



Eligible Applicants

Glenrock Area commercial and non-profit property owners or tenants may apply for the grant program. Tenants are required to have written approval from property owners to participate in the program. Non-profit organizations must provide proof of 501(c) status. For fund availability please contact the town clerk at (307) 436 9294, ext 3.

Facade Improvement Grant

The Facade Improvement Grant entitles the applicant up to \$6,000.00 reimbursement towards the total cost (sales tax amount excluded) of a facade improvement project. This is a matched grant and requires the applicant to pay for 50% of the total cost, while the grant pays for the remaining 50%, not to exceed \$6,000.00. Sales tax amounts will not be included in the approved grant amount and is the responsibility of the applicant. The Facade Improvement Grant pertains to exterior improvements only and may be applied to a front, side or rear facade provided it faces a public street or parking area.

Facade Improvement Grant Matching Requirements

The Facade Improvement Grant requires the applicant to match 50% of the total project cost (not including paint or sales tax). Matching funds may be cash or in-kind contributions. In-kind matches may include services, materials, labor and/or equipment documented in a letter from the donor and submitted with the grant application.

Eligible Activities

1. Painting, stucco or other exterior enhancement
2. Awning, window, door replacement
3. Removal of old signage and installation of new conforming signage
4. Tile, pavement replacement between entry and public sidewalk
5. Exterior and/or display lighting
6. Accessibility improvements for ADA compliance
7. Cleaning of exterior brick or concrete
8. Other improvements subject to the Town of Glenrock approval

Facade Painting Grant

The Facade Painting Grant entitles the applicant (commercial) up to \$2,500.00 reimbursement per business. The Painting Grant can be used independently or in addition to the Facade Improvement Grant. The Painting Grant is available for up to 50% of the total cost of project, not to exceed \$2,500.00. Sales tax amounts will not be included in the approved grant amount and is the responsibility of the applicant.

Application Process

1. Complete the application on pages 3-5. Obtain the following documents and attach to application
 - a. Photograph of the existing building and conditions
 - b. Color visual materials (drawings/graphics) showing proposed changes to the building
 - c. Color pallet with pantone number(s) of proposed design
 - d. Cost analysis of the project (two (2) bids are required)
 - e. Timeline (approximate) for completion of the project
 - f. Meet with building department with project plans
2. Submit the application and additional documents 30 days before the Glenrock Town Council meeting, which falls on the 2nd and 4th Monday of every month. To confirm meeting dates, contact the Town Clerk at 219 S. 3rd St./PO Box 417- Glenrock, WY 82637 or (307) 436-9294, ext. 3.
3. The Town of Glenrock will notify the applicant to inform them of the date and time they will need to present their application to the Town of Glenrock.

Council Review

When an application is submitted and includes all of the required information listed above, the process for review and approval will be approximately one (1) to two (2) months.

The applicant must be present at the Town council meeting when presenting the application for the first time. A second visit may be necessary to confirm details of the facade project. If the application is found acceptable, the applicant will receive written notice of the grant award from the Town of Glenrock.

PLEASE NOTE: Facade improvements made prior to approval of an application by the Town of Glenrock may not be funded by the program. Once building improvements are completed, the Town of Glenrock will verify improvements where as specified before any funds are

reimbursed. Grants are awarded based on the availability of funds, scope and impact of the project.

Disbursement of Grant Funds

1. Once the project is complete, the applicant must submit the following items to the Town of Glenrock
 - a. Copies of all bills and invoices or supporting documents for labor and materials
 - b. Copies of confirmed payment (receipts, canceled checks, etc)
 - c. A final photograph of the work
2. Verification of the new facade or paint will then be completed by the Town of Glenrock. The Town of Glenrock will approve the funds at the next meeting.
3. Funds will be released and issued to the applicant. Please fill out the following information to ensure proper reimbursement:

Make Check Payable To: _____

Address Where Check Needs To Be Sent: _____

Contact Name and Phon Number: _____

Additional Requirements

Permit Requirements

The applicant will be responsible for adhering to the design guidelines and securing permits as required by the Town of Glenrock.

For more information on securing permits, contact the Planning and Zoning Department at (307) 436-9294, ext. 3 or 5.

Project Time Period

Applicant must submit an approximate time line of the completion of the project with the grant application. Projects must be completed within 1 year from grant approval date, or risk availability of funds if a written request for an extension is not received.

Facade Improvement Program Grant Application

Date Submitted	
Name of Applicant	
Phone Number	
Name of Business	
Property Address	
Mailing Address Applicant is the:	
Applicant is the :	<input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant
Property Owner's Name Property Owner's Phone	
Property Owner's Address	
Property Owner's Phone	

DETAILED PROJECT DESCRIPTION

Facade Improvement Program Grant Application (CONT)

Total estimated facade cost: _____

Amount of grant request: _____
Up to \$6,000.00

Total estimated painting cost: _____

Amount of grant request: _____
Up to \$2,500.00

Total Grant Request: _____
Up to \$8,500.00

Signature of Applicant

Date

General Conditions

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances and other applicable regulations.

It is expressly understood and agreed that work completed prior to final approval is ineligible for funding. It is expressly understood and agreed that the applicant will not seek to hold the Town of Glenrock and/or its agents, employees, officers and/or directors liable for any property damage, personal injury or other loss relating in any way to the Facade Improvement Grant Program.

The applicant agrees to maintain the property and improvements.

The applicant authorizes the Town of Glenrock to promote an approved project, including but not limited to displaying a sign at the site, during and after construction and using photographs and descriptions of the project in the Town of Glenrock Program materials and press releases.

The applicant understands the Town of Glenrock reserves the right to make changes in conditions of the Facade Improvement Grant Program as warranted.

If at any time you wish to withdraw your application, you must notify the town clerk in writing at 219 S. 3rd St./PO Box 417, Glenrock, WY 82637, as soon as possible.

Signature of Applicant

Date