



Downtown Camas Association Façade Improvement Grant Program

INTRODUCTION & INSTRUCTIONS

The Downtown Façade Improvement Grant is offered by the Downtown Camas Association (DCA), an accredited WA Main Street community. This program is offered to downtown business and property owners who desire to permanently enhance and revitalize the façade of their buildings. DCA works to promote revitalization and to assure our historical buildings and district are preserved, maintained, and rehabilitated properly. This program stimulates economic development and historic preservation in our district.

The façade program is a matching grant program managed by the DCA Design Committee, whose role is to enhance the look, feel and functionality of the commercial district. Design improvements result in a reinvestment of public and private dollars to downtown.

A. Who is eligible?

1. Owner(s) of a business -Each business is eligible for up to 50% match of improvement costs including design, to a maximum of \$5,000 total grant funds.
2. Owner(s) of a commercial building - Each building is eligible for up to 50% match of improvement costs including design, to a maximum of \$5,000 total grant funds.
3. If a property is leased or purchased under contract, all parties to the lease or contract must agree in writing to the improvements.
4. Eligibility is based on property. A property owner with multiple properties may apply for funds to improve each property. A business owner with multiple storefront business façades may apply for funds to improve each business.
5. Business/building must be located within the official Downtown Camas Main Street Program Area: from Adams St. to Franklin St; from 3rd Avenue to 6th Avenue.
6. Only new projects are eligible for funding, projects cannot already be underway at the time the application is submitted.

B. What is eligible?

Eligible façade expenses may include, but not be limited to: design, exterior painting, exterior brick maintenance, restoration of historic building features, lighting, signage, purchase of new (or replacement of older) awnings that are visible from rights-of-way.

C. What grant funds are available?

1. Each year grant funds available will vary based on the yearly budget. As a result, the size and number

of grants will vary from year to year.

2. Each business or building owner can receive the grant up to two (2) times within a 5 year period. Example: Grant funding of \$5,000 is received in 2023, and another \$5,000 is received in 2025. No further grants may be awarded until 2028.

D. When will grants be available?

The grant program application period opens April 1st and **the deadline to submit is May 31st**. Further applications may be accepted if funding is still available. Grants will begin to be awarded once the application deadline has passed, reviews are completed, and approvals are given. Applicants will be notified of the outcome of their application by **June 15th**, accompanied by a Final Grant Agreement. This agreement must be signed and returned by June 30th, or the grant will no longer be considered for that cycle.

E. What are the limitations?

1. Funds are intended for improvements to exteriors of property only. The term “improvement” in this program also includes: rehabilitation, restoration, maintenance, as well as, new improvements. Projects must be relevant to the active business in the commercial space or building. For example, an exterior sign must be accurate and pertinent to that business/building.
2. Façades must be visible from right-of-way. Interiors, roofs, and façades not visible from public right-of-way are not eligible for a grant. Preference is given to building improvements.
3. Funds are intended for future work to be performed, not work completed. Only those costs for project design previously completed may be included in the project budget submitted for the grant.
4. Design for a building must be consistent with all multiple grant applications associated with that building. A single building with more than one storefront business or façade is eligible for funds for only one design, but each independent tenant business' storefront (must have a separate mailing address and direct entrance off the street) is eligible for grant funding. A store with a front and a back door counts as just one storefront.

F. What is the Commitment & Project Schedule?

1. The applicant (building or business owner) must agree to complete the project in a timely manner, therefore projects submitted should be ready to execute as described below. DCA Design Committee approval of an application qualifies a project for reimbursement.
2. The applicant has 90 days from the date of final approval to commence work on the project. Final approval date may be after the June 15th notification if the committee has asked the applicant to provide additional information. If the work has not commenced by that time, the applicant must notify the Grant Committee in writing of the delay and the intent to either:
 - a. Withdraw from participation in the program without re-imburement for any out-of-pocket expenses; or
 - b. Initiate work by a proposed date (if agreed to and final approval by the Grant Committee has been received) with a project completion date no later than 120 days from the original date of acceptance. If further delays occur, the committee will reconsider funding the project for this cycle.

3. The project must be completed within 120 days of acceptance unless a time extension is approved. If the project will run past 120 days, the applicant must submit for a time extension in writing to the Grant Committee. If the applicant cannot ensure timely use of the funds, the committee may rescind the grant for that cycle. The applicant may choose to apply again in the future. This grant offering is not to be construed as a blanket offer of funds for any other project.
4. A project started before the design is approved and grant awarded will not be approved, in which case the applicant must bear the full cost of the project or the cost of a redesign that meets the guidelines.
5. Changing the design without DCA and any required City approvals such as permits, voids the agreement and leaves the applicant(s) totally liable for the cost of the project, including reimbursement for architectural fees.

