



1001 Arendell Street, Morehead City, NC 28557
252-808-0440

Downtown Morehead City, Inc. Matching Façade Grant Incentive Program

Purpose: The purpose of the Matching Façade Grant Incentive Program is to provide business and commercial property owners with an economic incentive to renovate the exterior façade of their buildings located within the downtown area. The program encourages thoughtful façade design projects and quality workmanship, which complement the unique historic character of downtown, while also introducing compatible new design elements. In the context of this program, a façade is defined as the immediate exterior of a structure and surrounding areas that are visible by pedestrian and/or vehicular traffic.

Eligibility: Any business owner or tenant of a commercial building located within the Downtown Morehead City footprint* (4th to 18th Streets, water to water) is eligible. Owners and tenants may request façade grants separately; however, only one grant may be awarded per property and per project. Any tenant applying for a grant must have the owner's written permission.

**Map of downtown district included on Page 4*

Mandatory Pre-Application Meeting: There will be one funding round for each fiscal year. To be eligible for review by the DMC, Inc. Design Committee, the applicant must participate in a pre-application meeting with DMC, Inc. and City staff before applying for a Matching Façade Grant.

Pre-Application Meeting Instructions: To schedule a pre-application meeting, email your completed form to kathryn@downtownmoreheadcity.com with the subject line: Matching Façade Grant Pre-Application Meeting. Please include several dates and times that you may be available to meet within one (1) month of initial contact.

Application Deadlines: Completed applications must be received by 5pm on the second Monday of the month. Applications will be reviewed at the next monthly Design Committee meeting. The Design Committee meets on the second Thursday of each month at 9:00am in the Train Depot.

Funding Determinations: Program funds are available beginning July 1 of each year. Façade Grant applications will be reviewed monthly and matching funds may be allocated until depleted. Funding is not guaranteed year-to-year.

See next page for a summary of application steps and project stages.



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<p>Phase I: Preparing Your Application</p> <ul style="list-style-type: none"> • Identify project concept and fill out an application form • Schedule Pre-Application Meeting with DMC, Inc. and Town of Morehead City Staff 	<p>Phase II: Complete & Submit Application</p> <ul style="list-style-type: none"> • Update application form, if necessary • Source estimates/quotes for proposed work plan • Submit completed application by the second Monday of the month, ahead of the regularly scheduled Design Committee Meeting. <i>*Calendar schedule included below for reference</i> • Committee deliberation and determination
<p>Phase III: Work in Progress</p> <ul style="list-style-type: none"> • Work begins within 45 days of application approval. Work may begin prior to approval, however, funding will be awarded discretionarily. • Work must be completed within 6 months of application approval • If there are delays, you may submit a request for an extension. This request must be written, and sent via email or letter. • Any progress reports/updates are appreciated throughout the project 	<p>Phase IV: Project Completion</p> <ul style="list-style-type: none"> • Once the project is complete, please notify DMC, Inc. and submit final vendor invoices with verification of payment • DMC, Inc. and Town of Morehead City staff will evaluate the finished project, sign off on the application, and may issue reimbursement funding

2023-2024 Design Committee Meeting Dates (all meetings held at 9:00am in the Train Depot)

November 9, December 7, January 11, February 8, March 7, April 11, May 9, June 13, July 11, August 8, September 12, October 10, November 14, December 12

**Meeting dates subject to change*



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Guidelines:

1. Projects will be awarded to those that pass approval of the DMC, Inc. Design Committee and the Town of Morehead City.
2. Proposed façade grants **must** meet all code requirements of the Town of Morehead City and the State of North Carolina.
3. Funds are for substantial building façade improvements and are not to be used for general and/or deferred maintenance.
4. The Secretary of the Interior’s Standards for Rehabilitation are used as the standard for all proposed façade improvements. Applicable Standards are attached for reference.
5. Any exterior renovation proposal is eligible to apply, but priority will be given to projects with a high quality of design and workmanship, and which will make a highly visible contribution to the downtown streetscape.
6. Downtown Morehead City, Inc. will not be party in negotiations between the applicant and contractor employed by the applicant. The applicant agrees to hold DMC, Inc. harmless of any defects in workmanship, liability, damages, or other costs relative to the project.

Criteria:

1. These grants are intended to encourage high quality, lasting building improvements to facades, which respect the unique historic character of the building and its surrounding historic resources.
2. This is a matching grant not to exceed 50% of the approved project cost. Grants may be awarded up to \$5,000. Award amounts will reflect the quality and positive impact of the project and are based on DMC, Inc. funding availability.
3. Only one grant is awarded per building façade improvement project.
4. The Matching Façade Grant Incentive Program seeks substantial exterior building improvements; therefore, a minimum of \$1,000 will be required of all participants.
5. Grants are not available for general or deferred maintenance.
6. An overall façade design improvement plan is strongly recommended for greater consideration of grant awards. Grants for façade improvements that omit an overall façade design improvement plan will not be given priority consideration.
*Design assistance may be available through the UNC-G Main Street Fellows Program.
Please reach out to DMC, Inc. Staff for additional information about this opportunity.*
7. The DMC, Inc. Design Committee must approve the façade grant application. Failure to comply with approved plans will result in loss of grant funding.
8. All work must be completed in a good workmanship manner. The applicant will not be eligible for grant funds unless the work is completed by a competent professional.
9. All work **must be started within 45 days** of the signed notification of the grant award and must be completed within six months of the start date. Extensions of up to six months may only be granted if requested in writing.

