

Smithfield 2020 Project Façades Improvement Matching Grant Program

The purpose of this program is to encourage owners of commercial properties in the Smithfield Historic District to invest in new façade and streetscape improvements that will result in a *significant visual impact to those properties*, thereby encouraging continued private commercial investment among new and existing businesses. Recognizing that the Historic District is a significant economic engine, attracting local residents as well as visitors from outside the community, the goal of this program is to ultimately grow retail and tourism business throughout all commercial areas of Smithfield.

Background

In 2010, Smithfield 2020 commissioned Carlton Abbott & Partners to develop a façade and streetscape improvement plan for the Smithfield Historic District. As an incentive for commercial property owners to affect recommended changes, Smithfield 2020, with funding from the Town of Smithfield, has established a matching grant program to support façade and streetscape improvement efforts. Prospective applicants are encouraged to review a summary of the Carlton Abbott & Partners plan prior to submittal; a hard copy of the plan is also available at the front desk of the Visitor Center located at 319 Main Street.

Grant availability

The program end date will be determined by the availability of funds and will be at the discretion of the Smithfield 2020 Project Team. The project for which matching funds are granted must be completed within six months of the grant award date unless extended at the discretion of Smithfield 2020.

Program Parameters

- **Eligible properties:** Commercial buildings on Main Street and Church Street in the Smithfield Historic District. A business license for a particular address establishes eligibility.
- **Eligible applicants:** Building owners and building tenants if the building owner is a co-applicant.
- **Eligible work:** Painting, roofing, windows, doors, lighting, landscaping, signage, shutters, canopies, awnings, and other structural changes intended to dramatically improve the building's appearance and usefulness in conformance with the Smithfield Historic District and Board of Historic and Architectural Review (BHAR) guidelines.

Please note with respect to landscaping improvements, the owner (and tenant, if applicable) must agree to maintain the new landscaping for a period of no less than 18 months from the date of award. At its discretion, Smithfield 2020 may withhold some portion of matching funds to ensure plantings are properly maintained within that period.

- **Ineligible work:** Work that is primarily routine periodic maintenance in nature does not qualify; for example: power washing, refinishing of chipped exterior paint, replacement of broken window panes, weather damaged signage and light fixtures, etc.

Interior work is ineligible.

Exterior work not in conformance with the Smithfield Historic District guidelines or not approved by BHAR (if the work is subject to BHAR review) is ineligible.

- **Grant amounts:**
 - Up to 50% of the total improvement work, at the discretion of Smithfield 2020
 - Reimbursable expenses can include materials and associated labor costs.
 - Minimum of \$500 (\$1,000 total project cost is required to qualify)
 - Maximum of \$2,500 (regardless of total project cost)

Application Submission, Review & Approval Process

These guidelines explain the program parameters and eligibility requirements. The application form (page 4) tracks the required process steps explained below. All process steps below are managed by a two-member Smithfield 2020 matching grant task team with one exception – the funding review is conducted by full Smithfield 2020 Project Team at a regularly scheduled monthly meeting. The key points in the application process are:

- **Required Briefing:** The building owner (and tenant, if applicable) and two Smithfield 2020 task team members meet on site to review the matching grant application and proposed improvements. The task team will document the meeting with digital pictures of the property before renovation. The objective is to ensure consistency with the Carlton Abbott & Partners' recommendations and conformance with the Town of Smithfield Historic District and BHAR guidelines. If the task team members agree that the program criteria have been satisfied, the next steps will be proposed.
- **Description of Work:** For most façade improvement work, approval by BHAR will be required and the existing BHAR application is used to gather and organize the proposed improvement effort. BHAR contact is Williams Saunders, Town of Smithfield Planning & Engineering, 365-4266.
- **Cost Estimate:** No less than two documented estimates, based on the scope of work proposed, are required. The objective is to establish the maximum matching grant amount likely to be awarded by Smithfield 2020.
- **Qualification Review by Smithfield 2020:** The objective is to confirm that Smithfield 2020 concurs with proposing the recommended improvements to the BHAR.
- **BHAR Approval:** The approval process is in place; it meets monthly. Advising BHAR that the project is in conformance with the Carlton Abbott & Partners recommendations and

being evaluated by Smithfield 2020 for a matching grant is appropriate.

- **Funding Review by Smithfield 2020:** Formal acceptance by the full Smithfield 2020 team of the façade improvement matching grant application, a review of the proposed project and a commitment to a specific not-to-exceed matching fund award.
- **Project Completion Review by Smithfield 2020:** The building owner (and tenant, if applicable) must meet on site with Smithfield 2020 task team members to confirm and document with digital pictures that the completed improvements are consistent with the description of work submitted to BHAR and provided in the Smithfield 2020 matching grant application.
- **Matching Grant Payment:** After project completion is confirmed by the Smithfield 2020 task team, and with provision of related contractor paid invoices by building owner, Smithfield 2020 will authorize payment of the matching grant at its next monthly meeting.

For more information, to schedule the required briefing or to submit your application, contact Rick Bodson, Smithfield 2020 Project Manager, 869-7968, smithfield2020@gmail.com.

Please note – for the Qualification Review step above, the application must include the following:

- A completed Matching Grant Application Form (next page)
- A summary of the proposed work – provided in the first block of the application
- Design plans for proposed improvements
- Photographs clearly showing existing conditions to be improved upon
- Exact samples of any paint colors to be used
- Landscape plan including a list of proposed plant materials
- Documentation of any required prior approvals or authorizations
- No less than two cost estimates on any proposed improvements

A copy of the BHAR application can be substituted for several of the items listed above.

Smithfield 2020 façade and streetscape improvement project Matching Grant Application Form

Applicant's name: _____

Phone number: _____ Email: _____

Building owner, if not applicant: _____

Address of the property: _____

Business at this address: _____

Matching grant amount requested: \$ _____ Total project cost (estimate): \$ _____

Description of the proposed work:

Signature of the applicant: _____ Date: _____

Signature of building owner: _____ Date: _____
(if applicable)

Received by Smithfield 2020 by: _____ Date: _____

	Target date	Actual date	2020 team member
Initial program briefing / project review:	_____	_____	_____
BHAR application completion:	_____	_____	_____
Qualification review:	_____	_____	_____
BHAR approval:	_____	_____	_____
Funding approval by Smithfield 2020:	_____	_____	_____
Project completion review: <i>Must be within six months of funding approval</i>	_____	_____	_____
Matching grant payment:	_____	_____	_____