



## Denison Gateway Façade Grant Program Information Packet

---

### Contents

- Façade Grant Program Overview
- Façade Grant Project Zones Map
- Façade Grant Guidelines
- Application for Gateway Façade Grant
- Application Process and Checklist for Gateway Façade Grants
- Façade Grant Agreement (for all façade grants)
- Façade Grant Indemnity Agreement (for all façade grants)

**Submit application and supporting documents to:**

Denison Development Alliance

311 West Woodard St., Denison, Tx 75020

903.464.0883

[apply@denisontx.org](mailto:apply@denisontx.org)



## Façade Gateway Grant Program through the Denison Development Alliance

### ***Denison Gateway Façade Grant Overview***

All Façade Grant Programs are incentive matching (50/50) grant programs funded by the Denison Development Alliance (DDA) to improve the appearance of buildings that are in highly visible areas as defined by the Denison Development Alliance and to encourage quality design. Façade Grants are designated to assist in three areas, each with unique requirements and qualifications: the Downtown (Commercial Historic Overlay District - CHOD), Perimeter, and Gateway. While the CHOD grants require approval from the Historic Preservation Board, the Perimeter and Gateway grants do not.

Any retail, non-profit, or commercial building/business owner within the designated program areas (*see map below*) is eligible to apply. The grant application and support documents must be submitted prior to any work being initiated. Limited funding is available; therefore, some applications may not be approved due to limited funding.

An Applicant in receipt of written notice by the City of outstanding code violation(s) or who is a party to pending litigation with the City is not eligible for a grant until those items are resolved; provided however, nothing herein shall be construed as to disqualify the applicant for filing notice(s) of appeal of evaluation issued by the Grayson Central Appraisal District on property owned by applicant and situated within the corporate limits of the City.

If any City violations occur and noticed in writing by the City during the development of the property (or any other property the applicant may own within the city), the City shall give notice in writing of such matter and order remediation of such violation(s). The applicant shall have 10 business days from the date of the written notice to correct the violation. Failure to remedy the noted violation within such period shall result in the grant awarded being cancelled and no further payments will be made under such grant.

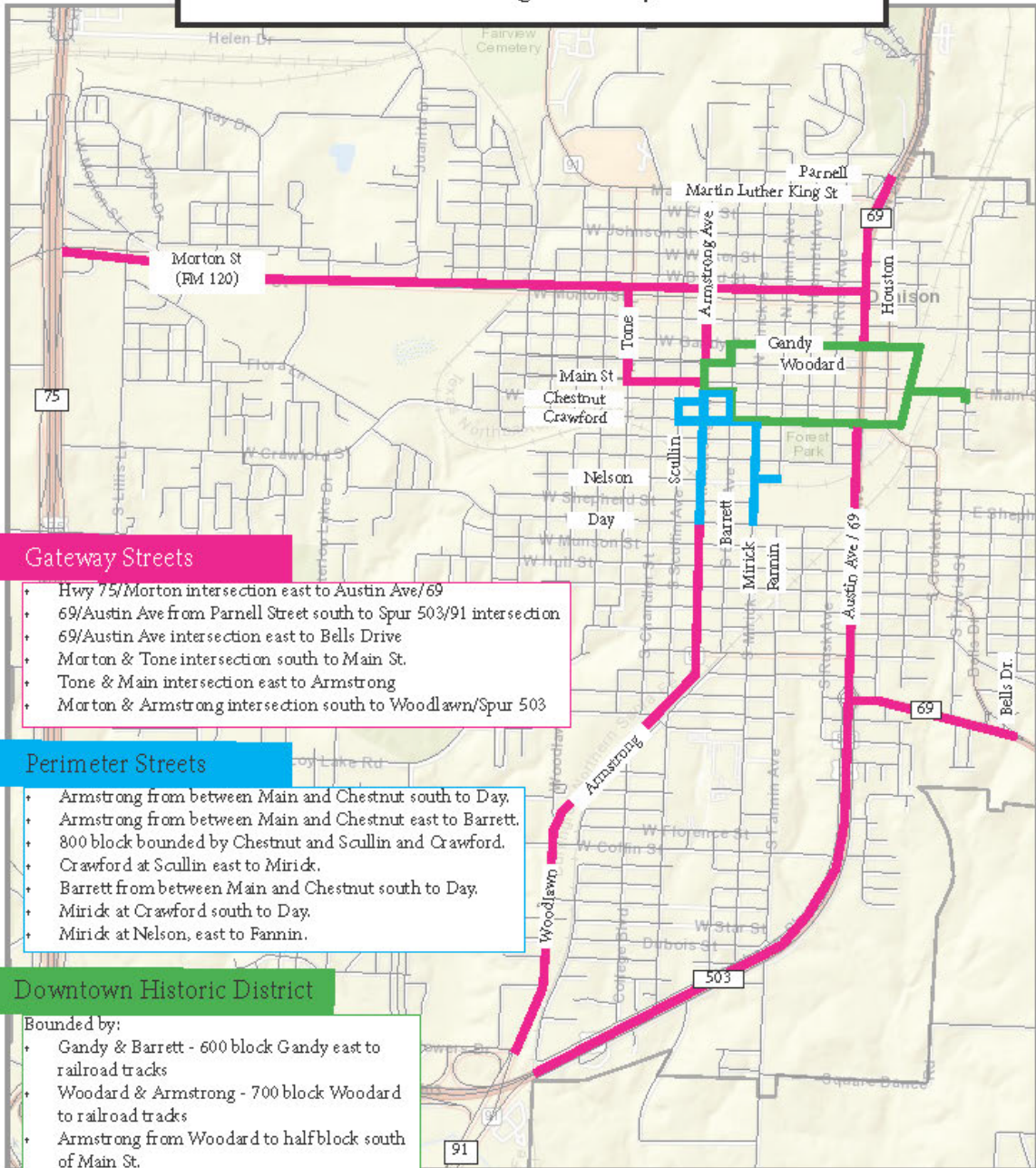
### ***Map of Designated Program Areas for Gateway***

