



Façade Improvement Program (FIP) Overview



Façade Improvement Program



WHAT IS THE PROGRAM?

The Downtown Tipp City Partnership (DTCP) offers matching funds (grants) along with design assistance to businesses and property owners in Tipp City's downtown district in order to improve the exterior appearance of individual buildings, signs, awnings, and the overall look of the district. The goal of this program is to leverage private investment while making revitalization efforts affordable, creative, and community-based.

HOW ARE PROJECTS SELECTED?

Applications will be reviewed in March and August by the Design Committee of the DTCP and projects will be chosen based on their compatibility with the vision and goals of the DTCP and their impact on the district.

WHAT HAPPENS AFTER A PROJECT IS SELECTED FOR FUNDING?

Work selected for a matching grant must be completed within six months of approval of the application. Improvements must be to areas visible from the public way. The DTCP may promote an approved and completed project both in print and social media at their discretion.

HOW IS THE MONEY AWARDED?

The DTCP shall reimburse the participant up to fifty percent (50%) of the project total for a maximum grant amount of \$2500. Grant funds are disbursed on a reimbursement basis and cannot be issued until the proposed project has been completed and paid in full.

ARE THERE ANY DESIGN GUIDELINES?

Improvements should follow the Secretary of the Interior's Standards for Rehabilitation. The DTCP encourages grant applicants to meet with the Design Committee before beginning any improvement project. The Design Committee can provide valuable assistance by reviewing conceptual plans, discussing any permits that may be required, and conducting an on-site visit of the building.

WHO CAN APPLY FOR FUNDING?

Any commercial or residential building owner or business proprietor with lease authority or authorization from the owner can apply for funding. The project site must be located in the downtown area of Tipp City, as specified in the Façade Improvement Program Agreement. The applicant must be a DTCP member.





Façade Improvement Program (FIP)

Grant Application

Downtown Tipp City Partnership

6 S. Third Street

Tipp City, OH 45371

info@downtowntippcity.org

www.downtowntippcity.org

Phone: 937-667-0883



APPLICANT INFORMATION

Name:	Mailing Address:			
Email:	City:	State:	Zip:	Phone:

LOCATION OF PROJECT

Project Address:	Tipp City, OH	45371	Tax Parcel # G15-	
Parcel Owner*:	Owner's Mailing Address:	State:	Zip:	Phone:

* If the applicant does not own the project building, please attach a letter from the owner expressing approval of the proposed project.

DESCRIPTION OF PROJECT

Estimated Project Cost:	Project Completion Date:
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Please describe the proposed project in detail:

In addition, please include the following with your application:

- A picture of the existing façade
- Conceptual drawings and/or descriptions
- Estimated cost breakdown
- Any additional pertinent details

- **I acknowledge that I have read and understand the application, agreement, and process timeline of the Façade Improvement Program of the Downtown Tipp City Partnership and that I will abide by the same.**
- **I understand that this project may require: 1) approval of the Tipp City Restoration and Architectural Review Board; 2) an approved Zoning Compliance Permit; 3) permits through Miami County (building, electrical, etc.).**
- **I understand that this project requires the approval of the Downtown Tipp City Partnership Design Committee.**
- **I understand that the grant must be used for the specific project and scope of work described in the application.**
- **I have attached project descriptions/sketches, cost estimates and specifications or other design documentation.**

Signature: _____ Date: _____

Printed Name: _____

OFFICE USE ONLY	
Grant Program Year: _____	Approved/Disapproved Date: _____
Application Received Date: _____	Design Committee Chairperson Signature: _____



