



FAÇADE IMPROVEMENT GRANT PROGRAM

APPLICATION

September 28, 2026

INSTRUCTIONS

Please complete all sections of this application. Attach all required documents as outlined in the "Required Documentation" section. For full program requirements, see the Façade Improvement Grant Program Guide.

Important: Applications must be received by the stated deadline. **No applications will be accepted after the deadline. Incomplete applications will not be considered.**

APPLICANT INFORMATION	
Applicant Name:	
Property Address	
Mailing Address (if different):	
Phone Number:	
Email Address:	
Are you the property owner? (check one):	☐ Yes ☐ No (If no, you must include a copy of your lease agreement and written approval from the property owner.)

CURRENT CONDITIONS	
Describe the Property's Current Façade Conditions (attach additional sheets if necessary)	
Property Occupancy	☐ Vacant ☐ Occupied. Specify:
Attach photos of the following to this application	☐ The entire façade to be improved ☐ Close up(s) of each building asset to be repaired/improved (not necessary for painting projects)

PROJECT SCOPE		
Provide a Brief Description of the Proposed Façade Improvements <i>(attach additional sheets if necessary)</i> :		
Check all planned improvements that apply	☐ Exterior painting ☐ Installation or repair of canopy or awning ☐ Window repair or replacement ☐ Lighting enhancements ☐ Restoration or preservation of original architectural features ☐ Masonry cleaning and repairs ☐ Addition or replacement of signage ☐ Structural stabilization ☐ Replacement or repair of gutters and/or downspouts	
Is the work part of a larger renovation project at the property? If so, please describe other planned improvements.		
Which of the following do you plan to use to perform the improvements?	☐ Hire a Professional Contractor ☐ Hire a Handyman ☐ Do the work myself - I am a professional Contractor or own a construction related business ☐ Do the work myself – I am not a contractor	
If available, please attach the following:	• Design mockups • Schematic designs/drawings	
TIMELINE In all cases, construction MUST be complete and receipts submitted by May 29, 2026	Approximate date work will begin:	
	Approximate completion date	
If this project does not receive grant funding, will it still move forward? If yes, please describe how it would be funded and/or how the scope and timeline would be affected.		

PROJECT BUDGET		
Attach Two (2) Written Bids for All Exterior Improvement Work to be Performed under the Project	Applicants must ensure that both bids have clearly identified: ☐ Contractor contact information ☐ Scope of work ☐ Both bids are based on the same work (example: if Bid 1 is for tuckpointing, window replacement, and flashing, Bid 2 must also be for same scope of services) ☐ Itemized work to be performed (must match checklist above) ☐ Clearly identified total cost estimate	
	Provide a detailed breakdown of all project costs. Use the table below. Specify the activity to be done, expense category, and estimated cost.	
Activity	Expense Category (input one of the following for each: Labor, Materials, Permit/Fees, Equip. Rental, Other)	Estimated Cost (\$)
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Estimated Total Exterior Project Costs		\$

**Feel free to include a separate attachment if more room is needed to detail expenses.

ADDITIONAL ELIGIBILITY CRITERIA	
Do you or your business owe delinquent property taxes, or do you own any property that has been subject to tax foreclosure?	☐ Yes ☐ No
Do you owe on ANY delinquent water / sewer accounts anywhere in Buena Vista (including any accounts in your name)?	☐ Yes ☐ No
Do you currently own any property that is in violation of Virginia or local building, housing, and health codes or that has a history of code violations?	☐ Yes ☐ No
Have you ever been cited for zoning or property maintenance code violations?	☐ Yes ☐ No
Is the project visible from a public street within the eligible program area?	☐ Yes ☐ No
Is the project in compliance with local zoning, building, signage and property maintenance codes, including permitting?	☐ Yes ☐ No

REQUIRED DOCUMENTATION

The following documents are required for your application to be reviewed:

- ☐ **Photographs** of the property's current façade.
- ☐ **Itemized Cost Estimates/Quotes** from 2-3 contractors or suppliers for each budget activity. Applications without estimates/quotes will be considered incomplete.
- ☐ **Design Plans/Specifications** for the proposed improvements, if available.
- ☐ **For Tenant Applicants:** Copy of lease agreement and written approval from the property owner.

Note: Applications missing required documents will not be considered.

AKNOWLEDGMENTS AND AGREEMENTS

By signing below, I acknowledge and agree to the following:

1. I understand that submitting this application does not guarantee approval of funding.
2. I certify that all information provided in this application is accurate and complete to the best of my knowledge.
3. If awarded funding, I agree to comply with all terms and conditions of the program as outlined in the program guide.
4. I understand that failure to comply with the terms and conditions may result in the forfeiture of grant funds.

Applicant Signature: _____ **Date:** _____

All applications and attachments should be submitted to **Ally Haney, Interim EDA Secretary-Treasurer** no later than **November 6, 2026**. Either **in person/by mail** to 2039 Sycamore Ave., Buena Vista, VA 24416 **OR** **by email** to business@bvcity.org.