

GTDF Downtown Titusville Façade Improvement Project Application

The Greater Titusville Development Foundation (GTDF) created a Façade Improvement Project for downtown Titusville because the attractiveness of property and commercial buildings is important to the revitalization of any downtown. A downtown's image and the character of its buildings, created through the arrangement of form and type of detail, are products of the time it was built. New construction, additions and building façade rehabilitation should complement, not detract from, these original features. This grant project was developed to stimulate private investment in properties, foster an attractive environment and preserve the attractive character of downtown Titusville.

This project is made possible through private donations and funding from the Commonwealth of Pennsylvania, Keystone Communities Program.

The project will be administered by the GTDF Staff.

Please read the GTDF Downtown Titusville Façade Improvement Project Guidelines carefully before completing this application.

Round NINE (2023) Important Dates:

Applications Due:	Friday, April 14, 2023, at 12 pm.
Awards Announced:	April 28, 2023

Quick Facts:

- The GTDF Downtown Titusville Façade Project grant limit is \$5,000 per façade.
- The grant must be matched dollar-for-dollar by the individual owner of the property or their leaseholders. (Leaseholder must show owner's approval)
- You must talk with GTDF staff about your project prior to submitting an application
- Applications will be reviewed by the GTDF Board of Directors. Applicants will be notified in writing whether they have been awarded a Façade Improvement Project grant.
- This is a reimbursement grant. Payment to the grantee of a qualified project is made in the form of a reimbursement. Copies of invoices marked paid by the Contractor as well as copies of cancelled checks are required to receive reimbursement. Reimbursement may take up to 14 days.
- Work started before the award of a Façade Improvement Project grant is not eligible for reimbursement.
- Contractor should not start work until they have received 50% down of the total project cost.

APPLICATION

Projects Eligible for Reimbursement

- Cleaning of exterior surfaces
- Repair/Restoration of historic features
- Replacement of missing historic features
- Repointing , Painting and Exterior Decoration
- Repair and in-kind replacement of Windows, Doors Entrances and Stoops
- Façade roof repair
- Awnings, canopies, other window treatments
- Exterior Light
- Signage
- Removal of inappropriate materials
- Sidewalks
- Landscaping
- Architectural services

Downtown Titusville Façade Program Guidelines and application are available on the Façade page at TitusvilleFoundation.org or by email from kkerr@tcda.org

For further information email or call 814-827-3668.

Mail completed Application and Attachments to:

Greater Titusville Development Foundation
110 West Spring Street, Suite 200
Titusville, PA 16354

Mailed applications must be postmarked no later than the due date.

Or submit your Application and Attachments by email:

kkerr@TitusvilleFoundation.org

Applications may be delivered in person at:

110 West Spring Street, 2nd Floor, Suite 200

Titusville Community Development Agencies Office.

APPLICATION

GTDF Downtown Titusville Façade Improvement Project Application

Applicant Name		
Address of Business Site		
Business Owner's Address		
Daytime Phone Number		
Property Owner (If different than above)		
Property Owner's Address		
Daytime Phone Number		
Project Details		
Is the project part of a larger overall renovation project to the building?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, explain:		
What façade(s) of the building will be included in the project?		
Are any changes to the current signage anticipated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, explain:		
Will your project make a noticeable visual improvement to the façade of your building?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, explain:		
Will your project restore or repair historical features?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

APPLICATION

If yes, explain:

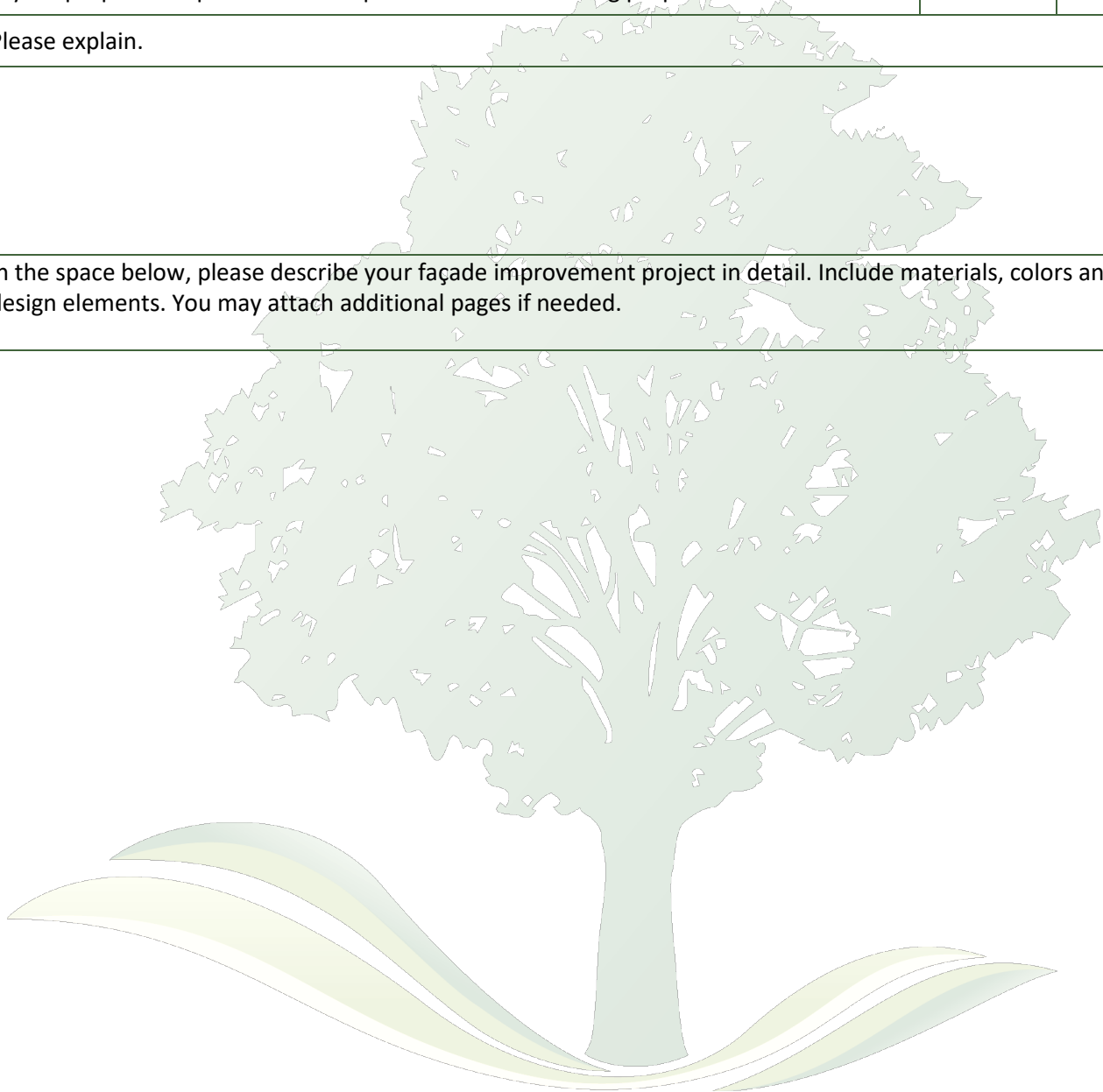
Is your proposed improvement compatible with surrounding properties?

