



# 2021

## Norwich Building Tomorrow Foundation *Curb Appeal Grant Program Description*

### **PURPOSE**

The Curb Appeal Grant Program is provided by the Norwich Building Tomorrow Foundation to encourage revitalization of the Museum District neighborhood (*defined as Rexford Street from the North Broad Street intersection to the Silver Street intersection*). The program's purpose is to assist property owners and residents with exterior improvements. The Friends of the Museum created the Curb Appeal **Matching** Grant Program to aid in this great revitalization effort. Attractive building facades and properties support and encourage visitors to the Museum District.

The program will be administered by the Friends of the Museum District Design Committee (hereby referred to as FOMDDC).

### **PROGRAM**

Grant funding is provided by a local foundation to assist property owners or tenants within the designated Museum District boundaries with payment for the cost of minor structural and cosmetic property improvements. Only exterior improvements will be considered. As noted above, the program will be administered by the FOMDDC, under the Norwich Building Tomorrow Foundation. Recommendations for grant awards will be made by the FOMDDC in its sole discretion, with full approval being granted by the Norwich Building Tomorrow Foundation.

### **ELIGIBILITY**

Eligible properties must be located within the Museum District as designated by the City of Norwich within Phase I of the project scope. The Museum District area, as noted above, is defined as *Rexford Street from the North Broad Street intersection to the Silver Street intersection*. Residential property owners along with owners of commercial/mixed-use structures located within this area are eligible to apply for funding. The property owner must apply for a project proposed by a tenant.

The program is intended to assist with projects that improve the exterior appearance of the property from the street. The scope of work must include improvement to one or more of the following:

- Architectural details (addition, repair and/or restoration)
- Exterior painting and/or cleaning
- Doors, windows and shutters (addition, repair and/or restoration)
- Landscaping & sidewalks
- Decorative entrance features (lighting, mailbox, house numbers, etc.)
- Aesthetic fencing

The following is **not** eligible for the grant program:

- Improvements that damage the building
- Improvements that are inappropriate or incompatible with the historic context of the neighborhood
- Improvements on the interior of the property
- Installation of chain link fencing
- Roofing

- General maintenance
- Signage
- Improvements that cannot be completed within 6 months

Whenever possible, applicants are strongly encouraged to use local contractors to complete all tasks associated with their property renovation. Use of local contractors will not only help garner support to continue this program, but more importantly, help boost our local economy.

### **GRANT DETAILS**

If approved, the FOMDDC will provide a reimbursement grant to the applicant for up to fifty percent (50%) of the total cost of the project, with a maximum grant of **\$5,000**. The owner/tenant must use personal funds to match the grant and/or any remaining balance. The Norwich Building Tomorrow Foundation has made available a total of **\$30,000** for these curb appeal grants in the 2021 calendar year.

Only one grant may be awarded per applicant within a calendar year. No property may receive more than the maximum allowed grant award, as set forth within these guidelines, within a five-year period.

### **PROJECT REQUIREMENTS**

A completed grant application form and accompanying project details must be submitted to the FOMDDC prior to the start of any work. The owner/tenant shall obtain all applicable building permits as required by the City of Norwich. Applicants are *highly encouraged* to obtain approvals prior to submitting their application for assistance.

If approved, the project may commence. Once the project is complete, the applicant must fill out and submit the Grant Refund Application and submit invoices or other information indicating the total cost and details of the project before the reimbursement of grant funds will be allowed. Before and after photos of the building are encouraged. Approved projects shall be completed within 6 months of approval, unless an extension is granted by the FOMDDC.

### **ADDITIONAL INFORMATION**

If you reside in the eligible Museum District area and would like further information on this matching grant program, please contact Friends of the Museum District c/o Eric Larsen at [eric@laralmgmt.com](mailto:eric@laralmgmt.com) or call 607.334.5653.

2021

Norwich Building Tomorrow Foundation  
Curb Appeal Grant Application

Please complete this form to submit your Curb Appeal Grant Application.

**Owner/Applicant Information**

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Applicant (if different than owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information**

Address of Property: \_\_\_\_\_, Norwich, New York.

Present Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

**Description of Project** (Describe the project to be completed and note materials to be used):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Anticipated Project Budget**

Anticipated Project Total: \$ \_\_\_\_\_ Anticipated Grant (50% of Project Cost, \$5,000 max): \$ \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

**Attachments**

The following information should be submitted with the application: photographs of the property along with sketches, drawings, plans and/or annotated photographs indicating the project scope and what the finished project will look like are encouraged.

**Signature**

The undersigned certifies that the information in and attached to this application is true to the best of their knowledge and belief; and hereby request the FOMDDC to consider this request for grant assistance for the project described above. The applicant/owner will be notified in writing if this submission is approved for funding.

APPLICANT Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

2021

Norwich Building Tomorrow Foundation  
*Curb Appeal Grant Refund Application*

Please complete this form to submit your Curb Appeal Grant Refund Application.

**Owner/Applicant Information**

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Applicant (if different than owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information**

Address of Property: \_\_\_\_\_, Norwich, New York.

**Description of Completed Project** (Briefly describe the completed project and the materials used):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Cost**

Total Project Cost: \$ \_\_\_\_\_

Requested Grant Refund Amount(50% of Project Cost, \$5,000 max): \$ \_\_\_\_\_

If the project costs/anticipated grant refund is different than what you applied for, please provide details on back.

**Attachments**

The following information must be submitted with this application: before and after photographs of the property are preferred; invoices and all documentation indicating project costs are required for grant reimbursement.

**Signature**

The undersigned certifies the information in and attached to this application is true and accurate; and hereby request the FOMDDC to reimburse the grant applicant under the terms allowed for the project described above.

APPLICANT Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER Signature: \_\_\_\_\_ DATE: \_\_\_\_\_