



## Caldwell Main Street Façade Improvement Grant Program

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Caldwell Main Street  
107 S Hill Street  
Caldwell, Texas 77836  
979-567-3901

[mainstreet@caldwelltx.gov](mailto:mainstreet@caldwelltx.gov)  
[www.caldwelltx.gov](http://www.caldwelltx.gov)

### Application Instructions

(Please keep first four (4) pages for your records)

The City of Caldwell and the Caldwell Main Street Program seek to improve the image of downtown Caldwell and its Main Street District by stimulating Historic Preservation through the assistance of funds, and to help encourage restoration of historic storefront facades located within the designated Main Street District.

### **Reimbursement Grant Details:**

The Caldwell Main Street Façade Improvement Grant Program is set up to reimburse property owners, and in some cases tenants, after work is completed. Grant funds are matched 50/50 against private reinvestment. Maximum payouts are as follows: **Matching grants up to \$1000 for paint-only type projects, and matching grants up to \$3000 for larger façade rehabilitations or full restoration projects. (Note: This program is designed to help a range of different needs, and applicants are eligible for only one reimbursement per 12 month period.)** Funds will be focused on exterior façade work on storefronts and commercial buildings that immediately overlook public streets in the Caldwell Main Street District and are distributed on a per building/business basis, but will consider all work on a case by case basis. No grants will be awarded for work already started, and for work to be covered by insurance. Use of local contractors is encouraged and a minimum of two (2) written proposals are required for substantiation of the costs of the improvements. Self-contracted work can be reimbursed for eligible expenses, excluding labor. If awarded a reimbursement grant, any deviation from the approved proposal may result in the total withdrawal of funds if changes are not approved by the Caldwell Main Street Advisory Board. Grants are available on a first come, first serve basis until funds are depleted.

**Types of projects that qualify for reimbursement grants: *\*\**(Can qualify for one OR the other- not both)**

#### **Large Comprehensive Projects:**

Façade Rehabilitation, Renovation or Restoration- *May qualify for 50% match, up to \$3000.* Removing slipcovers, false fronts or non-historic/added facades, repainting of replaced mortar joints and brick (if already previously painted), replacing/restoring cornices, removing paint from previously painted brick and restoring it to its natural condition (preserving ghost signs etc.), replacing windows or doors that achieve a more historic look, restoring transom windows, replacing/restoring awnings or canopies to their historic state and replacing or repairing approved signage. (*\*Must present a copy of current City Sign Permit for signage grants*). Also includes repainting of restored facades only if it is part of the overall restoration.



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### Paint Only Projects:

Façade Painting and Minor Façade Repair- *May qualify for 50% match, up to \$1000 (on a case by case basis).*

Paint only projects are also encouraged when total façade restoration is not an option. This may also include feasible small repairs needed to do an adequate repaint of the façade. Any major repairs would fall under the category above and is at the discretion of the Caldwell Main Street Design Committee. *\*Note- paint-only grants will be issued to those facades that have already been painted. It is not wise to paint brick facades because this only increases deterioration.*

### Reimbursement Grant Eligibility and Guidelines:

1. **To be eligible-** The building must be within the Caldwell Main Street District based on the map as provided by the Texas Historical Commission. You must fill out the grant application and grant agreement in its entirety. All applications must be signed and include the following attachments:
  - a. Drawings and plans of all proposed work.
  - b. Original copies of two (2) contractor bids or proposals.
  - c. Color samples of all final paint selections.
  - d. Photographs of building façade BEFORE work begins.
  - e. Historic photograph of façade (when available).
2. **Projects NOT eligible include-** Interior or exterior structural work including the roof, that is not related to the façade, also including electrical, plumbing or A/C, or any other work that does not qualify according to the Caldwell Main Street Design Committee.
  - a. The applicant must not be involved in any litigation that would affect the property for which the grant is intended.
3. **The approval process will include the following without limitation:**
  - a. The applicant must meet with the Main Street Manager or desingee before the start of the project.
  - b. All projects must meet current building codes, ordinances, as well as building permitting requirements.
  - c. The Main Street Design Committee will review the application and make recommendations as necessary regarding historical appropriateness of the work proposed. Applicants are encouraged to take advantage of the FREE architectural



