



# Facade Improvement Program

*An investment in the further enhancement of Downtown Greensburg is an investment in the further economic growth and prosperity, and overall quality of life of the entire community, Decatur County, and the region.*

Main Street Greensburg is committed to establishing downtown Greensburg as a hub for commerce, culture, and community through preservation. Creating an inviting environment that incorporates new, attractive amenities as well as preservation and care for architectural assets is crucial.

**The Facade Improvement Program** provides direct assistance to property owners to improve building facades. This program is designed to assist the private sector in making necessary building repairs and updates in our Historic Downtown. To manage this program, Main Street Greensburg has established a **Design Review Board**. This team of individuals comprised of members of the Façade Grant Committee, The Main Street Greensburg Board, and the Regional Director of Indiana Landmarks, will review program applications, choose projects to support financially, and assist property owners in making decisions as they seek to improve their buildings. The Review Board will be using the [Guidelines For Rehabilitating Historic Buildings](#) established by the Secretary of the Interior to evaluate requests for the grant.

The guidelines may be provided upon request or viewed on the Internet at:  
<https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>

Careful following of the procedures and standards is encouraged. While historic preservation can be challenging because of the attention to detail required, it is very important that Greensburg's architectural uniqueness be appropriately improved and preserved. The guidelines are a tool to help, not hinder, building improvements.

## Greensburg's Historic District Boundaries

The boundaries of the area under this program's purview are North Street south to Railroad Street, Lincoln Street west to Ireland Street.

## Facade Improvement Program Goals:

1. Work with the City government and private landowners to conserve and improve the value of property within the Historic District.
2. Protect and enhance the attractiveness of Greensburg to home buyers, homeowners, residents, tourists, visitors, and shoppers, thereby supporting and promoting business, commerce, industry, and providing economic benefit to the city.
3. Provide a mechanism to identify and preserve the distinctive historic and architectural characteristics of Greensburg.
4. Foster civic pride in the aesthetics and cultural accomplishments of the past as represented in Greensburg's landmarks and historic areas.
5. Encourage preservation, restoration, and rehabilitation of structures, areas, and neighborhoods.

## Eligibility Requirements

1. Property owners and operators/tenants are eligible to apply, as long as the building in need rests inside the Historic District.
2. Operators/tenants must have written approval from the property owner.
3. Only work that begins after approval from the Design Review Board is eligible for reimbursement.
4. The building must be commercial or mixed-use. Property owned by religious institutions is not eligible.\*
5. Taxes on the property must be current.
6. Historic Preservation standards apply if locally or nationally listed or considered eligible.
7. The property cannot be condemned, in receivership, or in litigation.
8. Exterior code violations must be remedied as a part of the project, if applicable.
9. Must not have received a grant from the Facade Improvement Program for the same property in the last 365 days.

\*Because local government funds are used in this project, only non-religious organizations can receive funding. For questions, please contact the Greensburg Main Street Board.

## Grant Types

### **Facade Improvement Grant-** Maximum Grant of \$2,500

A 50% reimbursement for up to \$5,000 of the actual costs for the facade and/or related exterior rehabilitation expenses. Applicants must match the grant amount with funding from other sources, public or private. Funds spent before grant approval are not eligible as matching funds.

### **Architectural Assistance-** Maximum Grant of \$500

A 100% reimbursement for up to \$500 of actual architectural costs associated with facade improvements, providing the owner utilizes the architectural plans in the facade renovation. An accredited architect must be retained for concept drawings, specifications, and consultation to maintain the historical character of the building renovation. This assistance is for properties eligible for or listed on the National Register of Historic Buildings (50 years or older).

