

**Thurmont Main Street
Community Legacy Façade Grant Program Overview**
March 2019 Cycle
(Please read this document first)



What is the Thurmont Main Street Community Legacy Grant (CLG) Program?

The program offers funds to businesses in the Thurmont Main Street area in order to improve the appearance of individual building facades and/or signs and awnings. Community Legacy Façade Grants are a 50/50 match. ***With respect to façade improvements, said improvements must only include the exterior of the building.*** In-kind contributions may be used and would equate to a maximum of \$2,000.00 in the form of supplies donated, actual work on the project, consultation fees, architecture plans, and follow-up. Façade funds may also potentially be used for interior improvements, and streetscape improvements in the future, but not at this time. The goal of this program is to leverage private improvements while making revitalization efforts affordable, creative and community based.

Our goal is to assist as many qualified projects as our funds allow. This grant will be offered on an ongoing basis as funding permits, and our goal is to fund larger projects in the future. The award amount is based on available funds, the number of qualified applicants, and other evaluation criteria contained in the application. Grant money will be allocated at the sole discretion of the Town of Thurmont subject to approval of submitted applications by the Maryland Department of Housing and Community Development.

Who Can Apply for Funding?

Any building owner or store proprietor/tenant with lease authority or authorization from the building owner can apply for funding. Properties must be **commercial properties** (or residential properties turning commercial) and be located within the Thurmont Main Street designated section of the Maryland Main Street Designation. Tenants must have a minimum of one year remaining on their lease and an option to renew if you do not own the building.

According to the State of Maryland's requirements for the grant, we cannot provide assistance to properties owned and/or occupied, in whole or in part, by any of the following businesses or uses: 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, or pawn shop.

What Types of Improvements Are Eligible for Funding?

- Exterior cleaning, painting and/or paint removal
- Masonry repair and repainting
- Repair and replacement of architectural details or materials
- Window repair or, in certain cases, replacement
- New awnings or the rehabilitation of existing awnings
- Roof repair
- Storefront/porch/entrance construction/repair
- Rehabilitation or compatible reconstruction of storefronts
- Removal of metal siding and exterior slip covers (surfaces)
- Removal of inappropriate or out-of-date signage
- Repair or rehabilitation of signage
- New signage

Ineligible Expenditures:

- **IMPROVEMENTS MADE PRIOR TO GRANT APPROVAL**
- Refinancing of existing debt
- Inventory
- Sweat equity (payments for applicant's own labor)
- General business operations expenses (payroll, taxes, utilities, etc.)

How Are Projects Selected for Funding?

Applications will be ranked and selected based on a clear and documented set of evaluative criteria. Depending on the number of applications, a “waiting list” may be implemented to projects that qualify for selection, but do not rank as high as other applications selected for funding.

NOTE: It is important to note that this is a *reimbursement* grant program, meaning that the applicant (i.e., business/property owner) **must have the improvements completed and fully paid for themselves, with reimbursement made after successful completion of the work and satisfactory submission of all required documentation.**

The evaluative criteria and their anticipated respective weights are as follows:

- **Impact (50%):** – Overall impact of the project within the Thurmont Main Street Designated Area Business to include: Will the project eliminate what was previously a liability for the commercial district? Does the project seek to restore the historical or architectural significance of the building? Will the project contribute to the retention or addition of a business downtown? Will increased pedestrian traffic result? Will the project enhance the current look of the building?
 - **Financial Leverage (25%):** – What private investment will be used for this project? While we hope to be able to offer outright grants, projects that leverage more private investment will be evaluated higher than those seeking outright grants.
 - **Sustainability/Permanence (12.5%):** – How permanent are the improvements (signs are more changeable than new glazing, for example) and is there a maintenance plan for improvements? Does the business own the building? If not, how much time remains on the lease?
 - **Community Contribution (12.5%):** – Is the applicant a good neighbor? Is the area around the business kept clean and free of debris on a consistent basis? Does the business participate in organized Main Street promotions or other community-based activities? Does the applicant actively promote downtown Thurmont and their own business?
- **Main Street Designated Businesses must have sufficient applicant projects that must be completed by November 30, 2019.**

Are There Any Design Guidelines?