The Gateway Grant designated areas (in pink) are as follows:

1. Eisenhower Parkway Gateway which includes Eisenhower Parkway, Austin Ave, and Highway 69;
2. Morton Street Gateway which includes W. Morton St. and select portions of downtown Denison;  
and
3. Armstrong Woodlawn Gateway which includes Armstrong Ave. and Woodlawn Ave.

See map below for the area designations for the Gateway grant (in pink):

## Facade Grant Program Project Zones



### Gateway Streets

- Hwy 75/Morton intersection east to Austin Ave/69
- 69/Austin Ave from Parnell Street south to Spur 503/91 intersection
- 69/Austin Ave intersection east to Bells Drive
- Morton & Tone intersection south to Main St.
- Tone & Main intersection east to Armstrong
- Morton & Armstrong intersection south to Woodlawn/Spur 503

### Perimeter Streets

- Armstrong from between Main and Chestnut south to Day.
- Armstrong from between Main and Chestnut east to Barrett.
- 800 block bounded by Chestnut and Scullin and Crawford.
- Crawford at Scullin east to Mirick.
- Barrett from between Main and Chestnut south to Day.
- Mirick at Crawford south to Day.
- Mirick at Nelson, east to Fannin.

### Downtown Historic District

Bounded by:

- Gandy & Barrett - 600 block Gandy east to railroad tracks
- Woodard & Armstrong - 700 block Woodard to railroad tracks
- Armstrong from Woodard to half block south of Main St.
- Main St - 700 block east to S. Crockett Ave (including Traveler's Hotel)
- Chestnut & Barrett - 600 block Chestnut east to railroad tracks
- Crawford & Barrett - 600 block Crawford east to railroad tracks

## ***Denison Gateway Façade Grant Program Guidelines***

The Denison Gateway Façade Grant Program focuses on projects along targeted Denison “Gateways” – the major roads that lead to the heart of Denison as shown on the map above. This grant application and its supporting documents must be submitted to the DDA for review prior to any work being initiated. Grant funding limit is up to \$5,000 per building address for street-front façades only based on façade square footage with a maximum of \$1,000.00 attributable to signage.

### ***ELIGIBILITY***

---

- Façade Grants are a one-time offer that will only be available while funds remain available.
- Previous Façade Grant recipients may apply for additional funds under the newer, higher funding limits. Any funds received from previous façade grant awards will be deducted from the new Denison Façade Grant Program maximum available per building.
- Building or business owners must apply for the grant before restoration or renovation work has begun. Grants may not be awarded for work that has already been initiated or completed.
- Funds may only be used for exterior (façade) work on commercial and non-profit buildings. Residences and government buildings are excluded.
- The project address must be within the designated Gateway designated area.
- Applicant shall provide certification (proof) that all property taxes have been paid for current and prior years. Tax office website printouts showing zero balance(s) will suffice.
- New construction is excluded.
- Applicant shall be clear of any outstanding code violations with the City of Denison.
- Applicant business shall show proof of current membership with Denison Chamber of Commerce.
- Signage only grants are not accepted. Only quality signage, to be completed by professional sign makers and/or related professions, will be considered.