Application Submission Date _____ Application Approval Date _____
Project Completion Deadline _____

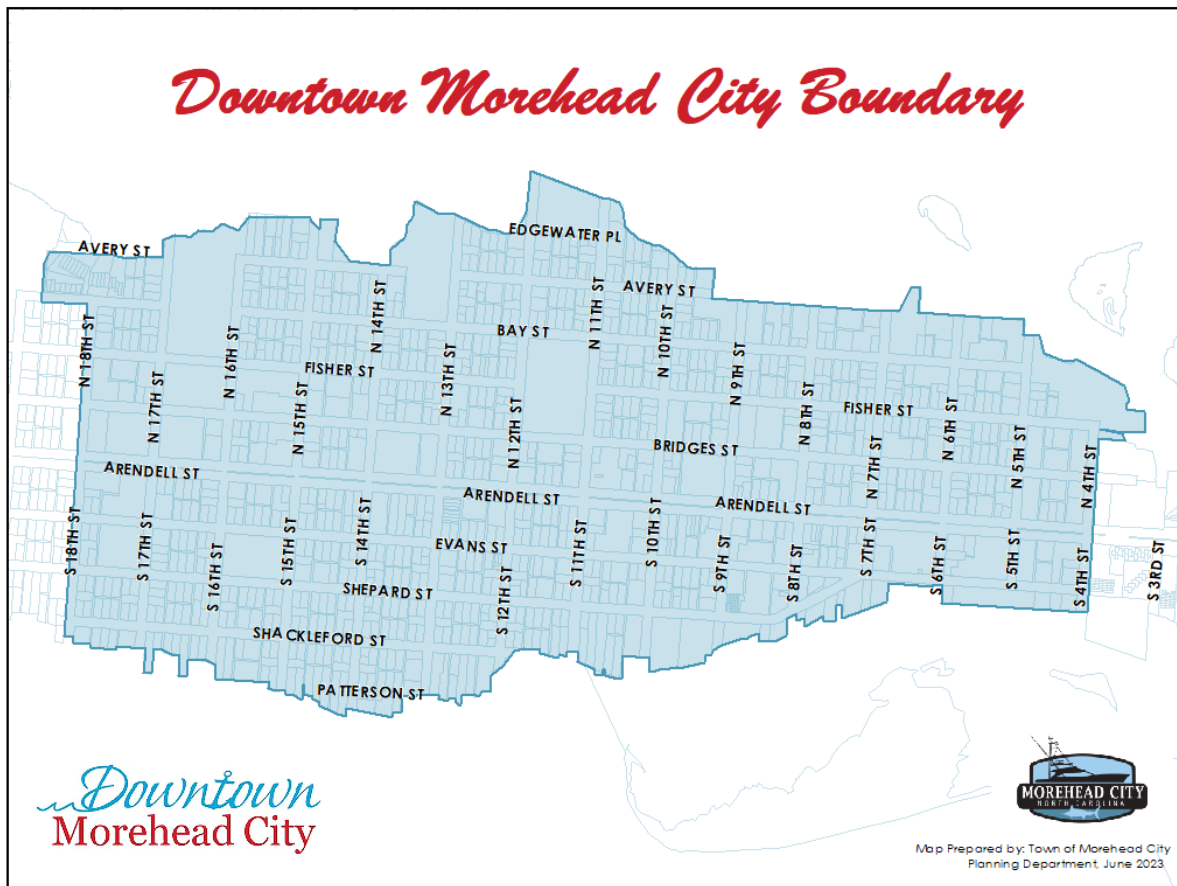
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Improvements may include, but are not limited to:

- Façade improvements
- Brick or wall surface cleaning
- Patching and painting of facade walls
- Signage or lighting replacement/repair
- Canopy, porch, awning installation/repair
- Window and/or door replacement/repair
- Mortar joint repair
- Railings, ironwork repair or addition
- Cornice repair and/or replacement
- Landscaping

Downtown Boundaries:





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Secretary of the Interior's Standards for Rehabilitation: 36 CFR 67

The following Standards for Rehabilitation are the criteria used to determine if a rehabilitation project qualifies as a certified rehabilitation. The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

Downtown
Morehead City

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9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

A complete outline of these standards, describing how to appropriately preserve historic properties in working with masonry, wood, metals, roofs, entrances/porches, storefronts, structural systems, spaces/features/finishes, mechanical systems, site, setting, energy, new additions, accessibility, and health/safety, can be found at:

<https://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm>



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MATCHING FAÇADE GRANT APPLICATION

Please complete this application and return to kathryn@downtownmoreheadcity.com

Illegible/incomplete applications will be returned to the applicant.

