



DEADLINE:
2nd Wednesday
of every month

SIGN REIMBURSEMENT GRANT PROGRAM

Application Instructions

Taylor Main Street seeks to improve the image of downtown through the historic restoration and rehabilitation of commercial building facades located in the Downtown Redevelopment Area. As an economic incentive, Taylor Main Street has designed the following sign reimbursement grant program.

SIGN REIMBURSEMENT GRANT DETAILS (please read carefully):

The Taylor Main Street Sign Reimbursement Grant Program is set up as a single payment reimbursement to property owners per building/business, and in some situations, tenants. **Grants are available on a 50/50 matching basis with a cap of \$500 per sign grant (\$1,000+ total project).** Grant funds focus on signs which may include signboards, projecting signs, pedestrian signage (window sign, hanging sign and awning sign) for commercial buildings located in the Downtown Redevelopment Area. Removal of old signage without being replaced with a new sign should be addressed in the façade grant. Grants are available starting October 1 of each year, on a first come, first serve basis until total funds are depleted. No grants will be awarded for work that has already been done. All submitted work must be reviewed by the Taylor Main Street Design Committee and approved by the Taylor Main Street Advisory Board before any eligible work may begin. If awarded a sign reimbursement grant, any deviation from the approved grant project may result in the total or partial withdrawal of the grant. *If you have any questions, please contact the Taylor Main Street Manager at 512/352-5448.*

Thank you!

1. **Determine eligibility:** All signage is required to be professionally produced and installed. Discuss project plans with the Taylor Main Street Manager and set up an appointment for free assistance in selecting layout and color schemes for your commercial sign/s through the Texas Main Street Center's Architectural Assistance Program.
2. **Fill out sign reimbursement grant application form and sign the agreement form.** All grant applications must include a scale drawing/s by the Texas Main Street Architect or the sign company of the proposed work done, as well as explanation of the installation. Color samples of all final paint colors and sign material (substrate) must be included with the application to be reviewed by the Taylor Main Street Design Committee and approved by the Taylor Main Street Advisory Board. Obtain a written proposal from a sign company including installation of sign/s. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.
3. **Return the completed application form** with all original contract proposals, color samples and example sign material for the proposed work to the Taylor Main Street office at 400 Porter Street in City Hall no later than the third Wednesday of the month.
4. **The approval process will include without limitation the following:**
 - (a) All Sign Reimbursement Grant projects must meet current building standards (Standard Building Codes) and sign ordinance.
 - (b) The Taylor Main Street Design Committee meets at 6:30 p.m. on the third Thursday of the month, and all applicants are required to attend and present their sign reimbursement grant project to the committee for review.
 - (c) Notwithstanding anything stated in this Application to the contrary, final approval for any grant shall be vested in the Main Street Advisory Board, but shall be subject to review authority retained by the Taylor City Council.
 - (d) The Main Street Advisory Board may receive recommendations from committees, such as the Design Committee, which review all or a part of the Application. Committee recommendations shall be advisory only and no recommendation shall be binding on the Main Street Advisory Board.
 - (e) The Main Street Advisory Board shall consider only Applications which have been properly and fully completed and which contain all information required in the Application or requested by any committee or the Main Street Advisory Board.

- (f)** All construction bids submitted by an Applicant must be current and must be dated no earlier than thirty (30) days prior to the Application request. Bids shall be submitted on the contractor's letterhead and shall contain the contractor's name, address, telephone number and shall itemize the bid in a manner that allows the Main Street Advisory Board to determine the bid components and authenticity of the bid.
- (g)** An Applicant who submits an Application that was denied a grant by the Main Street Advisory Board shall not be eligible to re-submit a grant Application for six (6) months from the date the prior Application was declined by the Main Street Advisory Board or in a case reviewed by the Taylor City Council, from the date the Taylor City Council declined the Application.
- (h)** Applicants receiving approval by the Main Street Advisory Board shall commence construction described within the Application within sixty (60) days from the date the grant is awarded by the Main Street Advisory Board, or in a case reviewed by the City Council, from the date the award is granted by the Taylor City Council. All Applicants must complete the construction described in the Application within one (1) year from the date the grant is approved by the Main Street Advisory Board or the Taylor City Council when reviewed by the Taylor City Council. If the Applicant is unable to commence construction within sixty (60) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the Applicant can submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the sixty (60) day or one (1) year time limit. The Main Street Advisory Board shall not be obligated to allow extensions but may do so for good cause determined solely by the Main Street Advisory Board. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the Main Street Advisory Board. An extension denial cannot be appealed and shall be final with the Main Street Advisory Board.
- (i)** As a condition of this grant Application and in consideration of the opportunity to apply for a grant, the Applicant consents and shall allow the Main Street Advisory Board to request City inspections to determine the grant, if awarded, shall not be used for construction to any building that is not in compliance with the City Municipal Codes and Ordinances which are applicable to the construction contemplated in the application.
- (j)** The Applicant, by submission of this Application, represents the construction described within the Application shall be used in a building which is in compliance with all codes and ordinances.
- (k)** The Main Street Advisory Board shall have sole discretion in awarding grants, except in cases appealed to and reviewed by the Taylor City Council. The Main Street Advisory Board shall award grants considering the grant amount requested, grant funds available, the grant program, condition of the building in which the grant funds will be used, effectiveness of the construction, other grant requests, the type and nature of the construction, and the proposed construction results considering the grant program.
- (l)** No Applicant has a proprietary right to receive grant funds. The Main Street Advisory Board shall consider any Application within its discretionary authority to determine what grant amount would be in the best interest of the Grant program. The review criteria may include, but shall not be limited to, compatible, architectural design, streetscape objectives, overall redevelopment of the downtown area and historical property.
- (m)** The Applicant shall be required to furnish pictures of the building's exterior, roof, and foundation as part of the Application request and also after the construction is completed if the grant is awarded as a condition of final reimbursement.
- (n)** The Applicant is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.
- (o)** No Applicant, nor Applicant agent, representative or tenant, shall be entitled to receive grant approval on the same property if requested within three (3) years from the date a previous grant was awarded by either the Main Street Advisory Board or the Taylor City Council.
- (p)** An Applicant must attend Main Street Advisory Board meetings which consider the Application or when requested to do so by the Main Street Advisory Board. Failure to attend a Main Street Advisory Board meeting when required shall be cause for rejection of the Application.

