



FAÇADE IMPROVEMENT GRANT PROGRAM

SUMMARY AND APPLICATION

The Façade Improvement Grant Program is a matching grant program of the Borough of Runnemede. The **maximum individual grant is limited to \$5,000.**

The purposes of the Façade Improvement Grant Program are:

1. To improve the aesthetic appearance of the exterior facades of existing buildings and businesses in the Redevelopment Zone;
2. To restore the unique historic character of buildings in the Zone as much as practicable; and
3. To encourage private investment in Zone properties and businesses.

Eligibility:

The following persons are eligible to apply and receive grant funds:

1. Property owners of commercial or industrial zoned buildings within the Zone.
2. Business owners or tenants of commercial or industrial zoned buildings within the Zone with property owner consent.

Ineligible Property:

The following types of property are not eligible for funding:

1. Tax delinquent property within the Black Horse Pike Redevelopment Zone.
2. Property in litigation.
3. Property in condemnation or receivership.
4. Property owned by religious groups.
5. Property owned by 501(c)3 nonprofit organizations on which taxes are not being paid.
6. Exclusively residential buildings.
7. Daycare centers.

Eligible Improvements:

Funds may be used for existing exterior façade improvements on commercial and industrial zoned buildings within the District in compliance with the Borough of Runnemede Zoning Ordinance and Black Horse Pike Redevelopment Zone Overlay standards. For the purpose of this program, “façade” includes the exterior of any street-facing building wall, but does not include the building’s interior, roofing, structural improvements, or other site improvements except as noted below.

The types of eligible projects include:

1. Repair, restoration, or installation of exterior masonry and siding materials.
2. Repair, replacement, or installation of awnings, windows, trim, doors, gutters, downspouts, stone or brick, or other architectural details.
3. Repair or replacement of exterior lighting attached to a building or illuminating a sign.
4. Repair or construction of entryways.
5. Cleaning, preparation, and painting of exterior walls and trim in conformance with the approved color palette.
6. Removal of barriers to access for people with disabilities.
7. Removal, replacement, or repair of exterior wall, freestanding, or projecting signs.
8. Other improvements as approved.

Financing:

The maximum grant award for a single project is \$5,000.. A minimum private match of 100 percent (1:1) of the grant amount is required.

Application Process:

The application process includes the following steps:

1. Applicant to review the Runnemede Zoning Ordinance or the Black Horse Pike Redevelopment Zone Overlay, as applicable.
2. Applicant prepares a written description of proposed improvements including cost estimates, and information regarding colors, materials, and other elements necessary to describe the proposed improvement and demonstrate compliance with the applicable design guidelines.
3. Applicant schedules a grant application meeting with the Planning Director to discuss proposed improvements. City staff will explain grant application requirements.
4. Applicant submits a grant application with supporting documentation as outlined in the grant application meeting.
5. Projects requiring further review are required to complete those reviews prior to submittal of a grant application.
6. Applications received after the deadline for submittal will not be considered.

General Conditions:

1. Approval of grant applications is contingent upon available funds.
2. Funding is limited to one façade and one sign grant per property per year.
3. All projects shall conform to the Borough of Runnemede Zoning Ordinance and Black Horse Pike Redevelopment Overlay Ordinance. As such, some projects may require staff or Redevelopment Committee review prior to submittal of a grant application.
4. Once an application is approved, the applicant will be required to enter into a Grant Approval Agreement with the Borough of Runnemede.
5. Construction may begin only after an application is approved. Any work completed prior to formal approval and signing of the Grant Agreement may not be eligible for grant reimbursement.
6. All construction contractors shall have a valid license in the State of New Jersey.
7. Only projects utilizing a licensed contractor will be eligible for reimbursement of labor costs. Projects not completed by a licensed contractor are eligible for material costs only.
8. Projects are required to be completed within one (1) year from the date of grant approval.
9. Applicants are responsible for obtaining all necessary permits prior to conducting work.
10. The applicant must submit before and after color photos of the project.
11. Additional conditions may be included with the grant approval.

Review Process:

Grant applications are reviewed initially by the Redevelopment Committee Director to determine eligibility and consistency with the submittal requirements of this grant program. Applications meeting these requirements are then forwarded to the Runnemede Planning Board for review and decision at a regularly scheduled meeting of the committee.

Review Criteria:

All projects will be reviewed based on the following criteria:

1. Positive impact of the project on the aesthetic appearance of the building.
2. Positive impact of the project on the overall streetscape.
3. Preservation and enhancement of the architectural integrity of the building.
4. Positive contribution of the project on the urban renewal effort.
5. Amount of additional investment leveraged by the grant.
6. Compliance with applicable design guidelines and standards.
7. Evidence of financial ability to meet matching requirements (e.g., bank statement, loan commitment letter, etc.)

Reimbursement Procedure:

Project reimbursement will occur based on the following procedures:

1. Reimbursement will occur only after construction is complete and a city inspection has been conducted.
2. Upon project completion, city staff should be contacted to conduct a site inspection.
3. Detailed written invoice(s) or itemized receipts and proof of payment (e.g., cancelled checks) shall be provided with all reimbursement requests.
4. If a licensed contractor was not used, receipts for materials shall be provided.
5. Funds will be dispersed within three (3) to six (6) weeks following submittal and verification of all documentation.

The Agency reserves the right to refuse reimbursements in whole or in part for work that:

1. Does not conform to the program or design guidelines.
2. Does not conform to the proposal submitted with the application and authorized by the Agency.
3. Are not commensurate with the workmanship and cost customary to the industry.
4. Is not completed within one year. (Requests for extension will be considered only if made in writing and progress towards completion has been demonstrated).
5. Does not conform to the terms of the grant agreement.

Further Information Contact:

Joyce Pinto, Borough Clerk
24 N. Black Horse Pike
Runnemede, NJ 08078
Phone: (856) 939-5161
Fax: (856) 939-0202
www.runnemedenj.org



Borough of Runnemede
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| Office Use Only: File No. _____ Date Received _____ Received by _____ |
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Applicant Information

Applicant is: Property Owner Tenant Option Holder Other _____

Applicant Name _____ Phone _____

Contact Name _____ Phone _____
(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Business Name _____

Property Address _____

Assessor Map No. _____ - _____

PROJECT INFORMATION:

Estimated Project Start Date: _____ Estimated Project Completion Date: _____

Grant Amount Requested (no more than \$5,000): \$ _____
 Applicant Matching Funds: \$ _____
 Total Project Costs: \$ _____

Note: The total grant amount requested should equal or exceed the matching funds total.

Project Budget

Attach documentation for costs such as contractor’s bids or detailed estimate for materials and labor costs. (Attach additional sheets as needed)

| Lab or | Materials | Purpose (i.e. painting, awning, repair) | Estimated Cost |
|-----------------------------|-----------|---|-------------------|
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| Total Project Costs: | | | \$ |



Borough of Runnemede
FAÇADE IMPROVEMENT GRANT

HOLD HARMLESS AGREEMENT

AND

**OWNER AUTHORIZATION FOR TENANT TO CARRY OUT FAÇADE IMPROVEMENT
AND/OR REHABILITATION PROJECT**

I, _____ hereby authorize _____ to
carry out improvements as specified in the accompanying Façade Improvement Grant
Application, on my property located at _____,
which is within the Borough of Runnemede Redevelopment Zone.

I also agree to hold harmless the Borough of Runnemede in the event of property damage or
physical injury as a result of working on the aforementioned project.

Property Owner

Date

Notary

Return To:

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