Business Name: _____

Property Address: _____

Property Owner: _____

Applicant: _____

If applicant is not the owner, a signed agreement authorizing the work must be attached as part of the application.

Mailing Address: _____

Phone: _____ Email: _____

Current Use of Building: _____

Proposed Use of Building: _____

Summary of Proposed Façade Grant:

Total Façade Improvement Cost	\$ _____
Total Entire Building Renovation Cost	\$ _____
Total Committed Property Owner Contribution	\$ _____
Total Committed Business Owner/Tenant Contribution	\$ _____
Grant Amount Requested	\$ _____

(Note: Request Amount limited to 50% of Total Façade Improvement Cost, not to exceed \$5,000)



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Required Attachments

Please check mark next to each item, as required, to show it has been included in application packet.

- Current color photograph of façade.
- Architectural design drawings. Must be to scale and include annotations of all proposed improvements.
- Samples of proposed materials, paint colors, landscape design, etc.
- Itemized contractor estimates. [Costs of labor and materials must be itemized separately.]
- Written permission from property owner authorizing work, if applicable.
- Signed lease agreement, if applicable.

Estimated Construction Start Date: _____
[All work must be completed six months from this date.]

Please initial next to each item.

- _____ I understand that I must meet with DMC, Inc. and Town of MHC staff with all requirements gathered in a scheduled pre-application meeting prior to submitting the matching façade grant.
- _____ I acknowledge that this application must be accepted, and all prerequisite rules and regulations must be complied with before the application can be considered for acceptance.
- _____ I understand the façade grant must be used for the project described in this application and that DMC, Inc.'s Design Committee must review and approve the application prior to beginning construction. I understand that failure to comply with the approved application may result in losing eligibility to receive funds.
- _____ I understand all work applied for in this project must be on the exterior of the building. Examples include awnings, outdoor seating, benches, fencing, landscaping, lighting, painting the exterior of the building, including replacement of windows and doors, etc.
- _____ I understand this grant is only available to businesses that fall within the Downtown Morehead City, Inc. boundaries, 4th to 18th Streets, water to water.
- _____ I understand the façade grant reimbursement after the project is complete is for a matching \$1 for every \$1 expended by the owner on approved façade improvements. Depending on the availability of funds a maximum that may be awarded per grant is \$5,000 on a minimum of \$5,000 of expended façade improvements by the owner. **For example, the total cost of your project is \$8,000, we will match with a grant of \$4,000.
- _____ I understand that the proposed project must pass all required Construction Standards inspections prior to request for reimbursement.
- _____ I understand that funds may not be used on public art or murals.
- _____ I understand the purchase of tools is not included as they are not project specific.
- _____ I understand this grant does not apply to projects that have already been completed or in-kind services.



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_____ I understand that all work must be completed within six [6] months from the date of the approved agreement and any extensions must be requested in writing prior to the end of those six [6] months.

_____ I understand that grant payments are contingent upon completing the project as outlined and providing adequate proof of expenditure of funds and copies of all required building permits.

_____ I understand that the grant funds must be used for the project as described in this application and that any changes to the project must be submitted in writing and approved by DMC, Inc. staff.

_____ I acknowledge that Downtown Morehead City, Inc. is obligated only to administer the grant procedures and is not liable to the applicant, owner or third parties for any obligations or claims of any nature growing out of, arising out of or otherwise related to the project or application undertaken by the applicant and/or owner.

_____ I understand once approved by the DMC, Inc. Design Committee, monies are distributed via back-end reimbursement. All eligible work must be completed according to the information submitted and approved in the original application. Vendor invoices must be returned along with verification of payment from the business or property owner. The money will be distributed in one lump sum payment following completion and inspection from DMC staff of all the listed work. Projects must be completed within six months from the grant being awarded.

_____ I understand that upon completion of the project, DMC, Inc. staff will inspect the work for compliance.

_____ I understand that the payment will be mailed to the applicant and address as listed on this application.

_____ I understand that I am responsible for the maintenance of the façade improvements described here for a period of three [3] years from the date of the project completion or until such time as the building is sold.

_____ I have obtained the appropriate signatures below on this form.

Applicant's Signature _____ Date _____

Print Signature: _____

Property Owner (if different from above) _____ Date _____

Print Signature: _____

This application has been approved by the following:

Signature, Town Building Inspector _____ Date _____

Print Signature: _____

Signature, Town Planning Department _____ Date _____

Print Signature: _____

Complete application, gather above signatures and return to **Downtown Morehead City, Inc. 1001 Arendell St., Morehead City, NC 28557**

Signature, DMC, Inc. Design Committee Chair* _____ Date _____

Print Signature: _____

Signature, DMC, Inc. Executive Director* _____ Date _____

Print Signature: _____

***Signatures signed at Design Committee meeting.**