5. **Reimbursement:** When the entire grant project has been satisfactorily completed and reviewed, the applicant shall present the Taylor Main Street office with copies of all paid invoices for a single payment reimbursement of the approved funding.
6. **Appeal Process:** Any Application rejected by the Main Street Advisory Board shall be entitled to review by the Taylor City Council. The Applicant shall submit a written request for review to the City Manager no later than ten (10) days from the date the Application is denied by the Main Street Advisory Board. The request for review by the Taylor City Council shall state reasons why the Applicant believes the Application was improperly refused by the Main Street Advisory Board and the reasons why the Applicant believes the Application should be approved. The written review request shall be furnished by the City Manager to the Chairman of the Main Street Advisory Board. The Chairman of the Main Street Advisory Board shall, within ten (10) days of receipt of the Applicant's written request from the City Manager, furnish to the City Manager the Main Street Advisory Board reasons for refusing the Application and shall state reasons why the Application should not be approved by the Taylor City Council. Review by the Taylor City Council will be scheduled within the time restraints and business issues of the Taylor City Council, but in no event later than ninety (90) days from the date the written request for review is received by the City Manager from the Applicant. The City Council shall review the Application and consider the action taken by the Main Street Advisory Board regarding the Application. The Taylor City Council shall not be required to reverse the Main Street Advisory Board unless the Taylor City Council determines the Main Street Advisory Board did not act in substantial compliance with the Application request and applicable policies relating to the Taylor Sign Grant Program. The Taylor City Council determination shall be deemed final action regarding the Application.



Advisory Board Review

Approved _____

Rejected _____

Date _____

SIGN REIMBURSEMENT GRANT PROGRAM APPLICATION

Please return completed with necessary attachments and signed to Taylor Main Street office, 400 Porter St. no later than the 2nd Wednesday of the month.

◆ Applicant Name _____ Date _____

◆ Business Name _____

◆ Mailing Address _____

◆ Contact Phone _____ Email Address _____

◆ Building Owner (if different from applicant) _____

◆ Building Name _____

◆ Building Address _____

◆ Description of Sign/s and Installation: (includes signboards, projecting signs and pedestrian signage)

◆ List Sign Company Proposals and Total Amounts (please attach original proposals):

1. _____

2. _____

3. _____

◆ **TOTAL COST OF PROPOSED SIGN/S:** _____

◆ **AMOUNT OF SIGN GRANT REQUESTED:** _____

(maximum of \$500; 50/50 match)

Attach with completed application: 1) scale drawing/s or photographs of proposed sign/s, 2) all final paint color samples and sign materials used and 3) original copies of all sign company proposals including installation.

Applicant's Signature

Date



SIGN REIMBURSEMENT GRANT AGREEMENT FORM

Please return completed with necessary attachments and signed to Taylor Main Street office, 400 Porter St. no later than the 2nd Wednesday of the month.

I have met with the Taylor Main Street Manager, and I fully understand the Sign Reimbursement Grant Program Procedures and Details established by the Taylor Main Street Advisory Board. I intend to use this grant for the aforementioned renovation projects to forward the efforts of the downtown revitalization and historic preservation program known as Taylor Main Street.

I have read the Sign Reimbursement Grant Application Procedures including the Sign Reimbursement Grant Details and the Recommended Sign Design Guidelines for the Downtown Redevelopment Area.

I understand that if I am awarded a Sign Reimbursement Grant by the Taylor Main Street Advisory Board, any deviation from the approved project may result in the partial or total withdrawal of the grant. If the sign is altered for any reason within one (1) year from construction, I may be required to reimburse the City of Taylor immediately for the full amount of the Sign Reimbursement Grant.

Business Name

Applicant's Signature

Date

Building Owner's Signature

Date

Taylor Main Street Manager's Signature

Date

Taylor Main Street Advisory Board's Approval

Date