### ***PROPOSALS***

---

- Grants will be administered on a first-come, first-served basis dependent upon the availability of funds.
- Applicants will be considered for approval when complete applications, including all support documents, are received. The proposals will be reviewed for completeness and evaluated. Proposal responses (including requests for additional information, timelines, denial, award letters, etc.) will be addressed individually.

### ***PROJECTS***

---

- All projects must be completed within one calendar year from the Façade Grant Agreement Date or as otherwise pre-approved in writing and acknowledged by Grantor and Grantee.
- If any City violations occur and noticed in writing by the City during the development of the property (or any other property the applicant may own in the city), the City shall give notice in writing of such matter and order remediation of such violation(s). The applicant shall have 10 business days to correct the violation. Failure to remedy the noted violation within such period shall result in the grant awarded being cancelled and no further payments will be made under such grant.
- Matching funds (50/50) will be given up to the grant maximum as follows:
  - Minimum project value considered \$1,000 (\$500 matching funds), which may not be attributable solely to signage.
  - Maximum grant considered is \$5,000 per appraisal district building address based on façade square footage.
  - Matching funds are granted based on the dimensions (per foot) of the building width x height (square footage) not counting insets or bump-outs. The resulting square footage calculations will be used to determine grant funding eligibility calculated at \$7.00 per

- square foot.
- Only street front facades will be considered – the sides and back of the building are excluded from the grant funds.
- Maximum of \$1,000 attributable to signage for grant.
- All design plans (e.g., paint color, sign size, colors, shape, material, and proposed placement) must be approved by the Denison Development Alliance in order to receive funds.
- If your project includes more than cosmetic improvements or includes signage, contact City of Denison Building Department about Building Permits and Sign Permits.
  - 903-465-2720, ext. 2459 or
  - Online via [www.cityofdenison.com](http://www.cityofdenison.com) > City Services > Building, Permitting and Inspecting

### REIMBURSEMENT

---

- Grants will be administered as reimbursements once projects have been completed as agreed upon, and all items listed in Checklist Step 3: Grant Close Out have been received. This includes, but not limited to, Letter of Completion, digital ‘after’ photos, proofs of payment for work completed (after insurance claims), and a final inspection of the changes by the DDA.
- Grantor payments will be processed within 15 days after final approval is given.
- Applicant (grant recipient) will receive an IRS 1099 from DDA. Applicant will be responsible for any and all taxes due on grant funds received.



# Denison Gateway Façade Grant Program Application

Owner(s) of Property: \_\_\_\_\_  
 Owner's Address: \_\_\_\_\_  
 Address of Property: \_\_\_\_\_  
 Applicant(s) Name: \_\_\_\_\_ Relationship to Owner \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Telephone No: \_\_\_\_\_ Cell No: \_\_\_\_\_ Email: \_\_\_\_\_  
 Is the property a Commercial property?  Yes  No

**PLEASE INCLUDE THE FOLLOWING INFORMATION WITH THE COMPLETED APPLICATION:**

1. Letter of Intent – A detailed description of the proposed work. Include attachments, if necessary, and any additional information you feel may be helpful in visualizing the proposed work.
2. Completed IRS Form W-9 (*available online*)
3. Current photographs of property (digital) (*current, new, high-resolution photos – not scans of prior photos*)
4. Copy of Building Permit and/or Sign Permit (if applicable – provide info submitted to City)
5. Certification of Taxes Paid
6. Proof of current membership in the Denison Chamber of Commerce.
7. Contractor Bids (if applicable) shall be submitted on the contractor's letterhead and shall contain the contractor's name, address, telephone number, and shall itemize the bid in a manner that allows the DDA to determine the authenticity of the bid. **If you are doing the work yourself**, please have detailed, itemized costs or bids prepared for materials and labor and include this information with the Letter of Intent.