Yes. Projects that protect the historic integrity of the building and improve the overall appearance of the downtown area, particularly as it relates to exterior façade projects. The goal is to return the building facades in the downtown area to their appearance following their initial construction. We also recognize that some buildings may have a different period of architectural significance that supersedes the original construction appearance. Projects must consider the impact on the preservation of the historic fabric and character of the building; are original features being retained and repaired, are historic materials being used? For example, we would not support the installation of vinyl siding, but would support the repair and repainting of original wood siding for a deemed historical building. Projects should draw upon the history and architecture of the building but should reflect the current use if not a historical building. We also encourage modern yet compatible awnings, signage, lighting and other fixtures to enhance the appearance of storefronts and downtown.

Please refer to the Thurmont Main Street Façade Improvement Program Design Guidelines for direction on signage, awnings, façade improvements and other aspects of commercial district design. The Guidelines are included in your packet, or you can obtain copies on the Thurmont Main Street (homepage) website: thurmontmainstreet.com, or from the Economic Development Manager, located at 11 Water Street, or the town of Thurmont located at 615 East Main Street. Projects must conform to all appropriate zoning codes. Projects must also meet the approval of the Town of Thurmont and the Maryland Historic Trust requirements.

How Does the Application Process Work?

- Grant funds are disbursed on a reimbursement basis and cannot be issued until the proposed project has been fully and successfully completed in accordance with the contract. ***Work Completed Prior To Letter Of Commitment Is Not Eligible For Funding.***
- Once your application has been approved for funds requested, you will receive confirmation of the award from the Economic Development Manager. Once your application has been approved for funds, the scope of work will be submitted to the Maryland Historical Trust (MHT) by the Economic Development Manager. MHT will then determine if the project meets all of their design guidelines. This process can take up to thirty (30) days. Once determination from MHT is received, you will be notified by the Economic Development Manager to begin the project. Since these are state funds, and Thurmont is included in the Maryland Historical Trusts' inventory, MHT has the final determination to begin the project. ***It is expressly understood and agreed that ANY supplies ordered, or completed work prior to final approval and determination of the Maryland Historical Trust is ineligible for funding, making your application agreement void.***

Application and Selection Process

1. Supply non-refundable \$35 application fee, payable to the Town of Thurmont.
2. Complete grant application in full, including:
 - Illustrations of the proposed work or architectural drawings
 - Color photos (minimum 2) of the site and its relationship to adjoining sites
 - Color samples and texture of finish materials, where applicable
 - Landscaping plans, where applicable
 - A bid from licensed contractor on contractor letterhead detailing the proposed work
 - All building construction plans as may be required by the Planning and Zoning Administrator.
3. Deadlines. Completed applications must be **postmarked by March 22, 2019** or **physically received by 4 PM, March 22, 2019**. Applications received after this date may not be considered.
4. The Economic Development Manager and Thurmont Town CAO will review and rank the applications, and vote on approval for the funding amount you will be awarded. (please read #5 very carefully)
5. Once your application has been approved for funds requested, you will receive confirmation of the award from the Economic Development Manager. Once your application has been approved for funds, the scope of work will be submitted to the Maryland Historical Trust (MHT) by the Economic Development Manager. The funding award letter **DOES NOT** mean you can begin your project.
6. The Maryland Historic Trust may take up to thirty (30) days for the scope of work project approval. Once MHT has made the determination on the scope of work, the Economic Development Manager will contact you to begin your project, or review changes MHT has recommended. ***It is expressly understood and agreed that ANY supplies ordered, or completed work prior to final approval and determination of the Maryland Historical Trust is ineligible for funding, making your application agreement void.***

What Happens After a Project Is Selected for Funding?

1. Again, once your application has been approved for funds requested, you will receive confirmation of the award from the Economic Development Manager. Once your application has been approved for funds, the scope of work will be submitted to the Maryland Historical Trust (MHT) by the Economic Development Manager. The funding award letter **DOES NOT** mean you can begin your project. It simply means that once the Maryland Historical Trust approves the scope of work, you are guaranteed those funds.
2. The Economic Development Manager will file the Maryland Historic Trust application and documentation. Maryland Historical Trust (MHT) has final approval of the project. Your project(s) may not be started, or supplies ordered until selected applicant is notified by the Economic Development Manager of MHT approval determination or changes to the scope of work.
3. The applicant is responsible for obtaining all building permits and any other required permits for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions.
4. The applicant agrees to maintain the property and improvements.
5. The Thurmont Main Street CLG Program may promote an approved project, including but not limited to, displaying a Main Street/Community Legacy sign at the site, during and after construction, and using photographs and descriptions of the project in Main Street's materials.
6. Renovation/rehabilitation **work must be completed by November 29, 2019** once you have received approval from the Maryland Historical Trust. Depending on the scope of the project, extensions may be requested. The Town of Thurmont reserves the right to cancel this agreement in the event of failure to comply with this schedule.

