

# Façade Improvement Grant Application

*"The Façade Improvement Grant program, underwritten by United Animal Health and supported by Indiana Landmarks, is designed to encourage and support efforts to maintain and enhance the unique streetscape of Sheridan's Main Street. The grants support work that will improve the appearance of building facades while providing a uniform and integrated look to our historic downtown -- honoring both its history and its current, emerging vitality."*

Composed by Sheridan business owners and residents attending a series of workshops  
"Main Street Sheridan | A NEW VIEW"

Submission of the United Animal Health Façade Improvement Grant (FIG) Interest and Readiness Questionnaire (Questionnaire) opened in December 2022 to any building owner planning a historic preservation, renovation, and restoration of commercial building façades with a Main Street address in Sheridan, Indiana between 2nd and 6th streets. The FIG Review and Design Committee (Committee) reviewed all Questionnaires returned by December 31, 2022 determining next steps for the submitting business owners. Next steps included, but not exclusively, invite to complete a grant application for funding in Quarter 1 of 2023, referral to a design professional for a Reference Exhibit defined as a visual of the owners' concept for the project, at no cost to the owner, for future funding in 2023, or advice for seeking alternate funding if all FIG funds have been expended.

## CONGRATULATIONS

You have been selected by the Committee to complete and submit this grant application for funding in Quarter 1 of 2023. This application is the next step in obtaining funds for going forward with your project.

Upon receipt of this application, the Committee will review that all materials are submitted in full and that all questions have been answered in full. The Committee will notify the grant applicant within two weeks of receipt of a completed application of their Award with 50% of the requested match available to begin work. As noted, within the application below, the remaining match will be issued upon completion of a walk through of the project.

Walkthroughs may be requested at different phases of ongoing work within the project.

## Important Timelines

- All applications for funding in Quarter 1 of 2023 are due by March 1, 2023 at the latest. Awards and 50% of matching requested funds will be released individually as grants are completed. Earlier completion of the grants can mean earlier approval of the requests and earlier issuance of matching funds.
- Committee requests for clarification and/or additional information must be responded to within five days.

- Selected Grantees (applicants being awarded a grant) will receive an Award letter and a FIG agreement.
- No funds will be distributed until Grantee has completed the FIG agreement included with the Award Letter.

Grantees will be notified by the Design Review Committee before any public announcement.

If you have any questions, please contact Sheridan community liaison Cindy Keever at (317) 710-4514 or [keevercynthia@gmail.com](mailto:keevercynthia@gmail.com).

Any files that are uploaded will be shared outside of the organization they belong to.

**\* Required**

Before  
You  
Begin...

All of these items are required to be submitted with your application. You can either submit electronically at the end of this form, or in person at United Animal Health. If you plan to submit electronically, it is recommended that you have all materials in front of you. This checklist is for your personal use.

Make sure you have:

- Photo of proposed project area as it is (will be labeled Exhibit A)
- Reference Exhibit defined as: Photo, Illustration, or Sketch of your proposed project provided by Ball State University, a local professional working with the FIG grant committee, or a visual previously approved by the grant committee (will be labeled Exhibit B)
- Notarized letter of permission from building owner (if you are not the building owner)(will be labeled Exhibit C)
- Budget for total project costs and all related vendor estimates ( a sample budget form is attached within this application). Provided estimates/quotes will be labeled Exhibits D and beyond as they are listed in table found in #15 on page 6 of this application.

Qualifying  
Façade  
Guidelines

Accepting an Award Grant indicates that you are committed to compliance with the following guidelines when at all possible.

- Maintains historic or architectural integrity of the building
- Preserves or restores architectural features
- Uses materials and colors that match building or district identity
- Considers the entire building
- Takes cues from neighboring buildings
- Maintains continuity with character of the district (e.g. storefront retail, etc.)
- Improves or maintains interest and appeal at street level
- Expands or maintains visual access to building interiors

Let's Get Started

1. 1. Address of Property (where Façade Improvement will take place) \*

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2. 2. Applicant Name(s) \* \*

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3. 3. Applicant Home Address \* \*

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4. 4. Applicant Phone Number \*

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5. 5. Applicant E-mail \*

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6. 6. Applicant Preferred Contact Method (Please check one) \*

*Mark only one oval.*

Phone

Email

7. 7. Are you the owner of the building to be Improved? \*

*Mark only one oval.*

Yes

No

8. 7a. If you are not the owner, who is the owner of the building to be improved?

\*Will need to upload later the Building Owner's notarized letter giving permission for submission of this application and for work to be done (Label Exhibit C).

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9. 8. Building Owner Mailing Address and Phone Number \*

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10. 9. Provide a complete detailed description of the work you are planning for this project. Include how the planned work aligns with the Reference Exhibits you will upload later. \*

Also, include if your project completion will require phases. Explain which part of those phases will be funded by the FIG grant. If work is being done in phases, the Committee reserves the right to establish intermittent walk-throughs throughout the project.

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11. 10. Total Project Cost \*

Your planned project may include work that will not be covered by this grant. For example, the grant may cover partial costs of the total work you are planning in this specific project. Be specific as to which work will be covered by the matching FIG grant and any additional owner out of pocket expenses.

SAMPLE for a \$20,00 FIG award:

Total Project Cost: \$30,000

Repair of front steps \$6,500 matching FIG grant

Exterior lighting package \$5,300 matching FIG grant

Replacement with historically appropriate side and rear doors \$9,200 (9,100 matching FIG grant)

Owner additional out of pocket is \$1,000

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12. 11. Requested Grant Amount. Each Façade Improvement Grant requires a 50% match from the building owner/operator and may be requested for a matching amount between \$2,000 and \$10,000. \*

SAMPLE: Owner out of pocket: \$8,800 with FIG match of \$8,800 for a project total of \$17,600.

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13. 12. Anticipated Project Start Date \*

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14. 13. Estimated Project Completion Date (Priority will be given to projects that can be completed before May 1, 2023.) \*

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*Skip to question 15*

#### Signature and Verification Section

15. 18. Do you verify that the information provided is accurate and true, and that you have legal authority to apply for this grant? \*

*Check all that apply.*

- I do.
- Other. Please explain in box below.

16. Please explain "Other" here.

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17. Your digital signature (Name as approval) \*

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18. Today's Date \*

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*Example: January 7, 2019*

Documents and  
Exhibit Submission

If you plan to submit your documents electronically, please [click here](#).

If you plan to submit in person, please download the checklist and instructions found [here](#).

19. Applicant Name(s) \*

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20. 14. Please Submit a Photo of Current Façade (Full Front of the Building) \*

Files submitted:

21. 15. Illustration, sketch, or drawing of proposed project \*

Files submitted:

22. 16. Letter of Permission from Building Owner (if YOU ARE NOT the building owner). This letter should give owner's consent to conduct your proposed façade improvements. Please disregard this question if you are the building owner and applicant.

Files submitted:

23. 17. Total Project Budget and/Estimates or Quotes. Please include a recap file (spreadsheet or document) that lists each vendor individually and their estimate. Then, upload each estimate to verify costs. You may upload up to ten (10) .pdf, .doc, .docx, .jpeg, .png and .tiff files. If you have more than ten estimates, combine two or more in a single file. \*

Files submitted:

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