Façade Improvement Program (FIP) Agreement



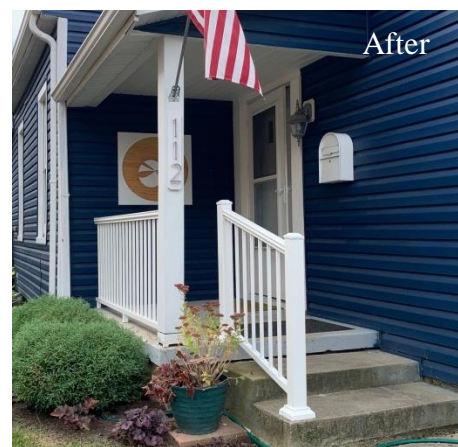
- Building must be within the DTCP target area of Tipp City, which is generally defined as the Main Street corridor bordered by the CSX railroad tracks on the west and Canal Lock Park on the east. For purposes of the FIP grant program, the target area shall also include buildings within a city block (north or south) of the Main Street target area bordered by Dow Street on the south and Walnut Street on the north. Buildings that are closer to Main Street will be given higher priority.
- Building may be residential or commercial.
- Applicant must be a DTCP member.
- Applicant may be a DTCP Board member, but must abstain in any voting that relates to a FIP application in which they have vested interest.
- Property owner agrees to permit DTCP to place a promotional sign proximate to the property during the duration of the project and/or up to 120 days after the issuance of the grant funds, and must allow DTCP to highlight the improvements in the print and social media.
- Projects must conform to the Tipp City Zoning Code, the Miami County Building Regulations, as well as receive a Certificate of Appropriateness from the Tipp City Restoration Board. The applicant is responsible for obtaining all building permits and any other required permits for the work to be done.
- If business owner is not the property owner, both parties must be in agreement as to the overall work.
- Project must be managed by property/business owner(s); the design must be approved by the Design Committee of DTCP; the property/business owner(s) are responsible for the project, including its scope, scheduling, quality of construction, contracting, safety, etc.
- DTCP shall reimburse the participant for the cost of improvements up to fifty percent (50%) of the project total for a maximum grant amount of \$2500.
- The Design Committee strongly encourages all grant requests to be submitted prior to the commencement of any construction. This allows an opportunity for the Committee to briefly review the proposed project and offer suggestions prior to construction.
- The improvement costs, which are eligible for reimbursement, include all labor, materials, equipment, and other contract items necessary for the proper execution of the work as shown on the plans, design drawings, specifications, and estimates approved by the DTCP. Such plans, design drawings, specifications, and estimates are attached hereto.
- No improvement work shall be undertaken until its design has been submitted to and approved by the City of Tipp City (as required).
- Upon completion of the project and upon their final inspection and/or approval by DTCP and the City of Tipp City, the participant shall submit to DTCP a statement showing the full cost of the labor, materials, or equipment necessary to complete the façade improvement related work. In addition, the participant shall submit to DTCP proof of payment of the contract cost pursuant to the contractor's statement and final lien waivers from all contractors and subcontractors.
- At the request of the grantee, DTCP will evaluate the proposed value of any in-kind work done by an applicant or building owner, and will, if accepted, include those amounts in the total amount considered for reimbursement.
- The project shall be completed within six months of grant approval unless an extension request is made and approved by the Design Committee.
- If a grant is awarded, no additional FIP grant will be considered for that address until at least one calendar year has passed.
- Judgment/selection of the Design Committee of DTCP is final.



Façade Improvement Program (FIP) Process Timeline



- 1) Applicant contacts the Downtown Tipp City Partnership.
- 2) Applicant meets with the Design Committee, which may include review of FIP application and process, discussion of project concepts and ideas, design input from the Committee, and a tour of the project building (may include more than one meeting).
- 3) Distribution of FIP Application, Agreement, and Process Timeline.
- 4) Applicant submits completed and signed application to the Design Committee.
- 5) Design Committee reviews and discusses application for approval or disapproval.
- 6) Design Committee forwards written approval or disapproval of grant application to applicant, and copy to DTCP office.
- 7) Applicant obtains all required approvals and permits from the Tipp City Restoration Board, the City of Tipp City, and Miami County.
- 8) Applicant completes FIP project as approved by the Design Committee.
- 9) Applicant submits itemized receipts for project costs to the Design Committee.
- 10) Design Committee may conduct final walkthrough of project for review of compliance with originally approved project parameters.
- 11) Design Committee approves/disapproves grant payment based on final walkthrough and/or review.
- 12) Design Committee submits payment request to the DTCP Director.
- 13) DTCP sends check and FIP project completion letter to applicant with copy of letter to Design Committee.



Porch Railing Project