

Thibodaux Main Street, Inc.

2024 Facade Grant Program Guidelines

Purpose

The purpose of the Thibodaux Main Street, Inc. Facade Grant Program is to provide financial incentive grants to property owners or tenants of commercially-zoned properties located within the Thibodaux Main Street, Inc. District to encourage the revitalization of commercial properties & to stimulate economic growth & vitality.

Program

The Facade Grant Program is funded through a grant from the Lorio Foundation & is administered by Thibodaux Main Street, Inc. (TMS).

This is a matching funds reimbursement grant which requires a dollar-for-dollar monetary match toward hard costs of the project; in-kind contributions cannot be used to fulfill the match requirement. The award amount is paid to grantees upon completion of the work described in the approved scope of work in the grant application in accordance with the anticipated grant program timeline.

Grant awards will be on an annual basis & must range between \$500 & \$5,000 per applicant.

The number of grants awarded will be dependent on the number of applications received & the dollar amount requested. \$20,000 in grant funding is available to eligible applicants

Application Criteria

Interested applicants & the proposed project for the Facade Grant Program must meet the following criteria:

- The property must be commercially-zoned & located within the TMS District: LA Hwy 1 (West 1st Street) to West 5th Street & Jackson Street to Canal Boulevard (see attached map).
- The applicant must be the property owner or tenant of the property with the owner's consent signature on the "Owner Approval for Tenant Applicant" form.
- The applicant agrees to comply with all local land use laws as well as any local or state laws pertinent to the project.
- Projects cannot have started prior to the grant award.
- Projects must be reviewed by the Historic District Commission prior to work beginning to ensure compliance with retaining the historic significance & integrity of the building.

Applicants meeting the above criteria will have their applications reviewed & rated by the Review Committee who will then present all recommendations for project awards to the TMS Board of Directors for final approval. Any projects undertaken before receiving written approval from TMS will not be eligible for a facade grant.

Limitations

- Only one grant will be awarded per building
- Applications will be received & reviewed on a first come, first served basis
- Thibodaux Main Street, Inc. & the Lorio Foundation reserve the right to accept, reject, or request modification to an application
- Governmental & other non-tax generating entities are not eligible to apply

What is Funded

Facade Grant Program funds are awarded for tangible & permanent building improvements visible from the street, including:

- Restoration/renovation of building exterior &/or original exterior architectural features
- Exterior cleaning, preparation, & painting of walls & trim
- New awnings (with or without signage) or repair of same
- New commercial signage (if part of a larger project)
- Exterior storefront &/or display/accent lighting
- Cleaning & repointing of brick/other masonry
- Window/door restoration or replacement
- Parking lot repairs or re-surfacing when visible from public right-of-way
- Restoration of historically significant/landmark signage or the restoration or replication of historic theater marquee
- Other items (on approval)

Only the principal structure of a property is eligible for grant funds; no outbuildings or accessory buildings, such as garages, shall be eligible.

All of the above facade improvements must be in keeping with the architectural or historical characteristics of the structure to ensure compatibility with the existing downtown, helping to create a uniform & coordinated streetscape which is attractive & functional. Buildings with multiple retail stores are only eligible for one (1) facade grant per year. An applicant is only allowed one (1) facade grant per year

What is Not Funded

- Labor by the applicant
- Expansion of the building
- Temporary, portable, or non-permanent improvements
- Property acquisition
- Improvements in progress or completed prior to approval
- New commercial signage (unless part of a larger project)
- Interior improvements
- Residentially-zoned properties
- General maintenance, including, but not limited to:
 - Cleaning of gutters & downspouts
 - Removal of overgrown vegetation
 - Roofing, plumbing, electrical work
- RHINO paint & other coatings that permanently bond with historic materials, including EIFS & Dryvit
- Exterior elements that are non-historic or historically inappropriate in both material & design
- Landscaping, streetscaping, paving, fences, & such
- Energy efficiency improvements
- Any storm-related damage for which insurance or replacement compensation are generally collected
- Holiday & landscape lighting & decorations
- Furniture, fixtures, & equipment
- Marketing, advertising, or promotional materials
- Installation of electronic security systems & exterior security measures that detract from the historic character of the building

Application Guidelines

Eligible & interested applicants shall submit a Facade Grant Program Application online via the Thibodaux Main Street website, www.DowntownThibodaux.org; paper applications will not be accepted. Please direct all application inquiries to Thibodaux Main Street Executive Director, Danielle Stein, at Danielle@ThibodauxMainStreet.com or (985) 413-9886.

A complete application shall include the following:

- A completed application form including a detailed description of the proposed project
- If applicable, a signed "Owner Approval for Tenant Applicant" form
- Signed & dated Certificate of Appropriateness (COA) from the Historic District Commission (HDC); approval of a COA may be made by the HDC after submission of the grant application but must be approved & submitted to TMS prior to the start of grant-funded work
- A detailed narrative describing the scope of work for your proposed project including a note indicating that all necessary funds are in place to begin your project upon notification that your project is selected for a grant award & after being reviewed by the Historic District Commission
- If applicable, architectural plans, design sketches, or site plans illustrating all proposed renovation details associated with the scope of work
- Digital photographs documenting the existing condition(s) associated with the scope of work, the building as it relates to neighboring structures & the streetscape, & the entire facade of the building at different angles. If available, please provide digital historic photographs.
- Digital photographs of the proposed products/materials to be used, if applicable
- Scope of work which includes a detailed breakdown of project tasks, materials, & itemized costs (not one total cost) for which grant funding is requested
- Original, signed, & dated detailed/itemized contractor estimates. Projected costs of labor & materials must be broken out with costs associated with each portion of the project as described in the scope of work. If a large-scale renovation is being proposed, choose one phase of your project for the Facade Grant Program.