Yes

No

Please explain.

In the space below, please describe your façade improvement project in detail. Include materials, colors and design elements. You may attach additional pages if needed.



APPLICATION

Project Budget	
Item Description	Cost
Project Total Cost	
Applicant's Contribution	
Grant Amount Requested (no more than 50% of total project cost, not to exceed \$5,000.)	

Please provide itemized costs for materials, labor, and professional services.

Professional design and consulting services for planning the façade improvement project prior to making application are eligible expenses, up to \$250 of the \$5,000 maximum, if the application is approved and upon completion of the project.

For example, if the consultants' fee is \$400, \$200 may be eligible for reimbursement, leaving up to \$4,800 for project materials and labor.

APPLICATION

Application Checklist

Required Attachments: (Please check off as completed to make sure ALL are included)

<input type="checkbox"/>	Signed Application Form
<input type="checkbox"/>	Detailed project description
<input type="checkbox"/>	Itemized bid from a qualified Contractor
<input type="checkbox"/>	Contractor's Certificate of Insurance
<input type="checkbox"/>	Verification of ownership (Copy of deed or lease)
<input type="checkbox"/>	Approval letter from owner (if applicable)
<input type="checkbox"/>	Two color digital current photos of the façade to be improved
<input type="checkbox"/>	Verification of current real estate taxes (Tax statement)
<input type="checkbox"/>	Verification of current property insurance
<input type="checkbox"/>	Design plans or sketches of the proposed façade improvements
<input type="checkbox"/>	Evidence of availability of matching funds (all funds required to be available when application is submitted)

I (we) certify that all information contained in this application is true and correct in all material aspects to the best of my (our) knowledge. I (we) do hereby give permission and consent to the Greater Titusville Development Fund to conduct a credit check, title search or any other activities it deems necessary and appropriate of the proper evaluation and consideration of this application . I (we) furthermore agree to abide by all Façade Improvement Project guidelines (a copy of which is hereby acknowledged as being received) and policies as GTDF may establish, as well as compliance with all codes and regulation of the City of Titusville, State of Pennsylvania and Federal Government as applicable.

Applicant:

Date:

Applicant:

Date:

APPLICATION

Reimbursement Checklist (Fill this out when project is complete to receive reimbursement)

After work is completed, reimbursement of 50% of labor and material cost (up to the \$5,000 maximum) is contingent on:

<input type="checkbox"/>	Adherence to approved project description
<input type="checkbox"/>	Payments to contractor for work approved by GTDF Staff
<input type="checkbox"/>	Copies of invoices (signed and marked paid)
<input type="checkbox"/>	Proof of payment (copies of cancelled checks, credit card statements, etc.)
<input type="checkbox"/>	Request for Final Inspection Form

DOWNTOWN TITUSVILLE FAÇADE IMPROVEMENT GRANT PROJECT

REQUEST FOR FINAL INSPECTION

Name of Grantee:

Address of Façade Improvement Project Site:

Daytime Phone Number:

I certify that the Downtown Titusville Façade Improvement Project for which I was awarded a matching grant is complete.

All invoices for materials and labor costs related to this Downtown Titusville Façade Improvement Project have been paid in full.

Copies of contracts and final invoices, signed and marked paid, and proof of payment of invoices (i.e., cancelled check) are attached.

I request that a final inspection by GTDF be scheduled upon submission of this document and all required supporting documentation.

Grantee Signature

Date

Title

Print Name