



## **Facade & Awning Grant Program**

The intent of this program is to provide additional incentive to downtown property or business owners who plan to install or make improvements to the facade of their structure.

- Funds are committed to the program for the fiscal year 2024.
- Approval of application and funds will be on a first come-first serve basis. Upon receipt of a completed application, the CityScape Executive Director will convene the Grant Committee within thirty (30) days.
- All requests for Facade & Awning Grant Funds must be reviewed and approved by the CityScape Grant Committee before facade improvements or awning is installed. A complete application will include the form provided by CityScape, a photo of the building in its current condition, and a color rendering of the proposed facade/awning improvements.
- Applicants (within the CityScape Footprint) will be eligible for up to 30% reimbursement of approved facade and awning costs with a maximum cap of \$2,500 per applicant.
- Upon approval, applicants will have 90 days in which to begin the facade improvements and/or awning installation or facade improvements or the application/approval will become void.
- Monies will be disbursed to the applicant within 30 days after proof of completion of facade or awning installation. Copies of all bills and invoices must be submitted before funds will be released.
- The property or business owner is fully responsible for contacting/constructing/completing their facade/awning project.

### **Examples of facade & awning improvements include, but are not limited to:**

- New or Restored Awning
- Windows
- Paint (excluding murals)
- Window boxes (structure only)
- Patio and entrance enhancements
- Exterior lighting

Operation CityScape  
123 W. Broad Street  
Suite 1  
Cookeville, TN 38501  
(931)528-4612

Application for Approval  
Facade & Awning Grant Program

Date of Application:

---

Section A: Applicant(s)

Name:

---

Address:

---

---

Phone:

---

Section B: Data on Existing Structure:

- Photographs of the property are required showing the “before” condition. Photographs should be clear. Photographs should show a view of the building from the street, including a clear view of the awning area. PLEASE ATTACH PHOTOS TO APPLICATION. **(Attachment A)**

- Location:

---

---

- Presently Occupied by:

---

---

- Owner:

---

- Vacant:

---

- Other (please explain):

---

- Business Name of Occupant:

---

- Use of Property after Rehabilitation:

---

---

---

- Existing structure date of construction (if known):

---

- Square Footage of Building:

---

- 1st Floor:

---

- 2nd Floor:

---

### Section C: Data on the Proposed Project

- Drawings or sketches are required, in addition to photographs to show planned awning construction, facade repairs and enhancements or design. They must be sufficiently detailed to show the work accurately; illustrating colors, placement of colors, dimensions, replacement or addition of architectural details, signage, and other pertinent information as required. The drawings should be labeled according to what will be done and fabric samples attached. Drawings and/or sketches submitted become the property of CityScape.

Since unsympathetic changes can destroy both the individual architectural character of a building and the balance of the overall streetscape, significant building details should not be lost in rehabilitation of existing buildings. Remodeling efforts should respect and capitalize on the original architectural integrity of the structure. All efforts should be made to retain or restore, when possible, such characteristic details. **(Attachment B)**

- Approximate Project Start Date:

---

- Approximate Project End Date:

---

- Project Personnel Includes:
  - Contractor:
    - Yes \_\_\_\_\_
    - No \_\_\_\_\_
    - If Yes, Name:

\_\_\_\_\_

- If No, Please Explain:

\_\_\_\_\_

### Section D: Budget

- A proposed budget of the project must be included in this application. Itemize by work categories the estimated cost and the source of the estimate. **(Attachment C)**

### Section E: Landlord Information and Agreement (if applicable)

Landlord Name:

\_\_\_\_\_

Landlord Contact Information:

\_\_\_\_\_

Landlord Signature:

\_\_\_\_\_

### Section F: Signature of Agreement

I, \_\_\_\_\_, hereby certify that all information provided on the above application and all included attachments are accurate. I agree to all terms and conditions required by CityScape stated in the application.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date Submitted