How Do I Get Reimbursed for My Project?

Funds will be released to the applicant as quickly as possible upon satisfactory completion of the project and satisfactory submission of all required documentation. Other reimbursement requirements:

1. Submission of a summary report, including copies of paid invoices/cancelled checks and waivers of lien from contractors (and subcontractors, if applicable), and photos and/or drawings of the completed project. Also, in the summary, also include project start and finish date.

2. The property project will be inspected for compliance of the scope of the project listed on the application.
3. Photos and drawings will be submitted to the Maryland Historic Trust to insure compliance of work.
4. Funds will be dispersed only after verification that the work has been completed in accordance with the Facade Grant guidelines, contract, and a copy of your canceled check from the contractor is received.
5. Funds may take up to forty-five (45) days to be reimbursed from the time all documentation is submitted to the Economic Development Manager.
5. **Reminder:** Application must be **postmarked by March 22, 2019** or **physically received by 4 PM, March 22, 2019**. See application for addresses to submit your completed application.

NOTE: The town of Thurmont reserves the right to make changes in the conditions of the CLG Program as warranted.



Thurmont Designated Main Street Facade Improvement Program Design Guidelines **March 2019 Cycle**

Thurmont Main Street encourages property owners, merchants and residents to recognize, enhance, protect, and promote Thurmont Main Streets unique character, and identity. To assist business and property owners in improving their storefronts as part of a revitalization process, Thurmont Main Street has created a few guidelines in conjunction with its Community Legacy Grant (CLG) Main Street Facade Program which offers reimbursement grant funds.

The CLG program seeks to develop a more coherent, creative and attractive appearance within the Main Street area and directly supports the mission of Thurmont Main Street: *The enhancement of Thurmont Main Street District is to promote pedestrian traffic, tourism, and economic growth for future sustainability.*

- Once your application has been approved for funds requested, you will receive confirmation of the award from the Economic Development Manager. Once your application has been approved for funding, the scope of work for the project will be submitted to the Maryland Historical Trust (MHT) by the Economic Development Manager. MHT will then determine if the project meets all of their design guidelines. This process can take up to thirty (30) days. Once determination from MHT is received, you will be notified by the Economic Development Manager to begin the project. Since these are state funds, and Thurmont is included in the Maryland Historical Trusts inventory, MHT has the final determination to begin the project. ***It is expressly understood and agreed that ANY supplies ordered, or completed work prior to final approval and determination of the Maryland Historical Trust is ineligible for funding, making your application agreement void.***

These guidelines provide general information about the renovation of existing buildings and considerations for new development. Additional guidance is available through the Economic Development Manager and Chief Administrative Officer.

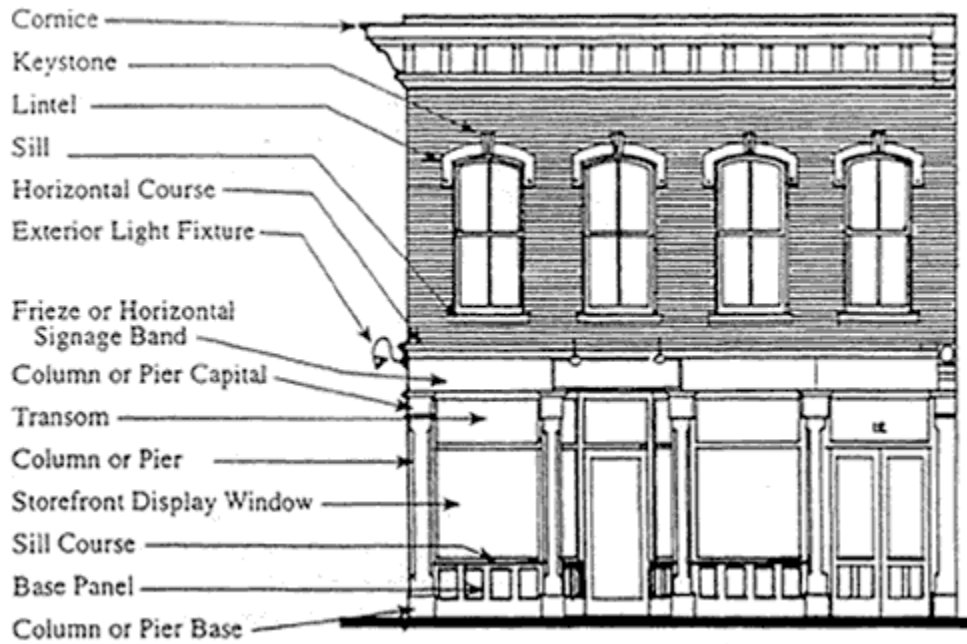
The economic vitality as well as the aesthetic quality of each business enterprise is important, and both are linked in part to the success of surrounding commercial establishments. Studies have shown that thoughtful design improvements often lead to greater sales for a business. Similarly, the physical character of historic downtown Thurmont contributes greatly to the overall image of the community for its residents, customers, and visitors. By establishing these guidelines, the Town of Thurmont expects several important public and private objectives can be met, including:

- Enhancement of the commercial success of downtown Thurmont by ensuring a pleasant experience for business patrons.
- Preservation and enhancement of Thurmont's historic buildings, streetscape, and architectural features.
- Recognition that historic Thurmont is a community with unique qualities and characteristics, which should be reinforced by planning and improvements specific and appropriate to this place.

Community Legacy Grant Program applications are available from the Economic Development Manager located at 11 Water Street or the Town Office located at 615 East Main Street, or online on the home page at thurmontmainstreet.com

Following are the Main Street Guidelines established by the National Main Street administered by the National Trust for Preservation

Anatomy of a Building Facade

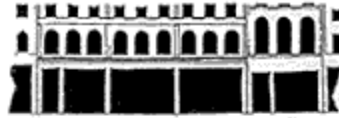


Overall Goals

The goal of Thurmont Main Street is to revitalize downtown Thurmont, not to gentrify it or change it into a different place. Thurmont Main Street encourages renovations and improvements that create a unique and attractive image for each business while respecting the original design parameters of its facade as well as those of its neighbors. Finally, while Main Street values high design standards and creativity, it also encourages solutions which achieve these goals affordably so that business and property owners are benefited rather than burdened by the revitalization process.

In general:

- All improvements must be compatible with applicable zoning codes, satisfy permit requirements, and conform to any other regulatory restrictions.
- Creativity is always encouraged.
- If a building has historic or aesthetic merit, improvements should be designed to reveal the building's original style, form, and materials, whenever possible.
- A building's distinguishing elements should be identified and preserved.
- Previous renovations are sometimes evidence of a building's history and use. In instances where alterations have acquired their own significance and contribute a positive visual quality to the building and the district, they should be recognized and preserved. However, when they are not integrated into the building's design, added elements should be removed.
- In the case where original building elements have been removed or substantially altered, contemporary treatments respecting the original and historic details are suitable. However, they should not appear to be of poor quality, of temporary nature, or ill-suited to the area (e.g., vinyl or aluminum siding).
- Individuality within a standardized or unified appearance is encouraged for single buildings containing multiple storefronts. Separate buildings -- even in cases where several adjacent to each other are occupied by a single tenant or owner -- should remain visually distinct.
- Colors of exterior materials, signs, window frames, cornices, storefronts and other building features should be coordinated. Choice of colors should be determined by the nature of the building. The exterior colors of historic buildings should be chosen with their historic character in mind. More contemporary designs may allow for a larger range of colors.
- Facades should relate to their surroundings and provide a sense of cohesiveness in the district without strict uniformity.
- Facades should present a visually balanced composition according to the original architectural intent.
- High-quality materials should be used in order to convey substance and integrity.



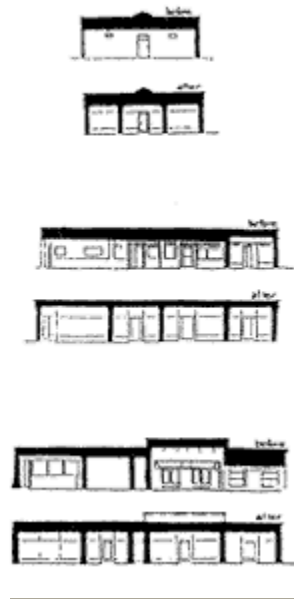
This block of stores (top) has been transformed from chaos (center) to order (bottom) by thoughtful use of signs, windows and storefront frames.