The more detailed information & renderings submitted, the better your chances are for a successful review. It is the applicant's responsibility to provide a completed application. Incomplete or noncompliant applications will not be reviewed for grant funding & the Review Committee will not contact an applicant for missing information. Applicants that submit incomplete, noncompliant applications will be notified as soon as possible after receipt so as not to delay the project.

Thibodaux Main Street staff, Board of Directors, or the Review Committee shall not write, rewrite, amend, or otherwise complete the Facade Grant Program Application on behalf of the applicant nor alter any portion of the application after submission. All submissions are final.

Review Criteria

The following criteria will be used by the Review Committee in reviewing & scoring applications:

- A completed application form with plans/sketches, cost estimates, photographs, scope of work, narrative, & applicable signatures included
- Aesthetic impact
 - Aesthetic impact of the renovation on the character of the Main Street District
 - Degree the improvements capitalize on the building's architectural assets
 - Degree of historical integrity of the proposed project
 - Proposed project will fix or prevent deterioration of the building's facade

- Degree of visual improvement the project will bring to the building facade & streetscape
- Economic impact
 - Public-to-private investment cost ratio
 - Other building improvements completed/anticipated beyond those funded
- Business longevity
 - Number of years the business has been open in Downtown Thibodaux
- Project readiness
 - Applicant provided sufficient & compelling information that demonstrates their ability to complete the project & submit paid invoices & a reimbursement request in accordance with the 2024 Facade Grant Program timeline

Review Process

- The property owner or tenant completes & submits a formal Facade Grant Program Application online to TMS.
- The Facade Grant Program Review Committee will review the application to ensure completeness & compliance with the program guidelines & will rate the application in accordance with review criteria.
- The Review Committee will make a formal recommendation to the TMS Board of Directors.
- The TMS Board of Directors will notify the applicant of grant award or denial.
- The Historic District Commission must review the Scope of Work prior to grant awards being issued & grant-funded work beginning.
- Facade grant projects shall be completed & reimbursement requests made no later than November 15, 2024.
- Prior to the funding of grants, any changes to the scope of work or completion date must be reviewed & approved by the TMS Board of Directors
- Prior to processing grant reimbursements, members of the Review Committee will perform a site visit & review the project for completeness, quality of work, & adherence to approved scope of work.
- Reimbursement will be made to the grant recipient in one lump sum upon project completion after site visit & approval by the Review Committee & after a reimbursement request is submitted. Reimbursement payments will be made to all grant recipients in November or December 2024.

Anticipated 2024 Facade Grant Program Timeline

June 1, 2024	Facade Grant Program is announced & online applications are opened
June 30, 2024	Online grant applications are due to TMS
July 2024	Review Committee meets & makes recommendation to the TMS Board of Directors; grant awards announced & grant-funded work may begin upon approval from the Historic District Commission
Nov 15, 2024	All grant-funded work must be complete & invoices/reimbursement requests submitted to TMS
Nov/Dec 2024	Reimbursement checks distributed by TMS to grantees

Reimbursement Process

By submitting a Facade Grant Program Application, the applicant is indicating an intention to do the work as proposed & has the resources to begin & complete the work as stipulated.

Reimbursement will be made to the grant recipient in November or December 2024 in one lump sum upon project completion after site visit & approval by the Review Committee & after a reimbursement request is submitted. The following shall be submitted to TMS for issuance of the grant funds:

- Reimbursement Request Form (provided in the grant agreement documents if your project is selected for funding) detailing the final project costs & signed by the grant recipient
- Digital photographic documentation of the completed project
- Documented expenses with dated copies of contractor invoices &/or material receipts & digital copies of payment checks

Reimbursement checks are issued to the entity that enters into the grant agreement.

Recipients of grants are responsible for any tax liability incurred as a result of this grant. Recipients will receive an IRS Form 1099-Misc, Miscellaneous Income (as applicable) for use in preparing tax returns for the year in which the grant payment is issued.



Thibodaux Main Street, Inc. District Boundaries



Thibodaux Main Street, Inc. shall be bordered to the north by LA Hwy. 1/West 1st Street, south by West 5th Street, west by Jackson Street, & east by Canal Boulevard.

Board approved January 8, 2020; revised in bylaws June 8, 2022

Application Checklist

During the online application process, you will be required to upload documents. This list is provided to help you prepare ahead of time.

----- **Completed application form (online)**

----- **Signed "Owner Approval for Tenant Applicant" Form (if applicable)**

----- **Signed & dated Certificate of Appropriateness (COA) from the Historic District Commission (HDC)**

Approval of a COA may be made by the HDC after submission of the grant application but must be approved & submitted to TMS prior to the start of grant-funded work

----- **Detailed narrative**

A detailed narrative describing the scope of work for your proposed project including a note indicating that all necessary funds are in place to begin your project upon notification that your project is selected for a grant award & after being reviewed by the Historic District Commission

----- **Plans/sketches of proposed work**

If applicable, architectural plans, design sketches, or site plans illustrating all proposed renovation details associated with the scope of work

----- **Photographs of building**

Digital photographs documenting the existing condition(s) associated with the scope of work, the building as it relates to neighboring structures & the streetscape, & the entire facade of the building at different angles. If available, please provide digital historic photographs.

----- **Photographs of proposed products/materials**

Digital photographs of the proposed products/materials to be used, if applicable

----- **Scope of work**

Scope of work which includes a detailed breakdown of project tasks, materials, & itemized costs (not one total cost) for which grant funding is requested

----- **Contractor estimates**

Original, signed, & dated detailed/itemized contractor estimates. Projected costs of labor & materials must be broken out with costs associated with each portion of the project as described in the scope of work. If a large-scale renovation is being proposed, choose one phase of your project for the Facade Grant Program.