

Brunswick Main Street

Façade and Interior Improvement Grant 2023

INSTRUCTIONS FOR COMMERCIAL PROPERTIES

Brunswick Main Street is pleased to announce that we have once again received a grant from the Maryland Department of Housing and Community Development (DHCD) making funds available to qualifying downtown properties and businesses within the Main Street district.

The purpose of this grant is to enhance the appearance and the integrity of our buildings downtown. This year, we have \$50,000 available to distribute among those highest qualifying.

Who is eligible to apply for this grant?

- Awardees of the Façade & Interior Grant for the FY22 DHCD (previous year) will not be eligible for this grant cycle.
- The property must be located within the downtown Main Street district.
- Any building owner or business proprietor/tenant with lease authority or authorization from the building owner may apply for funding.
- The DHCD prohibits the following from applying for this grant: adult bookstore, adult video shop, or other adult entertainment facility; check cashing facility; church or other religious or sectarian organization or use; college or university; community hall; fire station; gambling facility; gun shop; hospital; liquor store; massage parlor; multifamily or single-family housing development including the development of rental properties; nursing home, assisted living facility, crisis care center, group home, transitional housing, homeless shelter, or transient living facility; pawn shop; tanning salon; or tattoo parlor.

Some examples of projects: Exterior cleaning, painting, masonry repair; Roof repair or replacement; Repair and replacement of architectural details; Window repair or replacement; Awnings; Signage; Exterior lighting; Interior improvements that make the property more suitable for the retention of existing and/or establishment of a new business. This program is intended for building improvements that are permanent and not cosmetic.

Submitting your application

- Mail or hand deliver documents to City Hall at 1 West Potomac Street or place it in the drop box at the corner of Potomac Street and Maple Ave.
- **APPLICATION MUST BE RECEIVED BY FRIDAY, JANUARY 5, 2024.** We strongly recommend earlier submission of your application so we can give it a preliminary review to make sure it is complete. **Applications that are not submitted with all requirements by JANUARY 5, 2024 cannot be accepted.** Please contact the Program Manager for Main Street, Carmen Hilton at chilton@brunswickmd.gov if you have any questions about filling out the application.
- The application is also available online at www.brunswickmainstreet.org.
- Your completed application packet must include the following:
 - The completed application form with all appropriate information and signatures.

- Minimum of two photographs (in color) that show existing building conditions.
- Detailed drawings of the proposed improvements (placement, color, dimensions and materials)
- Minimum of two bids from Maryland licensed contractors on contractor letterhead, listing the Contractor's License number and detailing the proposed work and costs. Each bid should list the EXACT SAME project.
- Contact the City Planner (301-834-7500 ext. 1) to determine any necessary permits.

What happens next?

- The Façade Grant Selection Committee will review all applications for completeness and merit, and will make recommendations to the Main Street Board.
- This is a competitive grant. The Main Street Board will make the final decision. If the number of applicants exceeds the amount of grant money available, some projects may not be able to be funded or may only be partially funded.
- Projects selected will be forwarded to DHCD for review, to make sure they meet their guidelines.
- This approval process may take 8-12 weeks, following which applicants will be notified of approval or disapproval.
- Once approved, applicants will be asked to sign a contract committing to complete the project following the guidelines outlined.

Once the agreement has been signed, you may start to work

- The applicant is not to start work on the project before receiving final approval. *Work that is started before receiving final approval will not be reimbursed by this grant.*
- The applicant is responsible for obtaining all building and work permits and for conforming to applicable safety standards.
- **Work should start within 3 months** of being approved, and should be completed within 12 months of the approval date. An extension may be granted under extenuating circumstances.
- This is a reimbursement grant. Once the project has been completed, the applicant will present proof of expenses (cancelled checks, paid invoices, etc.) to the Main Street office for reimbursement up to the amount of the grant. To qualify for reimbursement, the work must conform to the description in the approved application, which can be confirmed by a review by a representative from Main Street.
- Main Street will submit the bills to DHCD, who will send the money to Main Street, to be forwarded in turn to the applicant.

What are the main criteria that are used in evaluating applications?

- SEE RUBRIC

We hope you will be able to take advantage of this program to revitalize our downtown.