- The use of traditional building materials is encouraged. Whether using traditional or non-traditional materials, the quality of the design and durability of materials chosen will be factors in the consideration of all designs.

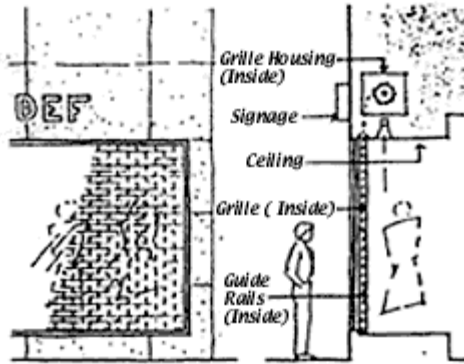
Guidelines

Storefront Design and Display

- Most facades consist of an architectural framework designed to identify individual storefronts. Each storefront should respect this architectural framework and not extend beyond it.
- Storefronts' design should be in keeping with a building's overall design. Storefront elements -- such as windows, entrances, and signage -- provide clarity and lend interest to facades. It is important that the distinction between individual storefronts, the entire building facade, and adjacent properties be maintained.
- Individual storefronts should be clearly defined by architectural elements, such as pillars, piers, or separations of glass.
- A horizontal band at the top of each storefront can serve as an appropriate location for business signage.
- Storefront windows should be consistent in height and design with storefront doors to create a cohesive appearance.
- Storefront windows should not be completely obscured with display cases that prevent customers and pedestrians from seeing inside.



These examples of storefronts before and after renovation demonstrate the importance of the storefront frame. Consistent emphasis of the frame creates a unifying effect on the streetscape.



- Storefront windows should display products or services, local business logos, hours of operation, and/or public service messages. Displays in both retail and non-retail storefront windows that add color, texture, information, and/or visual activity to the pedestrian experience are encouraged.

“Transparent” storefronts are not necessary for some businesses, such as professional offices. Nevertheless, even for such businesses it is preferable to maintain the size of original storefront windows.

Proprietors can provide attractive window displays or install blinds. This solution contributes to the vitality of the streetscape and is more flexible for future changes than permanently blocking windows.

Signage

- Signage should provide information simply and legibly. Studies show that seven words are the most passersby can effectively read.
- All signs should be made of durable materials.
- Primary signage should be limited to advertising the name of a business and its main goods and services. In general, primary signage should not advertise national brand names or logos.
- Permanently applied or painted window lettering may also be an effective way to advertise a business name, type of business, and/or primary goods and services.
- Window signage should be limited to covering no more than 30 percent of available window space.
- In general, the number of signs per storefront should be kept to a minimum. Limit signage to the number necessary to effectively communicate the business message. Too many signs in one storefront can detract from the overall appearance.
- Signs should be of a size, location and design that do not obscure a building's important architectural details and comply with current zoning regulations.
- Signage can employ colors and typefaces that are designed to complement the unique character of a storefront, or they can be used creatively to add visual interest without altering a building's primary architectural style. Creativity in color and style is always encouraged.
- Flat wall signs installed above storefronts should form a clearly articulated sign band and be integrated into the overall facade design. Other locations and types of signs could be appropriate depending on the building design and the business owner's interests.



Signs with too much information can be confusing. Secondary information can be put on windows, doors or awning valances. Projecting signs, common in Brunswick's downtown, are encouraged when their scale and design complement the facade.



- Temporary signs, such as banners and paper signs in windows should be removed in a timely manner. The use of temporary signs that outlast the advertised sale or promotion is discouraged.

*All signage comply with the sign ordinance Section 6.8 of the Town of Thurmont Zoning Ordinance revised May 24, 2017.



Awnings, Canopies and Marquees

- Awnings, canopies and marquees provide a secondary location for signage. They add color and interest to building storefronts and facades and can be used to emphasize display windows and entrances. They also serve to protect pedestrians and display windows from the sun and rain.

- Awnings, canopies and marquees consistent with local character and building type are encouraged.

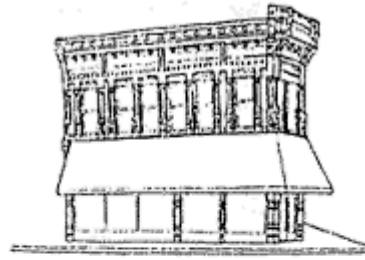
- Awnings should reflect the overall facade organization of a building. Awnings should be located within the building elements which frame storefronts.