### **Sign, Awning and Lighting Rebate-** Maximum Grant of \$1,250

A 50% reimbursement for up to \$2,500 of actual costs associated with the replacement, of existing awnings, lighting, and/or signage or installation of new signage or retractable cloth awnings and canopies. Lighting fixtures chosen must be appropriate to age and character of the building. These must meet Main Street Greensburg Design Review Board guidelines. *\*\*A rebate is available for each street level business within a storefront project.*

#### *Note:*

- *The Design Review Board reserves the right to grant additional money to targeted projects that they believe will have a significant impact on the area.*
- *Building improvements must remain intact for a period of 5 years minimum, unless approval is granted under extenuating circumstances by the Design Review Board.*

## Eligible Activities

Items include, but are not limited to:

1. Repair to building exterior facades (front, rear, and side facades are eligible).
2. Masonry repair.
3. Cleaning of building exterior.
4. Exterior painting.
5. Repairing, replacing, and/or adding cornices, entrances, doors, windows, decorative detail, awnings.
6. Sign removal, repair, or replacement.
7. Adding or replacing appropriate lighting or other design elements to enhance exterior.
8. Other repairs that may improve or restore the aesthetic and historic quality of the building.

## Ineligible Activities

Items include, but are not limited to:

1. Interior improvements (except window display areas).
2. Roofing
3. Additions to existing structures.
4. Sidewalks
5. Purchase of furnishings, equipment, or other personal property that does not become a part of the real estate.
6. Improvements completed or in progress prior to notification of approval.
7. Repair or creation of features not compatible with the original architecture.

## Application Process

The Main Street Greensburg Façade Improvement Program application is attached at the end of this document. Please complete it in full and return it with the Façade Improvement Checklist to the Design Review Board at the City Hall, 314 W. Washington St., Greensburg or by email to [execdirector@mainstreetgreensburg.com](mailto:execdirector@mainstreetgreensburg.com). Please note, all fields **MUST** be completed for an application to be reviewed.

## Timeline

1. Main Street Greensburg Design Review Board receives application
2. Preliminary Approval: There will be an on-site inspection of the property by members of the Design Review Board. After this inspection, they will make a preliminary decision on the status of the application.
3. Architectural Assistance applications selected. (If applicable)
4. Completed architectural drawings and plans of the building which illustrate all proposed work, including any structural work or repair, awnings, signage, cost estimates, construction schedules and paint colors submitted to the Design Review Board; \$500 architectural assistance grant issued.
5. Design Review Board selects projects in rounds of reviews throughout the year:

Round 1 of facade grants:

Date we begin accepting applications for Round 1: Jan. 2

Facade application deadline : Mar 16

Status Applications Notification Deadline : April 30

Round 2

Facade application deadline : June 15

Status Applications Notification Deadline : July 30

Round 3

Facade application deadline : Sept 15

Status Applications Notification Deadline : Oct 29

The decision to grant is based on:

1. The adherence to Design Review Guidelines;
  2. The applicant's readiness to take action;
  3. The project's impact; and
  4. Historic significance. If not approved, the Design Review Board will explain, in writing, to the applicant the reasons for rejection and what, if any, steps can be taken to receive approval.
6. Grant agreement signed; total grant determined. The intent is to assist property owners by providing reimbursement for major elements as they are completed. No funds will be issued without proof of work completion and payment.
  7. Grantee is responsible for obtaining any permits required for the project.

8. Project proceeds. The Design Review Board must authorize all changes in approved work specifications; deviations from an approved plan may disqualify the applicant from this grant program.
9. Project is completed. Proof of payment submitted and full amount of grant allocated.

## **General Requirements**

1. All work must be in accordance with Main Street Greensburg's Design Review Guidelines, all applicable local, state and federal codes. If the structure is located within the Downtown Local Historic District, improvements must follow the required guidelines and owners obtain a Certificate of Appropriateness before beginning construction. More information can be found at the website: <https://www.cityofgreensburg.com/city-services/engineering-planning-and-zoning/permits/>
2. All exterior code deficiencies or violations and imminent health and safety hazards must be corrected in conjunction with facade renovation. Additionally, any improvements clearly needed (aesthetic and/or structural) should be of top priority for the applicant.
3. Applicant shall be responsible for all construction management and contracting work to be done, as well as obtaining all local permits and following all local codes that are applicable to the project.
4. Upon completion of work, ALL receipts must be presented before funding will be available.
5. After inspection of property to insure that work completed complies with that submitted and approved through the application process, reimbursement will be made, (not to exceed original funds allocated through the Design Review Board).
6. Property improvements must be completed within 6 months of approval or applicant will be required to resubmit application. Limited funds are available and there is NO guarantee funding would be available.
7. Grants are limited to ONE PER ANNUM.

