



Façade Improvement Grant Program

Crowley Main Street
425 N. Parkerson Avenue
Crowley, LA 70526
info@crowleymainstreet.org
(337) 783-0824 Ext. 1145

Deadline: May 31, 2024

This program is supported by a grant from the
First National Bank of Louisiana and the Federal Home Loan Bank of Dallas.



Crowley Main Street Façade Improvement Grant Program

Program Description

Crowley Main Street (CMS) is pleased to announce the **Crowley Main Street Façade Improvement Grant Program**. The program provides building improvement grants to business or building owners within the boundaries of the Crowley Main Street District. Business/building owners will use these grants to support highly visible improvements to buildings and storefronts.

The intent of the program is to support private investment and to help stimulate the local economy for the purpose of creating a positive visual impact, complementing other community development efforts and preserving the City of Crowley's valuable historic and cultural assets.

Funding for this year's program comes from a grant from the First National Bank of Louisiana and the Federal Home Loan Bank of Dallas. Yearly funding for this program will depend on available funds.

Grant Basics

Some things to know before you begin:

- Grants will not exceed \$2,500.
- Grantees will be required to provide a match of at least 50% of the total project cost.
 - For example: if the total project cost is \$3,000, then the grantee would contribute \$1,500 (50%) and receive \$1,500 (50%) in grant dollars.
- Grants are awarded after the project is completed and final receipts are submitted.
- All projects shall be done by contractors who meet all licensing requirements of the City of Crowley. Project owners and/or contractors shall acquire all necessary permits.
- In-kind services or labor provided by the applicant cannot be charged against the grant.
- Applicants must adhere to all city codes and design standards within the Crowley Historic District.
- If applicable, applicants must submit a signed Certificate of Appropriateness (COA) from the Crowley Historic District Commission before the project can begin.
- Grantees must preserve and repair original historic materials wherever possible.
- An applicant is only allowed one grant per fiscal year.
- Interested applicants must submit a grant application detailing their project and their match sources, which Crowley Main Street will review.
- An application must be submitted and approved before work begins.
- Grantees will have until six months to complete their building improvement project. If an extension is needed, please contact Crowley's main street director.

Eligible Applicants:

- Building owners and business owner tenants of commercial and/or mixed-use buildings located within the Crowley Main Street District boundaries (see map attached).

- Grantees must currently own or be leasing the property at the time of the application.
- Business owner tenants must have written approval from the building owner.
- Members of the Crowley Main Street Board of Directors or their immediate families are not eligible for grant funds.
- Applicant's ad valorem tax assessments must be current.

Eligible Projects:

- Street facing exterior improvements in keeping with architectural and historical characteristics of the building including, but not necessary limited to:
 - Paint – exterior historically appropriate colors
 - Exterior cleaning, preparation and painting of walls or trim
 - Windows and doors – repair and replace
 - Exterior lighting
 - Awnings – new repair or replacement
 - New signage (excluding window signage or corrugated plastic)
 - Brick – cleaning or repair
 - Removal of non-historic materials such as slip covers over existing transom windows
 - Restoration of original exterior/interior architectural features
 - Outdoor dining, fencing if visible from the street
 - Interior work related to ceiling repair, plumbing, electrical
 - Work on roofs, cornices, gutters and down spouts
 - Other repairs and/or renovations that will improve and help to restore the aesthetic quality and historic significance and value of the building.
 - Restoration/renovation of building rear if visible from a public way
 - Although routine maintenance does not qualify for reimbursement, a significant visual improvement in the façade of the building may be approved at the discretion of the Crowley Main Street Board of Directors.
 - Please note: Materials, colors, signage, etc. must be approved by both the Crowley Main Street Design Committee and Crowley Historic District Commission before any construction begins.

Application Process:

1. Complete and submit an application to the Crowley Main Street office, 425 N. Parkerson Avenue, Crowley, LA 70526, or email to info@crowleymainstreet.org.
2. Submitted applications will be received and noted as to date and time received.
3. Applications will be reviewed by the Crowley Main Street Director and the Crowley Main Street Design Committee for completeness and to ensure application follows all design/and historic guidelines.
4. An independent panel of judges will review all applications.
5. If approved and selected, the applicant will receive a Letter of Commitment specifying amount of grant and time frame in which grant work must be completed.
6. Projects that begin before the Letter of Commitment is issued will be disqualified from the grant program.
7. The applicant is responsible for notifying the Crowley Main Street Director once the work is completed.
8. The applicant must provide proof of payment for all eligible expenses listed on the application. Applicant must also provide photos of all completed work with the request

for reimbursement. If work is deemed in compliance, the applicant will receive grant funds via check within 14 days of completion.

