

# Revitalization Grant Program



Sponsored by the  
**Ashland Economic Development Authority  
(EDA)**

## **ASHLAND ECONOMIC DEVELOPMENT AUTHORITY REVITALIZATION GRANT**

The Ashland Economic Development Authority is offering a grant program to assist businesses within Ashland Town boundaries to make improvements to their commercial buildings. The Economic Development Authority (EDA) will award projects that revitalize and enhance commercial buildings in town, therefore supporting economic growth. Suggested projects are façade enhancements, historic preservation projects and adaptive reuse construction.

### **Criteria:**

Eligible applicants must be a business or property owner within Town of Ashland boundaries. Prospective businesses or property owners will be considered if they can present a signed lease with their application or pending sales contract.

Please note the EDA does not intend to award grant monies for standard building maintenance and repairs (e.g. painting, cleaning, replacing broken windows, etc.) that should be expected or are considered normal or standard for the building owner, manager or tenant.

Tenants or lessees may apply to this program with a letter of support from their landlord as well as a signature from their landlord on all plans submitted.

The complete evaluation form is at the end of this document. Please speak to the evaluation items in the project information section of the application below. Priority for funds shall be for the creation of non-disposable, tangible assets. Projects are subject to evaluation by the evaluation form and are typically awarded for \$20,000 or less.

The EDA has full discretion to award the Revitalization Grant and will consider as it deems appropriate the information in this completed application (including the evaluation sheet), competing applications or priorities, input from the Town and interested parties, and other factors consistent with the EDA's overall mission.

Please be aware that work may not begin on proposed projects prior to approval. Once work begins, the applicant is required to fulfill any periodic updates requested by the EDA. This is a reimbursement-based grant program. All proposed work must be completed by the assigned deadline before funding is distributed.

This grant program does not waive the requirement to obtain proper sign and/or building permits. All applicants must be current on all Town taxes and fees and they must be paid by the due date. In addition, applicants must have been in good standing for at least six months on all Town taxes and fees to apply.

**APPLICATION FORM**

**ASHLAND ECONOMIC DEVELOPMENT AUTHORITY  
REVITALIZATION GRANT**

Ashland Town Hall  
Attn: Bobbie Carey  
121 Thompson St., PO Box 1600  
Ashland, VA 23005  
804.798.1073

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Date: \_\_\_\_\_

1. Applicant Information

A. Applicant's Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_

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

B. Business Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_

C. Address of Project Site (if different from business address):

\_\_\_\_\_

\_\_\_\_\_

D. Applicant's Tax Identification Number: \_\_\_\_\_

E. Name of Property Owner: \_\_\_\_\_

F. Type of Entity Applying for Award:

Individual(s)

General Partnership

Limited Partnership

Corporation

Other: \_\_\_\_\_

G. Type of Business (Retail, Service, etc.):

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2. Project Information

A. Please describe the proposed improvements and speak to how they meet the intent and evaluation guidelines of the program as well as the impact the improvements will have on the business (property value, job creation, revenue, ROI, etc. Attach additional pages as needed.

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B. Estimated Cost of Improvements:      \$\_\_\_\_\_

(Contractor's detailed cost estimate must be attached).

C. Grant Amount Requested\*:      \$\_\_\_\_\_

D. Name and Address of contractor or person who will manage construction work:

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E. Applicant's architect or sign designer/installer (\* required): \_\_\_\_\_

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F. Estimated date of project commencement: \_\_\_\_\_

G. Please provide a detailed timeline for the project: \_\_\_\_\_

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3. Required Application Documents:

- A. Contractor's detailed cost estimate or bid on contractor's letterhead. Include a breakdown of all anticipated expenses.
- B. Letter of consent from property owner if the applicant is a tenant
- C. Photograph(s) of existing building or structures to be improved
- D. Rendering from architect, contractor, or sign designer depicting the exterior of the building after completion of proposed project (if applicable)
- E. Paint samples (if applicable)
- F. Expected increase in revenue from revitalization project if any (stated in a dollar amount)

4. Conditions and Acknowledgements:

This award program is subject to change or cancellation at any time by a vote of the Ashland EDA. In addition, any policy or procedure described herein may be waived by official action of this same committee. The EDA reserves the right to reject any and/or all applications and has full discretion on projects and amounts awarded.

If I am successful in obtaining a Revitalization Grant from the EDA, I am obligated to maintain the funded improvements for a minimum of 24 months from the time I receive reimbursement. If the improvements are removed, changed prior to the 24-month timeline without prior approval, I agree to reimburse the Ashland EDA for the entire amount of the grant, this will be guaranteed through a promissory note.

I have read, understand and will comply with the criteria described in this application, as well as the timeline, and I certify that the above information is true and correct to the best of my knowledge. I certify that I am current with all town taxes and business fees. I hereby acknowledge my application for a grant and do authorize EDA to obtain verifications from any source named in this application.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

5. Approvals (EDA use only)

Received by EDA: Date: \_\_\_\_\_

Approved by EDA: Date: \_\_\_\_\_

Notice to Proceed: Date: \_\_\_\_\_

Completion: Date: \_\_\_\_\_

Please indicate any of the following attachments:

- Drawing, Rendering, Sketch
- Cost estimates
- Letter of consent from Landlord
- Photos and paint samples
- Any additional information provided by the applicant

**Revitalization Evaluation Checklist**

Name \_\_\_\_\_

Date \_\_\_\_\_

	YES	NO	COMMENTS
1 Does the project meet one of the six following Town of Ashland Strategic Plan Initiatives?	<input type="checkbox"/>	<input type="checkbox"/>	
* Prioritize strategic infrastructure investments to develop pad-ready economic development opportunities	<input type="checkbox"/>		
* Facilitate the attraction, retention, and expansion of diverse small- and medium-sized businesses, particularly businesses focused on innovation, technology, entertainment, and tourism	<input type="checkbox"/>		
* Improve hotel stock through redevelopment and new construction	<input type="checkbox"/>		
*Redevelops and/or Reinvigorates a long term vacant/underutilized Property	<input type="checkbox"/>		
* Increase population in the downtown area. * Attract medical care facilities to Ashland.	<input type="checkbox"/>		
2 Will improvements to the property be permanent and tangible?	<input type="checkbox"/>	<input type="checkbox"/>	
3 Will the project substantially increases Town tax revenue	<input type="checkbox"/>	<input type="checkbox"/>	
4 Will this project result in any economic growth (i.e. support to existing business, increase number of customers or frequency of patronage, encourage commercial occupancy of a vacant space, increase in building value, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
5 Is this property positioned in a high-traffic or highly-visible part of town? (i.e. a "gateway" street into Ashland or Ashland's historic downtown district)	<input type="checkbox"/>	<input type="checkbox"/>	
6 Will this project be a positive benefit to the community as a whole and/or neighboring businesses?	<input type="checkbox"/>	<input type="checkbox"/>	
7 Are the improvements creative and/or offer aesthetic enhancements?	<input type="checkbox"/>	<input type="checkbox"/>	
8 Does the project fall under façade enhancement, historic preservation or adaptive reuse construction?	<input type="checkbox"/>	<input type="checkbox"/>	