- Important architectural details should not be concealed by awnings, canopies or marquees.

- Awnings on a multiple-storefront building should be consistent in character, scale, and location, but need not be identical.

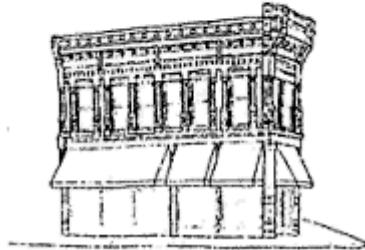
When a building contains multiple storefronts housing different businesses, the signs should relate well to each other in terms of height, proportion, color and background value. Maintaining uniformity among these characteristics reinforces the building's facade composition while still retaining each business's identity.

- Awning shapes should relate to the shape of the facade's architectural elements. The use of traditionally shaped awnings is encouraged, when appropriate. Creative or unusually-shaped awnings should be designed with considerable care.
- Canvas and fire-resistant acrylic are preferred awning materials. The use of vinyl or plastic as awning materials is discouraged.



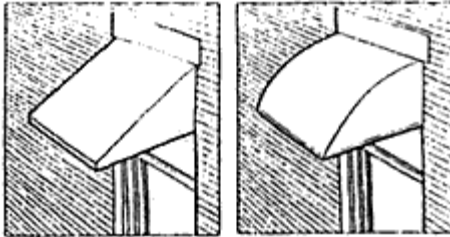
Doors and Entrances

- Primary entrances should be clearly marked and provide a sense of welcome and easy passage from exterior to interior. Whenever possible, they should be located on the front of buildings.
- Side entrances should be located as close to the street front as possible.
- Recessed doorways are encouraged; they provide cover for pedestrians and customers in bad weather and help identify the location of store entrances. They also provide a clear area for out-swinging doors and offer the opportunity for interesting paving patterns, signage, and displays.
- By federal law, new store entrances must be accessible to the physically disabled. Renovation of existing entrances is encouraged.
- Loading and service entrances should be located on the side or rear of buildings, whenever possible. They should be screened from public ways and adjacent properties to the greatest extent possible.



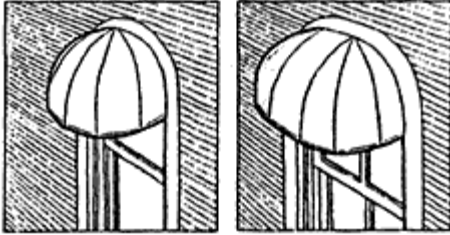
The top awning obscures architectural details. Separate awnings (bottom) reveal details, maintain the vertical connection between the first floor and upper stories, and create a more dynamic "rhythm" in the streetscape.

Fabric Awning Shapes



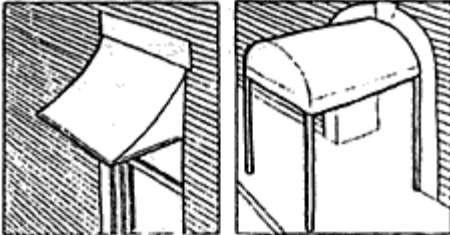
Standard

Convex



Dome

Bullnose



Concave

Marquee

Types of Standard Awnings



Open-sided



Open-sided with valance drop



Closed with a return



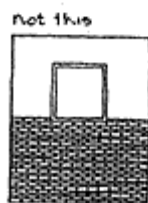
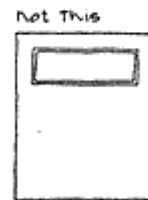
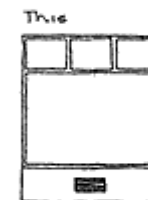
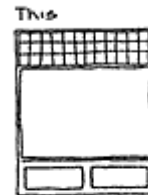
Fixed valance



Free valance

Windows

- Whenever possible, a building's original window pattern should be retained. Avoid blocking, reducing the size, or changing the design of windows.
- Windows should be used to display products and services, and maximize visibility into storefronts.
- Commercial storefront windows traditionally tended to be large at the ground-floor level. During renovation or new construction, this approach is encouraged.
- If ceilings must be lowered below the height of storefront windows, provide an interior, full-height space immediately adjacent to the window before the drop in the ceiling. This lets more light into the storefront and allows the retention of larger windows.
- Try to retain or increase window transparency whenever possible. Replace reflective or dark tinted glass with clear glass, if possible. In general, dark glass alienates pedestrians from the business activity inside a storefront and reduces the impact of window displays.
- Avoid installing opaque panels, such as metal, wood, and/or other materials, to replace clear glass windows.
- Windows with multiple, small-paned windows should be avoided unless they are historically appropriate to the building style, or integrate well into the overall design.
- Do not use Plexiglas or other replacement materials instead of glass.
- Fix broken windows immediately. Broken or boarded windows negatively impact business and the district.



