

## **Downtown Camp Hill Façade Grant Program**

The Downtown Camp Hill Façade Grant Program was established by the Borough of Camp Hill in 2019. The goal of the program is to create, maintain, restore, and preserve the commercial building inventory in the designated downtown business district by assisting building owners and tenants, making the building more attractive to prospective businesses, more appealing to shoppers and visitors and more viable as a community asset. The project must make a noticeable visual improvement to the “curb appeal” of the property. Before and after photos are required.

The program is a grant of up to \$5,000 for improvements to their building exterior or storefront. The owner must match the grant total dollar for dollar.

The facade is any part of a building that is visible from a public street, alley or right of way. Both sides of a corner building with a corner entrance are eligible for façade grants.

Most exterior work is eligible for this program. Work can include but is not limited to painting, masonry work, gentle cleaning, window and door replacement and roofing.

The grant is unique in that it can also be used for permanent items beyond the storefront to enhance the use and appearance of the “set back”.

The Downtown Camp Hill Façade Grant Program is funded by the Borough of Camp Hill and will be administered by the Borough of Camp Hill and Downtown Camp Hill Association (DCHA).

### **Eligible Area**

To be eligible, the downtown address must be within the Downtown Business District as established by Borough Council between 15<sup>th</sup> and 25<sup>th</sup> Streets along Market Street.

### **Eligible Applicants**

Any person(s) owning property (commercial, mixed use or residential) located in the designated Downtown Business District is eligible to apply.

Eligible businesses that are tenants and not property owners, include retail establishments, restaurants, professional services, or the like, that provide products and

services directly to the consumer at the location. The business owner must obtain the property owner's consent.

In cases where more than one storefront or residence exists within the same property, each storefront or residence can receive its own grant for eligible grant activities but the total amount awarded to the property cannot exceed the maximum of \$5,000. A storefront shall be defined as having its own unique entrance, interior space, and display window. One storefront shall contain one business. Multiple businesses that share one storefront shall be considered one applicant.

In line with our downtown revitalization objectives, Council may consider the following in determining the suitability of the applicant and their probability for success:

- the length of time in business at this location and/or other locations
- whether the business maintains regular hours of operation and is open to the public
- whether the business owns the property or is a tenant
- whether the majority of their customers and sales come from foot traffic; if not, do they provide a bona fide retail space and storefront in addition to phone, web, mail order or other services

### **Eligible Improvements and Products**

The items listed are eligible facade improvements subject to borough codes and ordinances. Although use of original materials is preferred, other materials may be deemed acceptable, depending on the project.

- installation or improvement of gutter and downspout systems in conjunction with other facade improvements
- facade washing or brick cleaning including paint removal
- repainting of brick, masonry and wood including window frames and other facade features
- repair, restoration, renovation and/or replacement of wood
- repair, restoration, renovation, replacement or installation of appropriate handrails and porch balusters
- repair, restoration, renovation, replacement or installation of appropriate decorative or ornamental millwork, dentil work or other architectural details

- repair, restoration, renovation, replacement or installation of exterior or window/display lighting
- repair, restoration, renovation and/or replacement of windows and doors
- repair, restoration, renovation and/or replacement of hardware or hardware accessories such as for windows, doors or signs
- repair, restoration, renovation and/or replacement of storefronts including signing
- repair, replacement and repointing of brick and masonry, including retaining walls and sidewalks not in the public right-of-way but visible from a public way
- restoration or repair of existing awnings, or installation of new fabric awnings
- repair and installation of hanging window or flower boxes
- restoration, replacement, or repair of existing or pre-existing fencing, excluding chain link and vinyl fencing
- installation of fencing, railing or decorative metal works
- removal of historically-inappropriate materials from the facade
- preservation, restoration, repair or replacement of distinctive architectural ornamentation including cast and wrought ironwork and stained glass

In addition, the following products are examples of those items that could be eligible for purchase in order to render the storefronts and window displays more interesting, appealing, attractive and welcoming. They should provide an opportunity to better showcase the products and services available, and create interest in the business.

