



City of Litchfield, Illinois

Façade Grant Application

The City of Litchfield has established the façade grant program to aid in the revitalization of the downtown area. The Program is available for properties located in the downtown redevelopment study area and within the TIF District and of which are in good standing with the City of Litchfield. The City has earmarked funding for this Program from the TIF funds. Once allocated resources are depleted, no additional grants may be made under this program without the direct action of the City Council. The City holds authorization of all Program funds and is not required to make awards to individual applicants. The Façade Grant Funds are offered in combination with matching funds.

Guidelines for Grants

- \$10,000/Level 1 Grant – one grant allocated per fiscal year unless otherwise approved by City Council; 50/50 matching grant up to \$10,000
- \$5,000/Level 2 Grant – two grants allocated per fiscal year unless otherwise approved by City Council; 50/50 matching grant up to \$5,000
- \$2,500/Level 3 Grant – multiple grants allocated per fiscal year; 50/50 matching grant up to \$2,500

The grants are subject to availability of funds appropriated to the program. In-kind services, meaning services completed by the property owner, cannot be used to meet the 50% match. All quotes for the projects must itemize labor and materials separately; itemized receipts for materials must also be turned in with the paid invoice. Projects are expected to be completed within 180 days following City Council approval unless approved by the City. Any contractor involved with the project must carry liability insurance and workman's compensation coverage to be eligible for award funds.

Applicants may receive no more than two grants per year. Each property may receive only one grant per year. Applications will be evaluated on a competitive basis. When projects have equal merit, priority will be given to first time applicants. Evaluation will include the applicant's impact on the overall downtown redevelopment area. The project site must be inspected by a City official before beginning the work and upon completion of the project. Approved grants will be awarded on a reimbursement basis only after applicants have completed the project and have demonstrated full compliance with grant requirements. Any project that meets only partial compliance of the guidelines will not be approved. Any approved project that violates the guidelines after completion of said project, may be disqualified from receiving future grants for additional projects. You may not request or receive Façade Grant program funds for the same property within one fiscal year. If the property is sold, ceases operations or changes hands within a 12-month period from receiving the grant funds, the total amount of the grant funds received must be reimbursed to the City of Litchfield within 60 days of notification.

The grant cycle is based upon the City of Litchfield fiscal year, which is May 1st through April 30th, of each year. The final award of funding will be approved by the Litchfield City Council. The City Council generally meets the first and third Thursday of each month, with the Façade Grant Committee meeting prior to the placement of the application on the City Council Agenda. Applications will begin the review process only when complete with all required information. Please submit the complete application, including:

- Completed application form
- Detailed drawings of the building façade/sign, including information which will assist in understanding the scope of the project, such as:
 - Building Materials
 - Colors (paint chips, brick/stone color, etc. Must meet approved colors.)
 - Exterior Lighting
 - Window and door types
 - Architectural detailing
 - Awnings
- Two (2) independent quotes from qualified contractors on the cost of completing the proposed work. Contractors must carry liability insurance and have workman's compensation coverage.
- Labor and materials MUST be itemized separately. Prevailing wage must be paid for any project supported by a Façade Grant.
- Please indicate which contractor you are likely to have do the work and why. Use of local contractors is encouraged when possible.

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