign and awning/canopy sign) for commercial buildings located in the downtown district.

Eligible projects must be located in the Historic Downtown District (see map). Potentially eligible participants include commercial property owners or business owners. Government entities and national franchises are excluded. The amount of the match will be determined by the Façade Grant Committee based on design appeal, funds available and number of requests under consideration. The FGC reserves 75% of total funding for Façade Improvements and 25% for Sign Grants.



 Eligible Areas

**Historic District Map**  
**1<sup>st</sup> Street to Pine Street**  
**Pine Street to Brunswick Street**  
**Brunswick Street to Orange Street**  
**Orange Street back to 1<sup>st</sup> Street**  
*Businesses within this area are eligible for funding*

## **Façade/ Sign Grant Purpose**

The purpose of the grant is to stimulate investment into the revitalization and preservation of Jesup's Historic downtown area in the interest of public health, safety and welfare. Downtown Jesup is the historic core of the city and serves as the seat of business, government and service for the community. With downtown architecture centering around the 1920's, downtown is the heart of the historic district and its pedestrian focus and historic buildings invite both residents and tourists. Each downtown building has an individual character and each building is treated with respect to its unique features, historic appearance and significance, current conditions, contributions and impact.

## **Please read the following prior to application submittal**

- A \$100 Application Fee is required for façade improvement projects. In an effort to promote architectural design that remains sensitive to the historic nature of the buildings to be renovated, and true to its historic surroundings in downtown Jesup, this fee ensures that applicant will submit a professionally-done drawing by the applicant or their designer, the DCA Design Studio or a Jesup DDA approved designer. Fee is reimbursed upon grant approval. *You can find the DCA Design Request Form at [www.georgiamainstreet.org](http://www.georgiamainstreet.org). Contact Jesup DDA for other approved designers.*
- No work may be started by or on behalf of the applicant prior to the decision to make a grant award; such beginning disqualifies an applicant from grant consideration.
- All project expenditures must be paid by check. Invoices must be marked "PAID"- signed and dated by the contractor/company. Copies of the front and back of cleared checks must be submitted upon project completion.
- Occupants of properties listed for sale may not apply for grant funding.
- No property is eligible to receive the same type of grant more than once in a two-year period.

## **Application Process**

- Applications are accepted on a rolling basis to the office of Jesup Downtown Development Authority: 162 E. Cherry Street, Jesup, GA 31546 912-427-1313 [cityofjesupdda@gmail.com](mailto:cityofjesupdda@gmail.com)
- Applications will first be reviewed by the Jesup Zoning Board and Building Inspector to determine if the proposed project adheres to city code and ordinances. *Applicants are responsible for obtaining all necessary governmental permits and authorization.*

## **Application Checklist**

- A photograph of the property showing the area(s) for improvement
- Letter of consent from property owner (if tenant is applying for grant)
- Architectural renderings of proposed façade/ sign improvements *in color*.  
*All grant applications must include a professional rendering of the project by the applicant or their designer, the DCA Design Studio or Jesup DDA approved designer. Color samples of all final paint selections and/or final material selections must be included with the application.*
- \$100 application fee \*(Façade Projects only) \*fee is reimbursed upon grant approval
- Itemized cost estimate (labor/materials separately); where possible, please type on company letterhead
- Signed application form

## Application Review

Applications are reviewed during the Downtown Development Authority monthly meetings- held the **1<sup>st</sup> Tuesday each month**, and they are reviewed in the order received. Only complete applications will be reviewed. A complete application includes the attached form and all supporting materials as specified in the instructions. Incomplete applications will be returned to the sender within two weeks if all materials are not submitted.

The Façade Grant Committee shall:

- Review each application package for completeness;
- Make a determination regarding eligibility;
- Classify the project as either a minor or major improvement

Each application package will be judged by the following Standard for Review:

- Extent to which the project advances the goals of improving building appearance;
- Extent to which the project is compatible with Jesup's Historic District, in particular characteristics of the downtown area.
- Extent of the projects impact upon the Downtown Jesup streetscape and pedestrian atmosphere;
- Historic/ architectural significance of building;
- Original condition of the building and the need for the changes of the proposed project;
- Extent to which the original building is preserved;
- Removal of historically inappropriate alterations;
- Prominence of the building;
- Quality of work proposed;
- All other factors deemed by the Façade Grant Committee and Downtown Development Authority Board of Directors to be applicable.

The Façade Grant Committee will determine the award amount. At this point, the DDA Executive Director will work directly with you.

If approved, written notice will be sent to applicant and work can begin. ***PLEASE NOTE: WORK CANNOT BEGIN UNTIL YOU RECEIVE A WRITTEN NOTICE THAT THE PROJECT HAS BEEN APPROVED AND YOU MAY PROCEED.***

Applicant has 90 days from the date of written notice to complete the work. Under certain circumstances, extensions may be requested in writing, but must not exceed 180 days.

## **Reimbursement Procedures**

Reimbursement can be expected approximately two (2) weeks after all the following documentation has been submitted and approval given by the Façade Grant Committee:

- Copies of all paid invoices and cleared checks for all of the façade/ sign work covered by the grant. All project expenditures must be paid by check. The invoices must be marked “PAID” and be signed and dated by the contractor(s);
- Copies of the signed contracts with the licensed contractors that are chosen to do the work;
- Photographs before and after the completion of the project.

## FAÇADE IMPROVEMENT GRANT

### *Eligible Projects*

From minor improvements to full-scale restoration, a wide range of investment proposals will be considered, *including:*

- Exterior painting- *when associated with other improvements* \*
- Restoration of original and/or historic façade
- Structural stabilization
- Masonry cleaning (by gentlest means possible)\*\*
- Canopies and awnings
- Replacement/ uncovering of architectural features
- Exterior walls/materials
- Exterior door & window replacement and treatments
- Decorative exterior architectural features (including light fixtures)

\*Exterior paint colors should be harmonious with the neighboring structures. Presenting paint samples to the committee and DDA board is required.

\*\* Inappropriate chemical cleaners and sandblasting are strictly forbidden for surface cleaning of structures due to possible damage to aged building components. Please contact the Executive Director if chemical cleaners and/or sandblasting is necessary.

### *Ineligible Projects*

- Roofs
- Interior improvements of any type
- Security Systems
- Gutters and downspouts
- General maintenance (except exterior painting)
- Personal property/ equipment
- Labor by a non-licensed contractor
- Painting- when not associated with other improvements
- “Sweat Equity”- *work performed by the applicant, family members of the applicant or employees of the applicant, unless the work is done as an agent of a construction company which has provided a quote included in the original application and recommended for approval by the Façade Grant Committee. General construction oversight and project administration work performed by the applicant, family members of the applicant or employees of the applicant are not eligible.*

## **SIGN GRANT**

### ***Eligible Projects***

Good signage should always complement the architecture of the building. Signs that are too large, too abundant or out of place stylistically will convey a poor image and will detract from the aesthetic appeal and historic character of the building and Historic Downtown Jesup. Good sign design considers all of the following factors: **layout, composition, materials, color, size, graphics, typeface and installation.**

#### **Appropriate types of signs include the following:**

- Three dimensional signs (carved wood and raised letter signs) are required
- Flush, flat mounted signboards with raised letters (at least 1” thick)
- Gilded or painted lettering on the storefront display windows
- Lettering stenciled or sewn to the flap of the awning
- Hanging signs/ Projecting signs (three- dimensional preferred)