Exterior Lighting



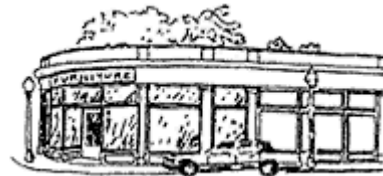
Gooseneck lights are a popular historic lighting treatment.

- Exterior lighting should highlight building elements, signs, or other distinctive features rather than attract attention to the light fixture itself. Lighting that attracts attention to itself, such as neon tubing surrounding display windows, should be avoided.
- In order to maintain an attractive image, exterior building lighting should be appropriate to the building's architectural style.
- Building lighting should provide an even illumination level. Avoid flashing, pulsating, or similar dynamic lighting that poses a hazard to motorists.
- Avoid lights that glare onto streets, public ways, or onto adjacent properties.

- Provide indirect lighting whenever possible.
- The creative use of neon in individual circumstances is encouraged. Because these guidelines strive to promote a unique character for historic Brunswick, the use of nationally distributed neon signs that promote brand name goods is discouraged.

Exterior Materials

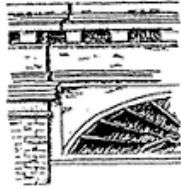
- Facade design should be complementary to a building's original materials as well as to those of adjacent buildings.
- Terra cotta, brick and stone convey permanence and should be used when architecturally appropriate.
- When using new brick, care should be taken to match the color and type of original brickwork.
- Use of decorative concrete block, applied false-brick veneer, vinyl or aluminum siding is discouraged. Other materials made to either imitate exterior finish materials or used to cover original architectural features is also discouraged.



This illustration depicts a building as it was before its details were obscured by stucco.

- Materials used near sidewalks and adjacent to building entrances should be highly durable and easily maintained while compatible with other exterior building materials.
- The surface cleaning of structures should be done by the gentlest means possible. Sandblasting and other cleaning methods, such as chemical washes, that will damage exterior building materials and features should not be undertaken.

Building Walls and Roofing



- Facades and roofing that can be seen by the public should be well maintained.

- The size and configuration of doors and windows should be in proportion to the overall building. Attention should be paid to window heights, glass types, and doors.

- In order to provide clear design intent, the number of exterior colors should be limited. Use of a large number of colors is not prohibited; however, designs which do so will need to be supported by a strong rationale.

- Building elements, such as awnings, signs, doors, windows, and lighting fixtures, should complement each other.

- Blank walls, if visible from a public way, should be softened by incorporating elements such as signage, murals, art, lighting, pilasters, and the like.

Building Systems

- A building's mechanical, electrical and plumbing systems should be concealed completely from view from the street or sidewalk. If such equipment cannot be concealed, efforts should be taken to minimize their visual impact on building facades.
- Rooftop equipment should be hidden by a screening device so as not to be visible from the street and sidewalk.
- Avoid placing air-conditioning units in windows or any other openings facing onto the street. Units located in non-window openings are acceptable if they are flush with building walls. They should be screened with a decorative grill or any grill appropriate to the storefront design. Air-conditioning units should not drain onto pedestrians passing below.
- Downspouts and other drains should be kept clear and well-maintained.



Mechanical equipment can be hidden by decorative elements.

Acknowledgments

This document is adapted from Allston Village, MA, Main Street's Design Guidelines. Thanks to Stephen Fraser, Cecil & Rizvi, Inc., City of Boston Public Facilities Department, Philadelphia's Center City District and the National Main Street Center for the use of illustrations.