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- services offered through the Texas Main Street Program. *\*Ask the Caldwell Main Street Manager for details.*
- d. Applicants who are not awarded funding may not re-apply with the exact same project for 12-months.
  - e. All projects must be completed within 120 days of approval and extensions may be available upon request. An extension denial cannot be appealed and shall be final with the Main Street Design Committee.
  - f. In-kind contributions may not be used as any part of the applicant's match. Only cash expenditures by the applicant may be used in calculating the cost of improvements.
  - g. As a condition of the grant application and in consideration of the opportunity to apply for a grant, the applicant consents and shall allow the Main Street Manager or the Main Street Design Committee members to inspect the completed project before final funding.
  - h. The Main Street Design Committee shall have sole discretion in awarding the grants and can deduct from total grant payouts for work that is not deemed historically or architecturally appropriate for the area, or if there was no plans to restore it back to its historical look.
  - i. All signage that will be placed on the building must be approved by the Main Street Design Committee.
  - j. The applicant must make a presentation to the Main Street Design Committee explaining work to be done.
  - k. The applicant must agree to allow the project to be used to promote the Façade Improvement Grant Program and the Caldwell Main Street Program as a downtown revitalization effort.
  - l. The application may come from the property owner or tenant. If the application comes from the tenant, the tenant must include a letter from the property owner supporting the application and agreeing to the terms of the grant. The tenant must produce a lease or other documentation showing the term of the lease.
  - m. The applicant must notify the Caldwell Main Street Design Committee in writing if the applicant makes any changes in the plans submitted with the original application. The committee reserves the right to reconsider the application based on the changes to the original plan.
  - n. A five (5) year preservation period will be in effect after completion. During this period, alterations to the awarded project that are not approved by the Main Street Design Committee will result in reimbursement to the Caldwell Main Street Program of the awarded funds.
  - o. The applicant must agree that, in event of default of its obligations, the Main Street Program has the right to be reimbursed for all attorney's fees and costs, which may be



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- incurred as a result of any legal action required to seek reimbursement of all grant funding received by applicant.
- p. Building owners and business owners agree to have a sign placed in the window of their building during the project and for up to thirty (30) days after the completion of the project to acknowledge the Caldwell Main Street Program. The sign will be provided by the Caldwell Main Street Program.
  - q. No applicant has a proprietary right to receive grant funds. The Main Street Design Committee shall consider all applications with discretion.

**The Design Committee will review the grant applications based on criteria including – but not limited to – the following:**

- Does the project rehabilitate a historic building?
- What will be the overall improvement of the building?
- What is the general condition of the building? That is, how much of an improvement will the façade grant make to the building?
- Is the project in the designated Main Street area?
- What contribution will the project make to the historic character or aesthetics of the Caldwell downtown area?
- Are the lighting, placement and design of the proposed signs appropriate to the location?
- Does the plan exhibit professionalism of design?
- If the applicant does not own the building, can the tenant show documentation of a lease and a letter of support for the project from the building owner?
- What is the overall impact on the public, such as public access or visual impacts and the effect on the gateways to the downtown Caldwell area?

- 4. Return the fully completed application to:** Caldwell Main Street Manager’s Office at 107 S. Hill Street, Caldwell, Texas 77836.

***Reimbursement:*** *When the entire project has been satisfactorily completed and reviewed/verified by the Caldwell Main Street Design Committee, the applicant shall present the Caldwell Main Street Manager with copies of all paid invoices for a single payment reimbursement of the approved funding. The City of Caldwell and the Caldwell Main Street Program has budgeted funds available for this program. Grants will be reviewed on a first come, first serve basis. The Main Street Program retains sole discretion to accept or reject applications received after the available funding has been exhausted.*

Notice: The Caldwell Main Street Manager or Advisory Board members shall deliver a copy of these guidelines to any applicant for his/her review and delivery does not constitute an offer of a Façade Improvement Grant to the applicant.



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**APPLICATION**

(Please return this application to the Caldwell Main Street Manager)

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Building Owner (if different from applicant): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Type of work: (circle all that apply)**

Paint Only    Signage    Awning/Canopy    Masonry Repair    Removing False Front

Removing Slipcover    Masonry Cleaning/Paint Removal    Uncovering/Replacing Windows

Other: \_\_\_\_\_

**Details of planned improvements relating to Grant request (attach additional drawings or information as necessary).**

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

Project Expenditures	Estimated Cost	Grant Requested
Façade Rehabilitation		
Painting		
Awning		
Signage		

Total Estimated Cost of Proposed Project \$ \_\_\_\_\_

Total Grant Request \$ \_\_\_\_\_ (may not exceed 50% of TOTAL COST & subject to appropriate maximum payouts discussed on page 1)



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**APPLICATION AGREEMENT FORM**

I have met with the Caldwell Community Development Director and I have received and fully understand the guidelines and procedures established by the Main Street Design Committee, and intend to use this grant for the aforementioned exterior renovation project to advance the efforts of revitalization, and historic preservation of the Caldwell Main Street District.

I have read the Incentive Grant instructions and I understand that if I am granted an Incentive Grant by the Caldwell Main Street Program, any deviation from this agreement may result in partial or total withdrawal of the Incentive Grant.

I have not received, nor will I receive any insurance payouts for this revitalization project.

I agree to supply receipts showing expenditures twice the amount I am requesting, to fulfill the 50/50 match for the grant.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Building Owner: \_\_\_\_\_

Date: \_\_\_\_\_

(if different from Applicant)

Community Development Director : \_\_\_\_\_

Date: \_\_\_\_\_

Main Street Design Committee Chair: \_\_\_\_\_

Date: \_\_\_\_\_

City Manager Review: \_\_\_\_\_

Date: \_\_\_\_\_