- signage and signage hardware including decorative hardware
- window treatments, lettering or graphics
- windows and doors
- permanent planter structures
- permanent garden space or courtyard enhancements seen from the street
- permanent outdoor furniture
- interior and exterior lighting and light fixtures
- embellishments
- other

## **Ineligible Applications**

Grant applications will not be approved in the following situations:

- the project is already in progress or completed prior to notification of the grant approval
- the project is undertaken by a developer, either for-profit or non-profit, for the purpose of resale (“flipping”)
- the project may damage the building facade, such as sandblasting
- the project is inappropriate or incompatible with the program objectives and downtown revitalization
- the project includes the installation or repair of concrete public sidewalks
- the project addresses only interior work beyond the window display area\*
- business or property owners who are delinquent in the payment of real estate taxes and, or, trash/sewer, or have an unsatisfied municipal lien against the property, are ineligible

## **Terms and Conditions**

- all necessary building or other permits and certificates of appropriateness must be obtained by the property owner or their contractor
- project activities must be in compliance with any and all municipal regulations
- the grantee is responsible for all project costs over and above the maximum grant amount
- any cost changes to the project, either as a result of late discovery or a change in design (change orders) are the responsibility of the applicant
- Projects must commence within six months and be completed within ten months of funding approval; one, three-month, extension may be granted due to extenuating circumstances
- Should the business close, items attached to the building stay with the building such as sign hardware, brackets, awnings etc.

## **Matching Fund Requirements**

- once approved, the retail business owner applicant can receive a grant of up to \$5,000 for a project's eligible expenses
- the retail business owner applicant must match, dollar for dollar, any grant approved up to and including \$5,000
- while business owners are encouraged to put additional funds into the project, the grant maximum is \$5,000

## **Application Procedure**

The Downtown Camp Hill Façade Grant Program is funded by the Borough of Camp Hill and will be administered by the Borough of Camp Hill and Downtown Camp Hill Association (DCHA).

1. Before starting any paper work, applicants should contact the Downtown Camp Hill Association Director Mary Beth Brath at 717-737-3456, or at [mbbrath@camphillborough.com](mailto:mbbrath@camphillborough.com). Mary Beth will conduct a brief telephone interview confirming the applicant's contact information, address and general nature of the project. She will provide you with the proper paperwork and help ensure that all paperwork is complete and ready for Borough Council review. She will also conduct a site visit to the project location and take photos to include in the paperwork.
2. The project is then sent to the Borough Council Community and Business Relations Sub-Committee for review. Comments from the DCHA will also be included. The DCHA and/or Council may request revisions to the work, services or products described in the application. If the Sub-Committee determines the application is eligible, the project will be sent to Borough Council for final review and decision of approval.
3. Borough Council may waive any guidelines contained herein based on good cause and on a case by case basis in order to advance the overall objectives of the program. The Council may, at its discretion, review previous decisions but provides no appeal process for applicants that are denied or discharged.
4. The decision whether or not to award a particular grant application is entirely at the discretion of Camp Hill Borough council. The criteria and other information provided in grant program documents are for guidance

only and do not establish any obligation on Council to award a grant or any right on the part of any applicant to receive a grant, regardless of whether the grant meets the various criteria in the grant program documents. Borough council further reserves the right to terminate or modify the grant program at any time and for any reason.

