

## The Havre de Grace Main Street

### Application and Guidelines

#### Façade & Tenant Fit-Out Reimbursable Grant Program

The Havre de Grace Main Street Program is an official designation by the state of Maryland and is recognized by the National Main Street Center. The Main Street Program is a comprehensive approach to downtown revitalization now implemented in more than 1,000 cities across the nation.

The Façade & Tenant Fit-Out Program offers up to \$10,000 in matching funds for façade or interior improvements with a total match of \$20,000 for both grant types. Property and/or business owner (lessee) can apply for up to 50% of the total cost of their improvement project. A property/business is eligible for both grant types but may apply for only one façade and one fit-out application per calendar year. If a property and/or business owner is seeking a second grant after a one (1) year period, the second project (and any other additional applications) will qualify for a 25% match. **No more than two applications per business or property will be permitted within a five (5) year period.**

The maximum grant contribution by the Havre de Grace Main Street is \$10,000 per grant type. The minimum grant contribution is \$500 per grant type. ***Work completed prior to a letter of commitment is not eligible for funding.***

The Façade & Tenant Fit-Out Program is funded by the Maryland Department of Housing & Community Development, Community Legacy Program and is managed in cooperation with the City of Havre de Grace Department of Economic Development & Tourism. The goal of the program is to encourage building renovation, business attraction, historic preservation and to improve the economic vitality of the downtown business district.

#### **Process:**

The Façade & Tenant Fit-Out applications are accepted on a rolling basis. The applicant must provide:

1. A completed application including:
  - a. Two color photographs of the outside of the existing building (two colored photos of interior space if applying for tenant fit-out funding.)
  - b. Detailed sketches/drawing of the proposed improvements.
  - c. One no more than two contractor estimates on letterhead detailing the cost of the improvements.

2. The completed application will be reviewed by the Main Street Coordinator and the Director of Economic Development & Tourism. Upon approval, the application will be sent to the Maryland Historical Trust as required by the Maryland Department of Housing and Community Development for final approval.
3. The Maryland Historical Trust has 30 days to review and approve or deny the project. The applicant will be notified by the Department of Economic Development & Tourism upon receipt of the final decision by the Maryland Historical Trust.

**Note:** Approvals by MD Historical Trust may cause delays dependent upon workload.

4. The applicant is required to sign a grant agreement with the City of Havre de Grace. Once the grant agreement has been executed the applicant may begin work on the project. The work on the project must begin within 30 days of the executed grant agreement and be completed within 6 months. The applicant is responsible for all contracting, permits, and work completion. The City will monitor construction where required.
5. After project completion, the applicant must submit ALL receipts to the Office of Economic Development for reimbursement. Canceled checks and/or credit card receipts will be used as proof of payment. Receipts must document proof of match as well as work under the grant. The applicant must provide before and after photographs of the project. **The applicant will not be reimbursed for work performed prior to project approval.**

**Eligible Projects:**

**Exterior façade improvements include:**

- |                           |                            |
|---------------------------|----------------------------|
| Masonry repair            | Lighting                   |
| Awnings                   | Signage repair/new signage |
| Window repair/replacement | Door repair/replacement    |

The following are **NOT** eligible: Landscaping, porches, ramps, fencing, roofing, paving.

**Interior tenant fit-out improvements include:**

- |  |                                |
|--|--------------------------------|
| Carpentry                              | Custom Cabinetry/shelving      |
| Equipment installation                 | Lighting replace/ new fixtures |
| Painting                               | Window signage/lettering       |
| Electrical upgrades                    | Plumbing upgrades              |
| Grease traps (for commercial kitchens) |                                |

The following are **NOT** eligible: non-permanent fixtures or furniture.

**Façade & Tenant Fit-Out Application**

Date: \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_

Name of Business: \_\_\_\_\_

Project/Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ 2<sup>nd</sup> Phone or Cell \_\_\_\_\_

Email Address:  
\_\_\_\_\_

2<sup>nd</sup> Email Address: \_\_\_\_\_

Property owner's name (if different from above): \_\_\_\_\_

Property owner's address: \_\_\_\_\_

Property owner's phone number: \_\_\_\_\_

Signature of property owner: \_\_\_\_\_

*Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application or attach a letter of authorization.*

**Project Description:**

Please describe below the proposed improvements to the property. Include colors, components, and type of materials to be used. Provide details of any electrical or plumbing changes. (Attach as needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide a budget for the project including the total estimated cost of project including, construction, materials and labor cost. Address proposed schedule to complete the work. Attach information as needed. (Attach as needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type and amount of funding request:

Façade \$ \_\_\_\_\_

Tenant Fit-Out \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Please provide any significant historic details of the property. *Your application will be reviewed by the Maryland Historic Trust. Note that significant changes to the historical value of the building or inappropriate materials may be cause for disapproval.*

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**Do NOT forget to attach colored photographs, contractor estimates, match documentation and drawings.**

*The new Façade & Tenant Fit-Out Program is effective as of February 8, 2022. Any applications received and approved prior to February 8, 2022 are subject to the guidelines of the former program which included a 70% loan payable to the City of Havre de Grace and a 30% grant. All outstanding loans are still required to be repaid.*