



Façade Grant Guidelines

The Façade Grant Program is intended to assist businesses located in the Richmond Hill Downtown Development Authority (DDA) district improve the exterior of their property.

Project Eligibility

- Projects must be located in the RHDDA district.
- Façade grants are available for exterior restoration/repairs of permanent structures, landscaping, fencing and signage projects.
- Grant applicants are fully responsible for all aspects of the project, any relationships with contractors and suppliers, and securing all necessary permit approvals before beginning construction.
- All property taxes and licenses must be current for the business that is applying.

Application Process

- A completed application including a budget summary, appropriate approvals and permits, photograph of current building and project plans, and letter of consent from property owner (if tenant is applying) must be submitted.
- Completed applications should be submitted to the City of Richmond Hill, Attn: Special Projects Manager, PO BOX 250, Richmond Hill, GA 31324 or in person at Planning and Zoning, 85 Richard Davis Dr.
- Applications will be considered at the next DDA board meeting if the application is submitted one week before the meeting.

Grant Awards

- Visually prominent and economically blighted buildings will be given priority.
- The amount of the grant will be determined by the RHDDA board based on the funds available and the number of requests under consideration.
- Grant awards shall not exceed \$10,000.
- Grants must be matched by the business with a maximum grant of 50% of project costs.
- Approval must be granted before work may begin.
- Acceptance of the grant award requires recipients to recognize the DDA grant in all materials and publications where the improvements are mentioned.

Documentation and Reimbursement

- All expenses must be documented and submitted at the project's completion.
- A photo showing the improvements must be submitted at the project's completion.
- Grants are given as reimbursements once the work is completed and the expenses and improvements are documented.
- Project improvements funded with façade grants are to remain in place and maintained in good order for a minimum of five years.
- All façade grants must be closed out and reimbursed within six months of the award notice or the grant may be cancelled.