The business or property owner may be asked to provide the following during the process:

- if the property owner, a tax receipt showing proof of real estate tax payment for the most recent year
- proof of payment of trash/sewer services
- photographs of the existing storefront, and if applicable, a photograph of the window display area taken from the interior of the building
- a description of the work to be performed; any material specifications, illustrations, photographs, samples or “like” examples will assist Council in considering your application
- a list describing the products to be purchased; illustrations, photographs, samples or “like” examples (such as from magazines or catalogs) will assist Council in considering your application
- a brief project budget including rough estimates for the work to be performed and products to be purchased; the DCHA will provide a worksheet for the applicant to utilize in preparing the budget

### **Following Approval**

When a project is approved for funding, the business owner signs an agreement with the Council establishing the terms and conditions of the grant. The business owner will provide the Council with a proposal for the work, copies of required building or other permits and certificates or any other required approvals which will be appended to the grant agreement.

The business owner proceeds by soliciting an estimate from a contractor or contractors to perform the services or products. The estimate will be reviewed by Council and will determine if the estimates are too low or too high and make adjustments accordingly. Once a project has received Council approval, has completed reviews required due to its location in the Business District and has received a certificate of appropriateness

from the Borough (if indeed required), the property owner may select a contractor or contractors.

Applicants are cautioned to not begin their project, order or pay for any services or products related to the project that will be funded either from the grant or their matching funds, until the following requirements are met:

- they have been notified in writing that the project has been approved by Council
- the contractor estimate or estimates for any services required in the project are received and approved by Council
- all legal agreements between the business owner, any contractor and Council have been fully executed

Once these requirements have been met, Council will issue a notice to proceed, and the applicant can begin work.

### **Payments and Inspections**

Upon completion of the project, an inspection will be conducted by the DCHA and/or the Council Sub-Committee and photos will be taken. Providing the completed work is deemed satisfactory, the grant monies will be awarded in the form of a reimbursement to the applicant according to the receipts submitted.

- all work is subject to inspection by Council prior to any payments made by the program
- items purchased with either this grant or the matching funds are prohibited for resale
- applications are processed on a first-come, first-served, basis
- a business or property owner may receive one grant once every three years per location
- no checks will be made payable to the business owner without the prior approval and written agreement of Council except for reimbursements already approved

### **Promoting the Downtown**

One of the best ways to promote Camp Hill's downtown revitalization initiatives is to tout its successes. Because of that, projects, including before and after photos, may be included in publicity or marketing materials related to or produced by the Borough, the DCHA, or other downtown partners or programs.

## Downtown Camp Hill Façade Grant Program Application

Legal Name of Business: \_\_\_\_\_

Employer Identification Number (EIN): \_\_\_\_\_

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

Owner(s): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Do you own or lease the real estate where this business is located? \_\_\_\_\_ own \_\_\_\_\_ lease

Briefly describe your core business products and services:

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How long have you been in business at this location? \_\_\_\_\_

Do you have other locations? \_\_\_\_\_ If yes, where? \_\_\_\_\_

What are your hours of operation? \_\_\_\_\_

Do most of your customers come from:

foot traffic \_\_\_\_\_ telephone \_\_\_\_\_ online \_\_\_\_\_ other \_\_\_\_\_

Briefly describe your project and how it will improve your business, the look of your storefront and downtown Camp Hill's appeal.

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Please attach any of the following that may assist the review panel in understanding and visualizing your project objectives. Include reasonable cost estimates that justify your request. Check those that have been attached.

\_\_\_\_ catalog image or brochure

\_\_\_\_ Magazine, website or news ad

\_\_\_\_ photo

\_\_\_\_ product sample

\_\_\_\_ drawing or sketch

What is the estimated total cost of your project? \_\_\_\_\_

What dollar amount are you requesting? \_\_\_\_\_

When would you like to start your project? \_\_\_\_\_

How long do you expect the project will take to complete? \_\_\_\_\_

One of the best ways to promote downtown revitalization initiatives is to tout its successes. Façade Grant Projects, including before and after photos, may be included in publicity and marketing materials related to or produced by the Borough, Downtown Camp Hill Association, or other downtown partners or programs.

\_\_\_\_\_  
your signature

\_\_\_\_\_  
Date

**Borough of Camp Hill  
2145 Walnut Street  
Camp Hill, PA 17011**