## **Program Amendments**

The details of the Facade Improvement Grant Program may be amended subject to the formal approval of a majority of the Main Street Greensburg Board of Directors.

*The ultimate goal of this program is to encourage improvements that stress the historic significance and uniqueness of downtown structures through building restoration and beautification. To this end, projects involving major historical renovations, as they are received, will be given priority over projects consisting of minor maintenance or preservation.*



## Facade Improvement Program Application

**I am seeking:** (check all that apply)

Architectural Assistance       Facade Improvement Grant       Sign/Awning/Lighting Rebate

1. Address of property to be improved: \_\_\_\_\_
2. Age of property (Approx.): \_\_\_\_\_
3. Owner name: \_\_\_\_\_
4. Phone: \_\_\_\_\_
5. Owner address: \_\_\_\_\_
6. E-mail address: \_\_\_\_\_
7. Applicant address (If different from owner): \_\_\_\_\_
8. Applicant phone: \_\_\_\_\_
9. Applicant E-mail address: \_\_\_\_\_
10. Do you own or lease the property? \_\_\_\_\_
11. Is the first floor of the building to be improved currently occupied?    Yes    No
- Name of Business: \_\_\_\_\_
- Type of Business:    Retail Service    Professional    Other
- Number of Employees: \_\_\_\_\_ Telephone: \_\_\_\_\_
12. The following information must be submitted with your application to insure quick processing:
  - a. Project plans and specifications or other appropriate design documentation.
  - b. Samples of paint colors to be used on facade improvements or signage
  - c. Photograph of existing condition of property
  - d. Application Checklist
  - e. Copy(s) of cost estimate(s) (minimum of 2 estimates required)
  - f. Written permission from property owner if applicable (attach)

I understand that I am responsible for the maintenance of the facade improvements described here for a period of eight (8) years from the date of the project completion or until such time as the building is sold.

I understand the improvement grant must be used for the project described in this application and that Main Street Greensburg Design Review Board must review the application and approve it prior to beginning construction. I understand that failure to comply with the approved application may result in losing my eligibility to receive funds.

I acknowledge that the Main Street Greensburg Organization is obligated only to administer the grant procedures and is not liable to the applicant, owner, or third parties for any obligations or claims of any nature growing out of, arising out of or otherwise related to the project or application undertaken by the applicant and/or owner.

\_\_\_\_\_  
Applicant's Signature      Date

\_\_\_\_\_  
Property Owner (if different from applicant) Date

# Facade Improvement Program Checklist

Please submit this checklist as part of your application

## General

- Application
- Photograph of existing condition of property
- Project plans and specifications of proposed improvements, including all materials and colors.
- Written permission from property owner (if applicable)
- COA from the City of Greensburg Building & Zoning Office

## Architectural Assistance

- A written proposal from an accredited architect

## Facade

- Provide a rendering of major changes including specifications of all materials and colors.
- When painting, provide paint samples and note where each color will be used.
- When installing an awning provide information about the color, style, and position of the awning chosen
- Submit written estimates from a minimum of two contractors
- COA from the City of Greensburg Building & Zoning Office

## Sign/Awning/Lighting

- Provide a color rendering of the design. Include specifications as to the size (height, width, and depth) of the sign/awning and/or lighting
- Note how and where the sign/awning/lighting will be located on the building
- Submit two (2) written estimates
- COA from the City of Greensburg Building & Zoning Office

## Mail Completed Application to:

Facade Improvement Program  
Main Street Greensburg  
314 W. Washington Street  
Greensburg, Indiana 47240

Applications can also be accepted through email at [execdirector@mainstreetgreensburg.com](mailto:execdirector@mainstreetgreensburg.com).