

Richmond Hill Downtown Development Authority

Façade Grant Application

CONTACT	Applicant Name
	Mailing Address
	Telephone Number
	Email
PROPERTY AND PROJECT INFORMATION	Business Name
	Property Address
	Project Description
	Estimated Start Date and Project Duration

GRANT GUIDELINES

PROGRAM DATES

- Grants applications are considered as they are submitted at the next DDA board meeting.

AWARDS

- Only expenses eligible with the façade grant program should be submitted on vendor or contractor letterhead
- Applicant must present applications to the DDA in person at a regular meeting.
- Awards are made as reimbursements after the project is completed.

DOCUMENTATION

- All expenses must be documented and submitted at the project's completion.

CLOSE-OUT

- All façade grants must be closed out and reimbursements made within six months of the award notice or the grant may be cancelled.

Please return grant applications to the City of Richmond Hill, Special Projects Manager, 40 Richard Davis Drive.

APPLICATION CHECKLIST

- Completed application.
- Budget summary.
- ARB approval overlay district
- Copies of approvals and permits.
- Photos of building and full exterior renderings.
- Letter of consent from property owner (if tenant is applying).
- Supporting bids and estimates

FINANCIAL INFORMATION

Estimated Cost of Project
(Please attach detailed budget summary.)

Amount of Façade Grant applied for

Applicant signature certifies the façade grant will be completed as described in this application and façade grant guidelines will be followed.

Richmond Hill Downtown Development Authority

Façade Grant Eligible Expenses

- ◆ Landscaping and Streetyards
- ◆ Roofing (Black architectural shingles or galvanized metal)
- ◆ Lighting and Exterior Light Fixtures
- ◆ Doors and Windows (see Ford District overlay guidelines for reference)
- ◆ White wood or cement siding either new or as replacement of vinyl or other material.
- ◆ Brick elements (“Savannah gray”)
- ◆ Painting/whitewashing of red or brown brick
- ◆ Benches, trash cans, street furniture (subject to approval)
- ◆ Murals, Historical markers (subject to approval)
- ◆ Preservation of elements unique to the property