Total cost of improvement project: \$\_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_  
 Amount requested as grant: \$\_\_\_\_\_ Amount paid by Applicant: \$\_\_\_\_\_

***I hereby certify that I have read and examined this application and know the same to be true & correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. DDA Façade Grant approval does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.***

**APPLICANT**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

***Dimensions & Square Footage Calculations (in feet):***

	<i>Width</i>	<i>Height</i>	<i>Square Footage</i>	<i>Street Front</i>	<i>Office Use Only</i>	<i>Eligible Match</i>
Front of building		X	=	Yes	@ \$7	

## Checklist for Gateway Façade Grants

---

*Applicant, please maintain this checklist to track your grant progress. DDA will follow this checklist to make sure proper documentation is completed through each step of the project.*

---

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

---

### STEP 1 Application Packet Submission and Review

---

Applicants will be considered and qualified, as funds are available, on a first-come, first-served basis.

- Complete Gateway Façade Grant Application will be reviewed by Committee.
- Committee request for additional information, if needed.
- Façade Grant Award Letter issued (can be via email)

- 1-1 \_\_\_\_\_ DDA Gateway Façade Grant Application submitted complete, Date: \_\_\_\_\_
- 1-2 \_\_\_\_\_ Letter of Intent submitted
- 1-3 \_\_\_\_\_ “Before” digital photos submitted (*original digital files are preferred over scanned photographs*)
- 1-4 \_\_\_\_\_ Color samples submitted
- 1-5 \_\_\_\_\_ Budget (or bids) for Project submitted
- 1-6 \_\_\_\_\_ W-9 submitted
- 1-7 \_\_\_\_\_ Certification of Taxes Paid submitted (*website printout showing zero balance will suffice*)
- 1-8 \_\_\_\_\_ City of Denison Building Permit Application submitted to the City of Denison (*if required by City*)
- 1-9 \_\_\_\_\_ City of Denison Sign Permit Application submitted to the City of Denison (*if required by City*)
- 1-10 \_\_\_\_\_ Proof of current membership with Denison Chamber of Commerce
- 1-11 \_\_\_\_\_ DDA Award Notification sent via email/mail Date: \_\_\_\_\_  
(*Award Letter may be issued with contingencies if applicable.*)

---

### STEP 2 Final Preparation and Completion of Work

---

- Program and Indemnity Agreements signed and submitted and Paperwork Complete.
- Architectural drawings submitted (if required, this may be done earlier to expedite the process).
- Contractor insurance and City permits secured.
- Work is completed.

- 2-1 \_\_\_\_\_ DDA Façade Grant Program Agreement submitted
- 2-2 \_\_\_\_\_ DDA Façade Grant Indemnity Agreement submitted
- 2-3 \_\_\_\_\_ Contractor Certificate of Insurance submitted (*before work begins - if required*)
- 2-4 \_\_\_\_\_ Building Permit copy submitted to DDA before work begins (*if required by City*)
- 2-5 \_\_\_\_\_ Sign Permit copy submitted to DDA before work begins (*if required by City*)
- 2-6 \_\_\_\_\_ Check with City of Denison Code Enforcement to confirm no remaining minimum property standard issues

All Parties Final Agreement Date: \_\_\_\_\_

---

**STEP 3 Grant Close Out**

---

- DDA will process payment and mail Façade Grant Matching Funds within 15 days of receipt of reimbursement request invoice from Grantee.
- DDA will issue Federal IRS 1099 at year end.

3-1 \_\_\_\_\_ Request DDA staff walk through

3-2 \_\_\_\_\_ “After” digital photos submitted (*please email original photos - no scans*)

3-3 \_\_\_\_\_ Submit Applicant Letter of Completion to Denison Development Alliance acknowledging all work complete, inspected, approved by applicant; acknowledgement that all contractors and service providers have been paid, and there are no outstanding violation(s) of City or HPB code(s).

3-4 \_\_\_\_\_ Submit Applicant Invoice to Denison Development Alliance. This request for reimbursement should include total, detailed project expenses, paid invoices/receipts with proofs of payment, and the amount of the reimbursement request as per agreement.

3-5 \_\_\_\_\_ Federal IRS 1099 Form received from Denison Development Alliance

---

**FOR OFFICE USE ONLY:**

---

O-1 \_\_\_\_\_ Confirm location within the Gateway Façade Grant boundaries

O-2 \_\_\_\_\_ Confirm membership in Denison Chamber of Commerce

O-3 \_\_\_\_\_ Award Notification Letter sent to applicant

O-4 \_\_\_\_\_ Confirm grantee is in good standing with City (no outstanding violations, etc.)

O-5 \_\_\_\_\_ Received request for reimbursement

O-6 \_\_\_\_\_ Staff “walk-through” complete

O-7 \_\_\_\_\_ 1099 Form issued