Eligible Applicants

Commercial and non-profit property owners or tenants within the Central Business District (CBD) area 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.

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 are.

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 Glenrock Downtown Development Committee approval

Facade Painting Grant

The Facade Painting Grant entitles the applicant (commercial) up to $1,000.00 reimbursement per building. The Painting Grant can be used independently or in addition to the Facade Improvement Grant. The Painting Grant is available for up to 100% of the total cost of paint, not to exceed $1,000.00. 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 4-6. 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

2. Submit the application and additional documents 30 days before the Committee meeting, which falls on the 1st Wednesday of every month. To confirm meeting dates, contact the Kathy Patceg at 219 S. 3rd St./PO Box 417- Glenrock, WY 82637 or (307) 436-9294, ext. 314.

3. The Glenrock Downtown Development (GDD) Committee will determine if the building is found to be a “contributing” or “non-contributing” building to the historic downtown district.

4. The GDD Committee will notify the applicant to inform them of the date and time they will need to present their application to the Design Committee.

Committee 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 Committee 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 GDD Committee.

PLEASE NOTE: Facade improvements made prior to approval of an application by the GDD Committee will not be funded by the program. Once building improvements are completed, GDD Committee 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
Glenrock Downtown Development Committee.
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 Glenrock Downtown Development Committee. The Committee 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 Phone 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. 314 or 315.

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
Glenrock Downtown Development- 219 S. 3rd St./PO Box 417- Glenrock, WY 82637- (307) 436-9294, ext. 314
## Facade Improvement Program
### Grant Application

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<td>Date Submitted</td>
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<td>Name of Applicant</td>
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<td>Phone Number</td>
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<tr>
<td>Name of Business</td>
<td></td>
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<td>Property Address</td>
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<td>Mailing Address</td>
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<tr>
<td>Applicant is the:</td>
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<tr>
<td></td>
<td>Tenant</td>
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<td>Property Owner’s Address</td>
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<tr>
<td>Property Owner’s Phone</td>
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### DETAILED PROJECT DESCRIPTION

- Description of the project
- Expected outcomes
- Estimated cost
- Timeline

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*Glenrock Downtown Development - 219 S. 3rd St./PO Box 417- Glenrock, WY 82637- (307) 436-9294, ext. 314*
### Facade Improvement Program Grant Application (CONT)

<table>
<thead>
<tr>
<th>Total estimated facade cost:</th>
<th>Amount of grant request:</th>
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<tbody>
<tr>
<td>__________</td>
<td>__________________</td>
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<table>
<thead>
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<th>Total estimated painting cost:</th>
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<tbody>
<tr>
<td>__________</td>
<td>__________________</td>
</tr>
<tr>
<td></td>
<td>Up to $1,000.00</td>
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</tbody>
</table>

**Total Grant Request:**

| __________________       |
| __________________       |
| Up to $7,000.00          |

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Date</th>
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## 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 Glenrock Downtown Development Committee 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 Glenrock Downtown Development Committee 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 Glenrock Downtown Development Program materials and press releases.

The applicant understands the Glenrock Downtown Development Program 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 GDD Director in writing at 219 S. 3rd St./PO Box 417, Glenrock, WY 82637, as soon as possible.

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
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</table>

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**Facade Improvement Program**

*Glenrock Downtown Development- 219 S. 3rd St./PO Box 417- Glenrock, WY 82637- (307) 436-9294, ext. 314*