

CITY OF EMPORIA
HISTORIC DISTRICT FAÇADE IMPROVEMENT GRANT (HFIG) APPLICATION
FOR BELFIELD AND HICKSFORD HISTORIC DISTRICTS



Program Overview:

The City of Emporia's Historic District Façade Improvement Grant (HFIG) Program aims to assist property and business owners within the Belfield and Hicksford Historic Districts in enhancing their building facades. This program is part of the Main Street Improvement Project, supported by the Crater District Planning Grant and requires a 1:1 match from property or business owners for any awarded funds.

Grants are available to fund improvements visible from the public right-of-way, including façade refurbishments, window and door replacements, awning installations, exterior painting, and other public-facing enhancements. The program encourages investment in the revitalization of historic buildings, helping to restore their character and appeal.

Please Note: Any exterior painting must adhere to a historically accurate color scheme from an approved historical collection paint palette to maintain the aesthetic integrity of the Historic Districts.

Applicant Information:

- **Business/Property Name:** _____
- **Owner Name(s):** _____
- **Address of Property:** _____
- **Phone Number:** _____
- **Email Address:** _____

Eligibility Requirements:

1. Properties must be located within the Belfield or Hicksford Historic Districts.
2. Applicants must be the property owner or business owner with the property owner's written consent.
3. Applicants must provide a 1:1 match for the grant funds. For every dollar granted by the City, the applicant must contribute an equal amount towards the project.
4. Eligible improvements include, but are not limited to:
 - Façade refurbishments (brick, masonry, or wood)
 - Window and door replacements or repairs
 - Awning installations or repairs
 - Exterior painting (using colors from the **historical collection paint palette**)

- Signage (new or repaired)
 - Exterior lighting visible from public spaces
 - Other exterior improvements that enhance the historic value of the property
5. Applicants must adhere to all zoning and building permitting requirements and obtain all required before commencing permits work.
 6. Grant funds will be disbursed on a reimbursement basis only after submission and verification of paid invoices and receipts.
 7. Staff has the authority to interpret guidelines and impose additional conditions as deemed necessary.
-

Grant Details:

- **Maximum Grant Amount:** \$5,000 per property
 - **Applicant Match Requirement:** 1:1 match (for example, if you receive \$5,000 in grant funds, you must contribute at least \$5,000 towards the project).
 - **Application Deadline:** June 30, 2025
 - **Project Completion Deadline:** August 2025
-

Application Checklist:

- Completed application form.
 - Proof of ownership or authorization from the property owner.
 - Description of the proposed improvements (attach sketches or plans if available).
 - Estimated project budget and detailed cost breakdown. (Invoices).
 - Evidence of matching funds (bank statements, proof of paid invoices, or similar documentation).
 - Photos of the existing building condition.
 - Timeline for project completion.
-

Project Description:

Please provide a detailed description of the façade improvements you plan to make, including how they will enhance the historic character of your property:

Historical Paint Palette:

For exterior painting projects, please indicate the historical collection paint palette from which your selected colors will be drawn:

Budget Overview:

Total Project Cost: _____
Amount Requested (Up to \$5,000): _____
Applicant Match Amount (1:1): _____
Total Amount Available for Project: _____

Timeline:

- **Estimated Start Date:** _____
- **Estimated Completion Date:** _____

Agreement & Certification:

I/We understand that I/We will be responsible for securing the funds necessary to complete the façade improvement project. I/We understand that this grant requires a 1:1 match, and I/We agree to provide the necessary documentation and payment to match the awarded funds. I/We further understand that no reimbursement will be made until the project is completed and all required documentation, including receipts and photos, has been submitted and approved.

Applicant Signature(s): _____

Date: _____

Submission Information: Please submit completed applications and all supporting documentation by June 30, 2025, to:

Shanetta Beck
Community and Economic Development Director
City of Emporia
sbeck@ci.emporia.va.us

For Official Use Only:

Date Application Received: _____
Amount Awarded: _____
Approved By: _____

