

Downtown Toms River Business Improvement District Facade Grant Program

To encourage existing businesses to improve the appearance of their places of business and provide an incentive for new businesses to locate in Downtown Toms River

- Up to \$15,000 in matching façade grants annually
- Maximum grants of 50% of construction cost to a maximum grant of \$2,500
- Allocation of grants according to the following scheme until Sept. 1. After Sept. 1 the grants will be generally available. Allocation: 50 % of grants to new businesses, 2 grants for businesses within a block of the Main and Washington intersection, 1 grant for a business in the 3% assessment area, limit of one grant per property owner per year.
- Rolling application for grants throughout year
- Façade Grant Committee meets monthly to review applications and project progress
- Grantee has six months to complete their project from the time of the completion of the grant award paperwork

Facade Grant Program- Q & A

What is the Toms River BID Facade Grant Program?

The program offers up to 50% of construction cost to a maximum grant of \$2,500 in matching funds to owners of commercial property and businesses located in the Downtown Toms River's footprint in order to improve the appearance of individual building facades, signs and awnings, as well as the overall look of Downtown Toms River. Improvements must be made to areas visible from the public way. The goal of this program is to leverage private improvements while making revitalization efforts affordable, creative and community-based.

The Facade Grant Program is administered by Downtown Toms River's Facade Grant Committee. The Committee is made up of Downtown Toms River business property owners and representatives of the Toms River Business Development Corporation Board of Directors, Executive Committee, Land Use Committee, Design Committee, and Business Development Committee. The Toms River Business Development Corporation (TRBDC) is the non-profit management corporation for Downtown Toms River (the Toms River Business Improvement District (TRBID)).

Who can apply for funding?

Any building owner or store proprietor/tenant with lease authority or authorization from the owner can apply for funding. The project site must be located in Downtown Toms River. Tenants must have a minimum of two years remaining on their lease or an option to renew for an additional two years. A maximum total of \$15,000 in grants will be awarded this year.

What types of improvements are eligible for funding?

- Signs (new, repairs, replacements, removal)
- Awnings
- Lighting
- Paint
- Removal/replacement of inappropriate or incompatible exterior finishes or materials
- Recessing/reconfiguring entrances
- Door/window replacement or repair

Are there design guidelines?

Projects must conform to the Toms River Township Land Use Regulations.

Facade Grant Program Q & A (Continued)

How are the grants awarded?

This is a matching grant program. The applicant pays a portion of the improvement and the Toms River Business Development Corporation pays a portion. The amount of the match must be at minimum 2:1 – applicant pays \$2 and the TRBDC reimburses the grantee \$1 of the \$2. This is a 50-50 matching grant. However, there is a maximum grant contribution by the TRBDC of \$2,500 per project. In multi-storefront buildings, a maximum of \$5,000 may be allocated for projects involving multiple businesses. **Work undertaken prior to a letter of commitment being issued is not eligible for funding.** Grant funds are disbursed on a reimbursement basis and cannot be issued until the proposed project has been completed. Before payment is made, applicants will need to submit proof of payment for completed work, all building code approvals must be issued, and the TRBDC must review the completed project to determine that the actual work performed was the work approved.

How does the application process work?

- (1) Applicant meets with the Downtown Toms River staff to go over procedures and determine if the project meets the grant criteria.
- (2) Applicant completes a preliminary application for review by the Façade Grant Committee.
- (3) When the preliminary application has been reviewed, qualified applicants will be asked to complete a full application, which includes architectural drawings, color samples and cost estimates (three bids are required).
- (4) The Downtown Toms River staff will review the application for compliance with all necessary regulations.
- (5) The Facade Grant Committee will review the application and will make its recommendation to the TRBDC Board of Directors within 30 days of receiving a completed application.
- (6) The Board of Directors will then vote on the application within 30 days of receiving the Facade Grant Committee's recommendation.
- (7) The applicant will receive a letter of commitment from the TRBDC for the specified amount with information on any other requirements.

Every effort will be made to expedite the application process.

Once the applicant has their letter of commitment and completes the grant agreement, they can proceed with necessary permitting and township review processes. Funds will be released to the applicant upon completion and inspection of the project. If an application is denied, a new application can be submitted during the next funding round.

Facade Grant Program Q & A (Continued)

How are projects selected for funding?

Applications will be reviewed and selected based on their compatibility with the vision and goals of Downtown Toms and their impact on moving towards that vision.

What happens after a project is selected for funding?

Work selected for a matching grant must be completed within 6 months of approval of the application, unless extended by the Facade Grant Committee. The applicant is responsible for obtaining all building permits and any other required permits for the work to be done, as well as any other final inspections that may be required by the township. The applicant is responsible for the conformance with all applicable safety standards and conditions. The applicant also agrees to maintain the property and improvement. Downtown Toms River may promote an approved project including, but not limited to, displaying a Downtown Toms River sign at the site, during and after construction, and using photographs and descriptions of the project in the organization's materials.

**Facade Grant Program
Preliminary Application Form A (Project Consideration Phase)**

Name of Applicant _____

Name of Business _____

Address of Business _____

Phone number _____ Fax _____

E-mail address _____

Type of business _____

Applicant is the ___ Property Owner ___ Business Owner ___ Other _____

How long has the business been at the current location? _____

When does your current lease expire?

Property owner's name (if different from applicant)

Property owner's address

Property owners phone number

Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Conditions.

Proposed Facade Improvements

Please describe the proposed improvement to the property. Include two color photographs showing the existing building conditions. If you have any additional building information, such as measured plans or site plans or architectural documentation for improvements, such as plans, sketches or construction costs, please include them with your application.

Description of proposed improvement (e.g., new doors/windows, signs, lighting, paint, etc.):

Proposed project budget

Desired completion date

How much funding assistance would you be requesting?

Would you like Design Assistance (no cost to business or property owner)? *yes *no

Signature of applicant

Date _____

Two copies of two different colored photos attached (required)

Subsequent application will require drawings and construction bids.

The following must accompany this application: two color photographs that show existing building conditions; detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials); and three bids on contractor letterhead.

Return application to:

Downtown Toms River
Façade Grant Application
53 Main Street
Toms River, NJ 08753

**Facade Grant Program
Preliminary Application Form B (*Project Consideration Phase*)**

General Conditions

It is expressly understood and agreed upon that if the applicant is an agent (Board of Directors or Member of a Board-appointed Committee), servant, employee, or sub-contractor of the Toms River Business Development Corporation, he/she must acknowledge such in their application and further recuse themselves from any decision-making process, and not influence such process.

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, build codes, ordinances, and other applicable regulations.

It is expressly understood and agreed that the applicant will not seek to hold the Downtown Toms River, the Toms River Business Development Corporation, or the Toms River Business Development Corporation, and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Facade Grant Program.

The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Facade Grant Program.

The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property.

The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed or the business closes within two years.

The applicant authorizes Downtown Toms River to promote an approved project including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Downtown Toms River's materials and press releases.

The applicant understands that Downtown Toms River, the Toms River Business Development Corporation, and the Toms River Business Development Corporation reserves the right to make changes in conditions of the Facade Grant Program as it deems necessary.

Signature of applicant _____

Date _____



If applicant is not the property owner, please have the property owner or an authorized representative review and co-sign this application below.

As owner of the property at _____ I have reviewed the above application and authorize the operator of _____ at said address to perform the facade improvements described above as part of the Downtown Toms River Facade Grant Program

Signature of property owner
or authorized representative _____

Date _____

Return application to:

Downtown Toms River
Façade Grant Application
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Toms River, NJ 08753