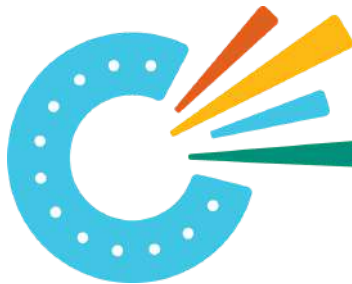
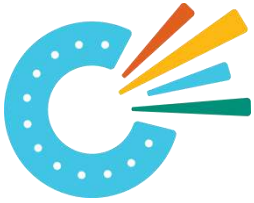


THE EXPERIENCE CHEHALIS

HOLIDAY FACADE GRANT PROGRAM





Experience Chehalis

Holiday Façade Micro-Grant Program

INTRODUCTION & INSTRUCTIONS

The Holiday Façade Micro-Grant Program is offered by Experience Chehalis, a Main Street community. It is offered to downtown business and property owners who desire to make eligible small-scale improvements to the façade of their buildings for the winter holiday season. Experience Chehalis works to promote revitalization and offers technical, as well as financial assistance to assure our historical buildings and district are preserved, maintained, and rehabilitated properly.

The program is managed by the Experience Chehalis Executive Director with direction and assistance from the Economic Vitality Committee (EVC). These holiday façade efforts and improvements will enhance the physical image of the downtown as a quality place to shop, work, walk, invest in, and live, especially during the holiday season. Improvements result in a reinvestment of public and private dollars downtown.

Our grant program is funded, in part, by local businesses taking part in the Main Street Tax Incentive Program. Businesses can donate to Experience Chehalis and receive a tax credit in the amount of 75% of their donation the following calendar year. More information is available online at the [Experience Chehalis website](#).

A. Who is eligible?

1. Owner(s) of a business - Each business is eligible for up to 75% match of improvement costs including design, to a maximum of \$350 total grant funds;
2. Owner(s) of a commercial building - Each building is eligible for up to 75% match of improvement costs including design, to a maximum of \$350 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 facades may apply for funds to improve each business.
5. Business/building must be located within Experience Chehalis's "Main Street Program" Area (see attached map).

B. What is eligible?

Eligible facade expenses may include, but are not limited to holiday window displays, window painting, and/or lighting in storefront displays that are visible from rights-of-way.

C. When will grants be available?

The application process will open on November 15 of each year .

D. What are the limitations?

1. Facades must be visible from right-of-way. Interiors, roofs, and facades not visible from public right-of-way

are not eligible for a grant.

2. Funds are intended for future work to be performed. If a project has already been completed by the time of application, there must have been prior communication and shared intent with Experience Chehalis prior to completion. In these cases, an exception may be made. Costs for project design may be included in the project budget submitted for the grant, but no other work should be complete.

E. What is the Commitment & Project Schedule?

1. The applicant (building or business owner) must agree to complete the project in a timely manner. Experience Chehalis Board approval of an application qualifies a project for reimbursement.
2. The applicant has 7 days from the date of acceptance to commence work on the project. If the work has not commenced by that time, the applicant must notify Experience Chehalis in writing of the delay and the intent to either:
 - a. Withdraw from participation in the program without reimbursement for any out-of-pocket expenses; or
 - b. Initiate work by a proposed date (if agreed to and accepted by Experience Chehalis with a project completion date no later than 90 days from the original date of acceptance.
3. The project must be completed within 60 days of acceptance unless a time extension is approved.
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 redo that meets the design guidelines.
5. Changing the design without Experience Chehalis and City approvals 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. Submit Grant Application and materials to info@experiencechehalis.com.
2. The Economic Vitality Committee reviews all applications for a recommendation. EVC presents recommendations to Experience Chehalis Board.
3. The Experience Chehalis Board makes final decision for award of grants. Executive Director notifies grant applicants of the grant awards.
4. 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.
5. Within 30 days of project completion, the applicant must submit photographs of the completed project and receipts showing payment for all project expenses to the EVC who reviews and makes a recommendation for payment.
6. A reimbursement check equal to 75% of the approved project expenses (not to exceed \$250 per project) will be made payable in the name of the applicant(s) as stated on the grant application form.

H. What is included in the application?

Initial application submitted must include:

1. Micro-grant application completed,
2. A Micro-grant agreement with signatures of the building owner (or owners) and applicable business/tenant

with a designated storefront,

3. Contractor bid estimates or estimates for proposed work.

I. **Program Administration**

The EVC is responsible for overseeing design review of all applications and is responsible for administration of the Holiday Façade Micro-grant Program. The Experience Chehalis Board awards grants and has final authority for the disbursement of funds.

PLEASE ADDRESS THE FOLLOWING IN YOUR GRANT APPLICATION

J. What are the criteria for rating grant applications?

Award of a grant is a discretionary decision by Experience Chehalis based on the criteria below. Award of grants may also be competitive should there be more quality projects than funds available.

1. **Location.** Project is located in the Main Street service area.
2. **Completed Application.** Those grant applications that are complete will have preference over those that do not; first-come, first-approved.
3. **Ready for Start.**
 - a) If a sign and/or building permit is required, a 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 60 days of award of grant.
 - c) All signs should comply with the codes listed in Chehalis Municipal Code 17.86.

Need more information or resources?

- *Contact Experience Chehalis at 360-345-1738 or by e-mail at info@experiencechehalis.com.*
- *Visit the City of Chehalis' website to download applicable forms at ci.chehalis.wa.us.*
- *Contact the City Planning Department at 360-345-2229 or via email at comdev@ci.chehalis.wa.us.*
- *The Washington State Office of Archeology and Historic Preservation can be reached at 360-586-3076.*



experience
CHEHALIS
**Main Street
District Map**

Adopted July 18th, 2019

Experience Chehalis Holiday Facade Micro-Grant Application

Date Received: _____

PROJECT NAME			
GRANT FUNDS REQUEST	\$		MAX. \$350 & 75% MAX. MATCH
PROJECT DESCRIPTION			
SITE ADDRESS			

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

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

PROJECT INFO			
START DATE		ARCHITECT DESIGN FEES	\$
COMPLETION DATE		CONSTRUCTION & MATERIALS	\$
MATCH %	75%	*OTHER COSTS	\$
MATCH REQUEST	\$	TOTAL PROJECT COST	\$

**Clarify other costs in your application.*

PLEASE INCLUDE THE FOLLOWING AS PART OF YOUR APPLICATION:

1. Micro-Grant Application and Agreement with signatures of the building owner (or owners) and applicable business/tenant with a designated storefront,
2. Contractor bid estimates for proposed work and actual invoices for costs of the design work,

Experience Chehalis Holiday Façade Micro-Grant 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 Experience Chehalis’s Holiday Façade Micro-grant Program: introduction, requirements and conditions.
3. I (we) agree to comply with all requirements and conditions.
4. Grant award may be noted in Experience Chehalis social media and press releases.

A. Printed Property Owner Name*: _____

Address: _____

Phone: _____ **Email:** _____

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

**Owner as determined by the Lewis 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:** _____

WA ST Business License #: _____

D. Printed Business Owner/Tenant Name: _____

Address: _____

Phone: _____ **Email:** _____

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

WA ST Business License #: _____