COMMERCIAL FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM

The East Passyunk Avenue Business Improvement District (EPABID) offers merchants and property owners located within the official boundaries of the BID up to 50% matching grants to aid in the transformation of their commercial facades.

The grant program offers you a cost-effective way to increase your business by improving the aesthetic of your commercial façade, including maintenance and security. Examples of eligible projects include:

- ☐ New/repaired windows and doors
- ☐ New/repaired signs or awnings (please note that some signs/awnings may require a zoning variance)
- ☐ Brick re-pointing, masonry, cornices, painting, stucco
- ☐ Removal or updating of solid roll down security screens or gates
- ☐ Planters and window boxes with or without irrigation systems
- ☐ Maintenance, such as power washing and paint touch-ups
- ☐ Exterior lighting

All projects will be reviewed by the BID's Design Committee. Grant requests over $500 will usually require two bids per item. Grant requests over $1,000 will only be approved in special circumstances and will require full EPABID Board Approval. Any property that is not current with its EPABID assessments is not eligible for reimbursement until the assessments are paid in full.

Jobs with greater impact on the entire Avenue such as signs/awnings, façade repair and window boxes/planters may be given preference for a higher match rate while jobs with less impact may be matched at a lower rate than 50% at the discretion of the Design Committee.

If you have a vision for your property, please share it with us so that we can help you achieve it. No job is too big, and no job too small.

For larger jobs, we will also assist you with the City's Storefront Improvement Program, which may be used in combination with this grant and has larger maximum awards.
https://www.phila.gov/media/20190523104321/SIP-application-5-23-19.pdf

For more information contact: info@visiteastpassyunk.com

GRANT APPLICATION PROCESS

1. Contact the BID to discuss your plan and proposed changes to your building.

2. After discussing your project with BID staff, gather the following information:

   a. A color before photograph of the building.

   b. Drawings of the proposed work. If your job is simple, this can be hand-drawn and you may use a copy of a photo of your building to draw on.

   c. Cost estimates and written descriptions of the proposed work. Please use the Project Scope and Cost Estimate form and include copies of the bids. You will usually need one bid per item for requests up to $500, and two bids per item for requests over $500. Please be sure that the bid you intend to use has the name and phone number of the contractor.

   d. If you do not own the building, a letter of permission from the property owner authorizing you to apply for funding to improve the building's façade.

3. Send your completed application form, with the items listed above to the BID Office or e-mail it to info@visiteastpassyunk.com.

4. Upon receipt BID staff will review your application with the Design Committee. **DO NOT** begin any work until you have received confirmation from the Design Committee that your project was approved, or you will not be eligible for a reimbursement.

5. The BID will contact you with the decision of the Design Committee. If approved, you will be eligible to receive façade assistance. If declined, you will be offered suggestions as to how to improve your application so that you might be awarded future funding.

6. Please note that this is a reimbursement-based award. You must pay all costs up front and will be reimbursed by the BID upon completion of the project. To request reimbursement, please provide the following information to the BID:

   a. Photos of the completed work.

   b. Copies of the cashed checks or credit card statement that you paid your contractor(s). Cash payments will **not** be reimbursed.

7. Upon receipt of the items listed above, the BID will inspect the work and mail a check to you at the address on your application.

GRANT APPLICATION

Property Address: _____

Applicant Name: _____

Applicant Email: _____

Applicant Phone #: _____

Property Owner [1]: _____

Project Cost[2]: _____

Project Scope[3]: _____

_____

_____

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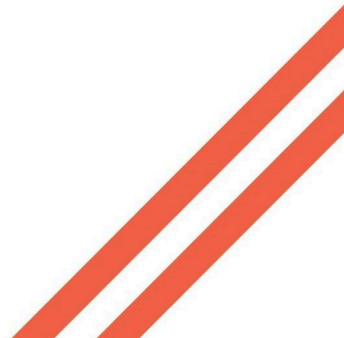
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[1] If the applicant is not the property owner, please attach a letter granting permission from the property owner for the work detailed below to be completed.

[2] Please include a budget, and if applicable for larger projects, two professional contractor estimates.

[3] Describe the improvements you plan to make to your facade.

APPLICATION CHECKLIST

In addition to your completed application form, please make sure that you include the following with your submission.

- ☐ A color "before" photograph of the property

- ☐ A signed letter from the property owner authorizing the proposed facade improvements (if applicable)

- ☐ A written description of the proposed work with cost estimates

- ☐ A drawing detailing the proposed work (if possible)

- ☐ A copy of your contractor(s) bid(s)

- ☐ If you are also applying for Philadelphia Storefront Improvement Program or any other funds, please include a copy of the application

By signing below and submitting this application, you certify that:

1. The information contained herein this application is accurate.

2. The property owner is up-to-date with their BID assessments.

3. You have permission from the property owner to perform the improvements considered in this application.

4. All licenses and permits, environmental and historical requirements associated with this project will be obtained and completed.

5. You will not hold the East Passyunk Avenue Business Improvement District or the City of Philadelphia liable for any legal actions arising from this project.

_____   _____

Signature   **Date**