

**INDUSTRIAL DEVELOPMENT AUTHORITY OF
THE CITY OF GALAX
DOWNTOWN GALAX GROWS
FAÇADE GRANT PROCESS**

- 1. Initial Contact** – Generate interest amongst businesses within the downtown.
- 2. Application** – The Applicant would apply to the Main Street Director describing what type of improvements they are proposing and an estimated cost of what they are proposing. Staff will mark the application “Received” and note the date and time.
- 3. IDA and City Staff Approval** – The application shall be reviewed by the Building Official and the Project Planner, to determine if the project complies with Building Codes, City Ordinances, and qualifies for the Matching Grant Program.
- 4. Consultation** – If required, applicant, Building Official and Project Planner will work on a design that will meet the applicable design criteria. Upon completion of the design plans, and updated estimated cost, the approved application will be forwarded to the Main Street Design Committee. *The application date is the date of original submission.*
- 5. Main Street Design Committee Selection** – the Committee, in cooperation with the Project Planner, will review and score applications to determine which applications meet minimum requirements for funding eligibility. Once applications have been scored as meeting minimum requirements for funding eligibility, funding will be awarded amongst eligible applicants *on a first come basis* until available funding is expended, based on application received date/time and confirmation of a complete application.
- 6. Contract** – Upon approval, the Applicant and the designated representative of the Industrial Development Authority shall sign a contract that sets the stipulations for design standards and the release of funds.
- 7. Design and Implementation** – After funding approval Applicant will perform any remaining work necessary to obtain all final approvals and permits to undertake the project. Any final design clarifications or changes must be reviewed with the Project Planner and approved prior to construction.
- 8. Completion and Payment** – When the construction or installation of the improvements are completed, the Applicant shall forward a receipt to the Project

Planner, showing that the Applicant has paid in full and is entitled to 50% reimbursement up to the approved amount. The Project Planner shall then submit the request of funds for payment on behalf of the IDA.

Industrial Development Authority
Of the City of Galax, Virginia
Downtown Galax Grows
Façade Grant Program Application Instructions

This year's façade program has \$41,000 in funds for distribution. Individual awards are available up to \$8,000. The program requires a minimum of a 1:1 match.

Please use this checklist to ensure that you have submitted all parts of the application:

- Application Form
- Written estimate from a contractor
- Photograph of entire building
- Drawings to illustrate scope of proposed project
- Written consent of property owner for proposed work (if applicable)

*** Return application to:

City of Galax
Main Street Director/Economic Development Director
111 E Grayson Street
Galax, VA 24333

PROCEDURES

1. The Galax Main Street Director/Economic Development Director will serve as the Project Planner for this program. Applicants should contact the Project Planner at (276) 236-9399 to request an application or download the application from the City of Galax website at www.galaxva.com.
2. Talk to the Project Planner about your project to make sure your plans match the grant program.
3. It will be the obligation of applicants to determine if consultation with an architect or designer is necessary or appropriate to assist with the project. The Industrial Development Authority of the City of Galax ("IDA") will have no obligation to evaluate or ensure the structural integrity or safety of any project funded hereunder, with such obligation remaining solely with the applicant.

4. Obtain a written estimate from a licensed contractor for the work to be performed. A 10% contingency of the total cost of the project must be provided in the estimate. The grant program will not reimburse for applicant's own labor, but materials are reimbursable. For applicants who intend to perform their own labor for projects, applicants may submit quotes from materials suppliers, or compile a materials list for project materials using published list prices of area retailers or wholesalers, or online materials list pricing.
5. Return the completed application and a cost estimate of the proposed improvement to City of Galax, Main Street Director, 111 E Grayson Street, Galax, VA 24333, before 5 PM on June 15, 2024.
6. The Project Planner will review the application for submission to a review committee.
7. Potential applicants are encouraged to contact the Project Planner who is available to preview design concepts, ensure proposals meet regulations, and are consistent with the Design Guidelines.
8. Applicants will be notified in writing of the decision. Applications will be judged on how closely they follow the Design Guidelines and the following criteria on a first come basis (applications will be marked as Received with a date when opened). Once applications have been scored as meeting minimum requirements for funding eligibility, funding will be awarded amongst eligible applicants *on a first come basis* until available funding is expended.
9. Projects must be approved before work begins. Work must be completed in this calendar year.
10. All approved grants will be paid upon COMPLETION and APPROVAL of the improvement according to the description in the application.
11. A written explanation of the reasons for denial of an application will be supplied within thirty (30) days of the determination of the review committee.

Business Name/DBA: _____

Description of Proposed Improvement:

(Please be as specific as possible. Attach additional sheets if necessary. Give exact paint color names, provide paint samples, etc.; before & after drawings are useful).

PHOTOGRAPHS OF THE PROJECT

(Please attach photographs to fully illustrate the extent of work to be done)

OWNER'S CONSENT FORM

I, _____, certify that I own the property

located at _____

in Galax, Virginia, and that I have reviewed the application for the **Galax Grows Commercial**

Facade Improvement Grant Program submitted by _____

and that I fully support this application and the project described therein, to be undertaken on my property.

I further certify that this person or business holds a valid lease of _____ year(s) with an expiration date of _____.

I further certify and agree that if the proposed project is approved, I hereby provide my consent for the project to be undertaken, and that I hereby release and agree to hold harmless and indemnify the City of Galax, the Industrial Development Authority of the City of Galax and all of their representatives, employees, officers and agents from and against any claimed losses or damages incurred by me as a result of the work performed in connection with the proposed project described in the application.

Signature

Print Name

Mailing Address

Telephone #

Business Name/DBA: _____

Description of Proposed Improvement:

(Please be as specific as possible. Attach additional sheets if necessary. Give exact paint color names, provide paint samples, etc.; before & after drawings are useful).

PHOTOGRAPHS OF THE PROJECT

(Please attach photographs to fully illustrate the extent of work to be done)

OWNER'S CONSENT FORM

I, _____, certify that I own the property located at _____

in Galax, Virginia, and that I have reviewed the application for the **Galax Grows Commercial Facade Improvement Grant Program** submitted by _____

and that I fully support this application and the project described therein, to be undertaken on my property.

I further certify that this person or business holds a valid lease of _____ year(s) with an expiration date of _____.

I further certify and agree that if the proposed project is approved, I hereby provide my consent for the project to be undertaken, and that I hereby release and agree to hold harmless and indemnify the City of Galax, the Industrial Development Authority of the City of Galax and all of their representatives, employees, officers and agents from and against any claimed losses or damages incurred by me as a result of the work performed in connection with the proposed project described in the application.

Signature

Print Name

Mailing Address

Telephone #