9. The Crowley Main Street Board retains discretionary authority to deny an application.
10. **Grant applications are accepted until grant funds are allocated for the year.**

Check List and Required Additional Documents

- _____ 1. Approval of Crowley Historic District Commission, if applicable
- _____ 2. Approval of City Planning & Zoning Office, if applicable
- _____ 3. Signed bids of work to be performed.
- _____ 4. Photographs of current building conditions.
- _____ 5. Photographs of proposed materials to be used.
- _____ 6. Drawings/illustrations of proposed work on building
- _____ 7. Proof of building ownership or letter of approval from building owner
- _____ 8. Completed application
- _____ 9. Signed grant program agreement

For more information contact:

Amber Hargrave
Crowley Main Street Director
425 N. Parkerson Avenue
Crowley, LA 70526
Phone: O: 337.783.0824 Ext 1145 | C: 337.458.0620
Email: ahargrave@crowleymainstreet.org



Facade Improvement Grant Application

APPLICANT INFORMATION

Name of Applicant: _____

Company/Business Name: _____ Year Established: _____

Contact Person/Title: _____

Street Address: _____

Mailing Address: _____

City _____ State _____ Zip _____

Telephone: (____) _____ Fax (____) _____

Email Address: _____

Is the applicant the owner of the building?

- Yes.** The building owner is required to provide proof of ownership such as a copy of the property tax records.
- No.** If the applicant is not the owner of the building, the applicant must submit written evidence of building owner's approval of the application. The owner's approval can be shown in a simple letter.

Grant Type & Amount Requested

Grant Amount requested (cannot exceed \$2,500) \$ _____

Total Project Cost: \$ _____

Category of Work exterior interior both

Which category best describes your project?

- | | |
|---|---|
| <input type="checkbox"/> façade or rear restoration | <input type="checkbox"/> outdoor dining, fencing if visible from the street |
| <input type="checkbox"/> awning replacement | <input type="checkbox"/> work on roof, cornice, gutters, downspouts |
| <input type="checkbox"/> masonry work | <input type="checkbox"/> exterior cleaning or painting |
| <input type="checkbox"/> new accent lighting | <input type="checkbox"/> building signage |
| <input type="checkbox"/> removal of visible deteriorating or inappropriate material | <input type="checkbox"/> interior plumbing, mechanical or electrical |
| <input type="checkbox"/> window restoration | <input type="checkbox"/> other |
| <input type="checkbox"/> door replacement | |

BUILDING OWNER'S INFORMATION

If applicant is not the building owner, please provide the building owner's contact information.

Name of building owner/company/organization:

Contact Person: _____

Address: _____ City _____ State _____ Zip _____

Phone Number: (____) _____ Email: _____

BUILDING IMPROVEMENT PROPERTY INFORMATION

Name of Building/Business to receive work: _____

Project Address: _____

Type of Building: ___ commercial ___ residential ___ mixed-use

Tax Assessment Number: _____

Date of original construction: _____

Estimated project start date: _____ Estimated completion date: _____

ATTACH THE FOLLOWING WITH THIS APPLICATION:

- _____ 1. Certificate of Appropriateness from Crowley Historic District, if applicable
- _____ 2. Approval of City Planning & Zoning Office, if applicable
- _____ 3. Signed bids of work to be performed
- _____ 3. Photographs of current building conditions and proposed work
- _____ 4. Historic photos, illustrations, or architectural photos relevant to proposed work
- _____ 5. Renderings and/or architectural drawings of proposed work
- _____ 6. Proof of building ownership, if applicable. This can be a copy of property tax records obtained from the Acadia Parish Assessor's Office.
- _____ 7. Letter of approval from the building owner if applicant is a tenant.
- _____ 8. Completed Page 7 and Page 8 of this application packet
- _____ 9. Signed Grant Application Agreement (Page 9)

OFFICE USE ONLY

Date/time received: _____ Approved ___ Denied ___ Date _____

Narrative

Please answer the following questions. Should you need additional space, please type, and submit on a separate sheet.

(Note: When replacing doors, windows, railings, canopies, or other architectural components, applicants must provide specific details regarding those replacements. See the Secretary of Interior Standards for further clarification or contact the Crowley Main Street office.)

- 1. Describe the building and its historical significance, if any.**
- 2. Describe your project.**
- 3. Explain the need for the project and/or impact on the building, district or community.**



Crowley Main Street
Facade Improvement Grant Application Agreement

I, _____, ensure my grant project is in accordance with the guidelines outlined in the Crowley Main Street Façade Improvement Grant Program. I further certify that my grant project is in compliance with all city, state, and federal laws, regulations, ordinances, codes, taxes, etc. I do understand that grant funds are given upon fund availability and my project's impact on the district, at the discretion of the Crowley Main Street Board of Directors.

I also acknowledge that I have obtained the permission of the building property owner for the scope of work outlined in this grant application.

Signature of Applicant

Date

Printed Name



Boundaries of the Crowley Main Street District