**Thurmont Main Street Designated
Community Legacy Grant (CLG) Program Application
For Façade Grant **March 2019 Cycle****

Checklist

Please assemble the application package in the sequence indicated below and label each item. Check off each item to ensure you are submitting the **required** material, including:

- Non-refundable \$35 application fee attached payable to the Town of Thurmont
- Completed Application
- A minimum of two-color photographs that show existing building conditions
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- A bid from a Maryland licensed contractor(s) on contractor letterhead detailing the proposed work
- Additional information (optional)
- Application must be postmarked by March 22, 2019 or physically received by 4 PM, March 22, 2019.**

All work must be completed by November 29, 2019.

Prior to submitting an application, applicants can meet with the Thurmont Economic Development Manager or CAO. This is voluntary and a service available to you for assistance, and not a requirement for applying.

I have:

- Met and discussed my proposed project with:
 - Thurmont Economic Development Manager or CAO
 - Date of Meeting: _____
- Did not meet with the Thurmont Economic Development Manager in regards to my project

General Information

Name of Applicant: _____

Name of Business: _____

Project/Business Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Type of Business: _____

Applicant is the:

- Property Owner
- Business Owner
- Other: _____

How long has the business been at the current location? _____

When does your current lease expire *if you do not own the building*? _____

Do you have the option to renew your lease and do you intend to do so? What are the terms?

Property owner's name (if different from applicant): _____

Property owner's address: _____

Property owner's phone number/email: _____

Note: If you are not the property owner, the property owner or an authorized representative must co-sign this application where indicated in the "General Conditions" section of this application.

Project Details

Please describe below, or via a supplemental attachment, the proposed improvements to the property. The following required information must accompany this application:

- Minimum of two-color photographs that show existing building conditions
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- A bid from a Maryland licensed contractor(s) on contractor letterhead detailing the proposed work

Description of proposed improvements (e.g., new doors/windows, signs, lighting, paint, etc.):

Proposed Project Budget: _____

Describe how this project will enhance the downtown, including how it will:

- Improve your business or increase your chances for success
- Correct an existing problem such as deterioration of a structure
- Improve the façade of your business
- Facilitate the retention or expansion of an existing business downtown
- Facilitate the establishment of a new business to downtown
- Improve public safety or access
- Enhance Thurmont’s Main Street (beautification, foot traffic, etc.)
- Allow the Town of Thurmont and Main Street to meet their goals of revitalizing downtown

General Conditions

- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, permitting requirements, and other applicable regulations.
- *It is expressly understood and agreed that work completed prior to final approval of grant award is ineligible for funding.*
- *It is expressly understood and agreed that ANY supplies ordered, or completed work prior to final approval and determination of the Maryland Historical Trust is ineligible for funding, making your application agreement void.*
- It is expressly understood and agreed that the applicant will not seek to hold The Town of Thurmont, Main Street, Inc., and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Community Legacy Grant Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability in compliance with the State of Maryland.
- The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti and trash, and sweeping and shoveling in front of the property.
- The applicant authorizes The Town of Thurmont to promote an approved project, including but not limited to, displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Main Street’s materials and press releases.
- The applicant has read and understands the *Thurmont Main Street Community Legacy Grant Program Overview* document outlining program guidelines and procedures.
- The applicant understands that the Town of Thurmont reserves the right to make changes in conditions of the Community Legacy Grant Program as warranted.

Signature of applicant: _____

Date: _____

If applicant is not the property owner, the property owner or an authorized representative must review and co-sign this application below.

Owner Authorization

As owner of the property at (insert address) _____

I have reviewed the above application and authorize the operator of _____ at said address to perform the improvements described above as part of the Thurmont Main Street Community Legacy Grant Program.

Signature of property owner or authorized representative:

Date: _____

Where to send your Application:

Thank-you for completing a Thurmont Main Street Façade Grant Application. You may mail or drop this application to the Main Street Center, 11 Water Street (if dropping off use the mail slot to the left of the front door) or The Town of Thurmont PO Box 17, 615 East Main Street, Attn: Vickie Grinder, or email to vgrinder@thurmontstaff.com

If you have any questions, please contact Vickie at vgrinder@thurmontstaff.com, or call 240.626.9980

Application must be postmarked by March 22, 2019, or physically received by 4 PM, March 22, 2019.

Applications will be reviewed in the order they are received.

Town of Thurmont use only:

Date application received: _____

Application approved by: _____

Date: _____

Completed projected date: _____

Date canceled check, pictures, and report were submitted to Maryland Historical Trust (MHT):

Date reimbursement check issued: _____