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*Neligh Economic Development Office – 105 E 2<sup>nd</sup> St. – Neligh, Nebraska 68756 – p: 402-887-4447*

## **Façade Grant Program**

### **I. Program Overview**

#### **Statement of Purpose:**

Improve commercial buildings with an active business by restoring, renovating, replacing, or reconstructing facades and signage.

#### **Funding Mechanism:**

A grant administered by the City of Neligh and funded by the Neligh Local Option Municipal Economic Development Act Funds (LB 840).

#### **Grant Details:**

- Available to active business owners within Neligh city limits.
- The maximum funding request is \$1,500, requiring a 50% match (e.g., a \$3,000 project requires a \$1,500 owner match and a \$1,500 grant).
- The City of Neligh must approve the request and design.
- Applications will be processed monthly until the funds are exhausted or the program is discontinued.

#### **Eligible Expenses:**

- New or updated signage
- New windows and doors
- Exterior Repairs to the façade
- Exterior paint

### **II. Program Guidelines**

This program aims to restore, improve, or create historical architectural features on the facades of commercial buildings in the City of Neligh.

- A. The funds will be allocated for up to 50% of the cost of improvements, not to exceed \$1,500.

- B. All storefronts shall be designed, constructed, and maintained to complement and accent the property's architectural features. All accessories, signs, and awnings shall harmonize with the building's overall character.
- C. All exterior color schemes shall accent the building and harmonize with the character of adjacent structures.
- D. Program funds may be used to perform general repairs.
- E. To qualify for funds, an application with appropriate conceptual plans and supporting documents must be submitted to the Neligh Economic Development Office (NEDO) by the first of each month for consideration at the respective board meetings. The economic development board will review applications on the second Monday of each month. Applications approved by the ED board will be presented to the City Council for final approval at its regular meeting.
- F. The work proposed by the applicant shall be accompanied by at least one bid from an outside source to verify the costs are within reasonable parameters.
- G. The improvements must remain intact for a minimum of five years after completion. If the business receiving the façade grant changes or abandons itself before five years, the grant may be repaid. Business transition requests will be considered.
- H. Government entities and political subdivisions are ineligible to participate in the program.

### III. Design Guidelines

For the benefit of the entire Neligh community, the façade improvement grant program encourages the improvement of facades within Neligh City limits to improve the business corridor through the restoration, renovation, replacement, or reconstruction of the Neligh business facades, as defined:

**Façade** shall mean the front (or side is located on a corner) exterior wall of a building exposed to public view from the building's exterior. This typically includes a visual impact with items such as awnings, windows, doors, and signage.

**Restoration** is the preferred treatment for building facades and improvements. Restoration most applies to buildings with little change to the building façade over time. This results in returning the façade to its original appearance using authentic materials and replicating missing or deteriorated components.

**Renovation** results in improvements that do not attempt to return the building to its original appearance. Improvements should be sensitive to historical details and materials and respect the building's remaining character.

**Replacement** of the façade is appropriate when most of the original façade is missing or has been significantly altered to make restoration or renovation impractical. Façade designs should select materials, dimensions, and architectural details similar or

compatible with surrounding buildings, such as façade height, window size and spacing, materials, and colors.

**Reconstruction** takes place when a building and its features no longer exist. With reconstruction, façade designs are created through new construction to replace, mimic, resemble, or accentuate historic preservation details.

**General Repairs** of facades are considered an eligible program expense, which may include sidewalk repair or replacement.

#### **IV. Design and Document Approval Flow Chart**

1. Contact the NEDO team.
2. Submit the completed application and conceptual sketches of planned improvements to the NEDO team. The sketches need only be conceptual, but they must show enough detail for the ED board and City Council.
3. The ED board will review the application for the proposed improvements on the second Monday of each month. The recommendation will be presented to the city council at the next regularly scheduled meeting if the application is approved. NEDO will communicate formal approval or denial to the applicant.
4. After the formal approval and completion of the required documentation are received, the project may be started according to the approved design. Any changes to the original design must have prior approval from NEDO's director. An exception can be made for new businesses, which may apply if completed within ninety days of the business opening.
5. When the project is complete, the applicant shall submit all relevant invoices to NEDO. NEDO will conduct a final review to ensure the project has been completed as proposed.
6. The City of Neligh disburses grant funds upon final inspection.
7. NEDO reviews façade and building improvements annually for five years to ensure that approved designs remain intact. If an applicant fails to maintain the improvements or abandons the building on which they were made, the applicant shall reimburse the city proportionately for the grant made based on the remainder of the five years.

#### **V. Supporting Data Checklist**

**The following information shall be submitted with the application.**

##### **Façade and Structure Improvements:**

- Provide a rendering of changes, including paint and awning colors where applicable
- Submit a detailed written estimate from a contractor and or subcontractor
- Submit a color photo of the existing structure

**Signs:**

- Provide a colored rendering of the design
- Include specifications, including details of the size of the sign
- Note how and where the signage will be attached to the building
- Submit a written estimate for the signage and installation if applicable
- Submit verification that the sign design and size comply with city codes

**Paint:**

- Provide samples of the selected colors
- If more than one color is selected, indicate where each color will be used
- Submit a written estimate from a paint contractor

**Awnings:**

- Provide information about the color and style of the awning selected
- Note where the awning will be placed on the building
- Submit detailed written estimates from a qualified contractor
- Submit verification that the design and size comply with city codes

**Windows:**

- Provide details on the widows being replaced or repaired
- Submit a detailed written estimate from a qualified contractor

**Documents:**

- Submit signed Hold Harmless Agreement (included in application)
- Submit a copy of the building permit if required
- If the business owner is not the property owner, the property owner's signature is required on the application for the improvement grant.

**NEDO Office Use Only:**

Work Element	Business Investment	Façade Match	Total
Painting			
Signage			
Other			
Other			
Total			

Activity	Date
Application Received	
Initial Meeting Date, Proof of Profit	
Application Referred to Committee	
Application Meeting with Committee	
Approval / Denial Date	
Applicant Informed	
Final Payout	
Check Number and Issue Date	

**Façade Grant Application**

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Type of façade improvement planned (see Design Guidelines):

\_\_\_\_ Restoration \_\_\_\_ Renovation \_\_\_\_ Replacement \_\_\_\_ Reconstruction \_\_\_\_ Repair

Signage improvement planned:

\_\_\_\_ New \_\_\_\_ Alteration \_\_\_\_ Repair \_\_\_\_ Removal

Structural alterations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Cosmetic alterations (i.e., moldings): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Painting (approximate sq. ft. area): \_\_\_\_\_

Specify other work not listed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total cost of project: \$ \_\_\_\_\_

Amount requested (not to exceed 50% of project cost or \$1,500): \$ \_\_\_\_\_

I hereby submit the attached plans, specifications, and color samples for the proposed project. I understand the City of Neligh must approve these. No work may begin until I have received written approval from NEDO. I understand the project must be completed within 180 days of approval, or supply documentation of the project delay to NEDO. If the city does not receive correspondence within the 180-day time frame, funds may be reallocated.

I agree to leave the completed project in its approved design and colors for five years after completion. If the design and improvements are changed or removed, or the business closes, I agree to pay back the funded amount.

Businesses sold or transitioned during the five-year grant forgiveness period will be subject to a prorated repayment of the grant award.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Business Owner

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date