G. What is the application process?

1. Applicants **are required** to talk to the City Community Development Department early on regarding their project to determine what City applications and permits are needed for their project. While a permit is not required during this initial information-gathering phase, applicants are responsible for ensuring that their proposal will be able to meet all applicable City codes and standards. Proof of communication with the City (such as an email confirmation of the discussion or other documentation showing contact occurred) must be submitted with the application. Contact Planner Madeline Coulter at mcoulter@cityofcamas.us or 360-817-7237.
2. Submit Grant Application and materials to info@downtowncamas.com or mail to DCA, PO Box 1034, Camas, WA 98607.
3. Grant Committee reviews all applications. Applicants may be requested to present their proposal to the Grant Committee in-person. The committee may propose changes to the plan and request that the applicant submit a revised application for review. Grant Committee presents recommendations to DCA Board.
4. The DCA Board makes final decision for award of grants. Grant applicants are notified of the grant awards.
5. Applicant(s) awarded a grant are required to sign a Final Grant Agreement recognizing the award amount, any update to the application, modifications, new information received, specific requirements and/or conditions.
6. If not already in hand, the applicant is required to obtain all approvals, permits and/or letters of exemption from the City prior to the beginning of work. Failure to obtain City approvals, permits or letters of exemption prior to beginning work will likely jeopardize some or all of the grant reimbursements for project costs.
7. Within 30 days of project completion, the applicant must submit photographs of the completed project, along with receipts showing payment for all project expenses, to the Grant Committee who reviews and makes a recommendation for payment to the DCA Board.
8. A reimbursement check equal to 50% of the approved project expenses (not to exceed \$5,000 per project) addressed to the applicant(s) on the grant application form will be presented in person (or mailed if required) within 7 days after completion photos and receipts received.

H. What is included in the application?

Initial application submitted to the Grant Committee must include:

1. Façade Project Application Form Completed.
2. Façade Improvement Agreement with signatures of the building owner (or owners) and applicable business/tenant with a designated storefront.
3. Architectural rendering of the design, or other materials to portray the improvement(s) proposed.
4. "Before" photograph(s) of the area to be improved.
5. Any design boards and/or materials, samples of paint chips or other materials to be used as part of the project.
6. Contractor Bid estimates for proposed work and actual invoices for costs of the design work.
7. Financial statement regarding the source for the other matching funding.
8. Explanation of how the proposed project meets the criteria for award of a grant. See Section J below.
9. Background information as to the building's age, current uses & proposed uses, and historical pictures of the building if possible.

I. Program Administration

The Grant Committee is responsible for overseeing design review of all applications and is responsible for administration of the Façade Improvement Program. The DCA Board awards grants and has final authority for the disbursement of funds.

PLEASE ADDRESS THE FOLLOWING IN YOUR GRANT APPLICATION:

J. What is the criteria for rating grant applications?

Award of a grant is a discretionary decision by the DCA based on the criteria below. Award of grants may also be competitive should there be more quality projects than funds available. Note that it is not necessary to meet all criteria to have a project which qualifies for a grant.

1. **Consistent Design - Required.** The applicant must demonstrate that the design for the building/business is consistent with all multiple grant applications associated with that building. A single building with more than one storefront business or façade is eligible for funds for only one design, but each independent tenant business' storefront (must have a separate mailing address and direct entrance off the street) is eligible for grant funding. A store with a front and a back door counts as just one storefront.
2. **Critical Need.** Special consideration will be given, if there is a safety risk to the public or need to bring the building's façade into building code compliance.
3. **Historic Character.** The project will rehabilitate a building or business storefront in keeping with the historic character of Downtown Camas.
4. **More Bounce for the Ounce.** Façade project will make a noticeable improvement to the downtown.
5. **Location.** Façade project faces 3rd, 4th, 5th or 6th Ave or side streets from Adams to Franklin.
6. **Qualified Professionals and Contractors.** It is preferred that the project will include qualified professionals and contractors with experience. However, sweat equity may be considered in the total project costs, if the applicant demonstrates the knowledge, skills and experience in performing work associated with the project.

7. **Completed Application.** Those grant applications that are complete and filed on time will have preference over those that do not.
8. **Ready for Start.**
 - a. If a sign and/or building permit is required, a façade improvement project that has received a sign and/or building permit approval or a determination that the project is exempt from a sign and/or building permit will have preference over those that do not yet have approval or exempt determination.
 - b. The project is shown to have a viable schedule for completion within 120 days of award of grant.
 - c. All signs should comply with the codes listed in Camas Municipal Code Title 15.08
9. **Design Considerations:**

The following criteria will be used when a project includes one or more of these elements:

 - a. Awnings
 - i. Canvas awnings should be of high quality material.
 - ii. Awnings should have a traditional shape such as a tent shape or be rounded when the opening is arched. Aluminum or plastic awnings should not be used.
 - iii. Awnings should consist of a five foot width minimum cover along 90% of the building façade.
 - iv. Awnings shall have frames of noncombustible materials.
 - v. For full awning codes and requirements, consult City of Camas Building Department, 360-817-1568.
 - b. Signs
 - i. Signs should be of a size, placement, design, materials, and style compatible with the building size and age, as well as other buildings on the block and should not cover or obscure significant architectural detailing or features.
 - ii. Hanging signs may be appropriate if they are of a scale and design compatible with the building and other buildings on the block. Lettering should be of a scale and design that is appropriate to the building.
 - iii. Fluorescent "day glow" sign colors are not allowed on any sign as part of the grant program.
 - iv. For full sign codes and requirements, consult City of Camas Building Department, 360-817-1568.
 - c. Paint Color
 - i. Paint color should be, at a minimum, appropriate to the style and setting of the building. Color selection should complement the building, as well as other buildings in the block.
 - ii. Color schemes for wall and major decorative trim or details should be kept simple. In most cases, the color or colors chosen for a storefront should be used on other painted exterior detailing (windows, shutter, cornice, etc.) to unify upper and lower portions of the façade.
 - iii. The DCA encourages the colors that are listed in a historic color paint palette for the age of the building. The DCA Design Committee can assist with color choices as needed.
 - d. Windows
 - i. The original form and materials used in windows is encouraged to be preserved.
 - ii. When replacing windows, use of high energy efficient windows is encouraged.

Need more information or resources?

- *Contact the Downtown Camas Association at 360-216-7378 or by e-mail at info@downtowncamas.com*
- *Visit the City of Camas' website [City of Camas](#) to apply or download forms: [Building Permit](#) and [Sign Permit](#)*
- *Contact the City Community Development Department at **360-817-1568** or permits@cityofcamas.us*
- *The Washington State Department of Archeology and Historic Preservation can be reached at **360-586-3065***

DCA Façade Improvement Program / Façade Project Application

Date Received: _____

PROJECT NAME			
GRANT FUNDS REQUEST	\$	MAX. \$5,000 & 50% MAX. MATCH	
PROJECT DESCRIPTION			
SITE ADDRESS			

APPLICANT	<input type="checkbox"/> BUILDING OWNER <input type="checkbox"/> BUSINESS OWNER/TENANT		
NAME:			
BUSINESS NAME:			
MAILING ADDRESS:			
E-MAIL:		CELL PH.	

CONTACT PERSON	<input type="checkbox"/> APPLICANT <input type="checkbox"/> DESIGN PROFESSIONAL <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER: _____		
NAME:			
BUSINESS NAME:			
MAILING ADDRESS:			
E-MAIL:		CELL PH.	

PROJECT INFO			
START DATE	_____	ARCHITECT DESIGN FEES	\$
COMPLETION DATE	_____	CONSTRUCTION & MATERIALS	\$
MATCH %	_____ %	*OTHER COSTS	\$
MATCH REQUEST	\$	TOTAL PROJECT COST	\$

**Clarify other costs in your application.*

PLEASE INCLUDE THE FOLLOWING AS PART OF YOUR APPLICATION:

1. Façade Improvement Agreement (next page) with signatures of the building owner (or owners) and applicable business/tenant with a designated storefront
2. Architectural rendering of the design, or other materials to portray the improvement(s) proposed
3. "Before" photograph(s)
4. Design boards and/or materials, paint sample chips or other sample materials
5. Contractor bid estimates for proposed work and actual invoices for costs of the design work
6. Communication from the City Community Development Department indicating any approvals, permits and/or letters of exemption needed from the City prior to the beginning of work or the project permits already acquired. **Even if no permit is needed, communication stating this from the City is required.**
7. Financial statement regarding the source for the other matching funding
8. Explanation of how the proposed project meets the criteria for award of a grant. See Section J. of Façade Improvement Grant Program Introduction and Instructions
9. Background information as to the building's age, condition, current uses & proposed uses

Downtown Camas Association Façade Improvement Agreement

The undersigned building owner(s) and business owners/tenants(s) acknowledge the applicant as _____ and affirms that:
Applicant name(s)

1. The information submitted herein is true and accurate to the best of my (our) knowledge.
2. I (we) have read and understand the Downtown Camas Association’s Façade Improvement Grant Program: introduction, requirements and conditions.
3. I (we) agree to comply with all requirements and conditions.

A. Printed Property Owner Name*: _____

Address: _____

Phone: _____ **Email:** _____

Property Owner Signature: _____ **Date:** _____

**Owner as determined by the Clark County Tax Assessor's Office*

B. Printed Business Owner/Tenant Name: _____

Address: _____

Phone: _____ **Email:** _____

Business Owner/Tenant Signature: _____ **Date:** _____

WA ST Business License #: _____

C. Printed Business Owner/Tenant Name: _____

Address: _____

Phone: _____ **Email:** _____

Business Owner/Tenant Signature: _____ **Date:** _____

D. Printed Business Owner/Tenant Name: _____

Address: _____

Phone: _____ **Email:** _____

Business Owner/Tenant Signature: _____ **Date:** _____