



City of Shelby Façade Improvement Assistance Application  
**DUE: 05/01/2023**

Business Name	Grant Applicant	Cost Estimate
Address	Phone	Date of Application

The City of Shelby will help commercial property and business owners improve the appearance of their storefronts by providing grants for part of the cost of eligible improvements.

**Eligible Improvements**

Eligible improvements include: Exterior painting, signage, awnings, storefront/facade cleaning and/or restoration; sidewalks, lighting, storefront security devices, new roof, permanent flower boxes and planters, and related exterior improvements. Applications will not be accepted to finance improvements already completed. Grants are limited to one grant per business and or storefront per year.

**Area of Program**

Grants will be available to the Shelby Central Business District (exhibit A)

**Grant Amounts**

A special fund is available for the assistance program. Grants will be awarded on a 50% matching basis to the applicant's 50% contribution, (i.e., for a \$1,200 project, the business owner would pay \$600 and a grant would be available for the remaining \$600). The grants will be paid on a reimbursement basis on work approved by the City of Shelby or it's assigns. Grants will be capped at up to \$5,000 per individual project, subject to review by committee, number of applicants, and impact of project.

**Application Process**

Prior to beginning the application process, applicants are asked to contact Jessica Gribben, Economic Development Liaison, at 419-342-4159, 43 W Main St Shelby OH 44875 to schedule an appointment.

Application must be complete and include a visual representation of the work to be completed with estimates from a bonafide trade person, contractor, or supplier, that is registered in the City. Completed applications will be reviewed within 30 days of receipt by the Façade Improvement Committee.

All improvements must comply with all City building code and sign size standards. All improvements must be performed within 120 days of approval unless a written extension is granted by the City.

The City of Shelby reserves the right to turn down an application if the applicant's improvement is not consistent with the overall image of the Central Business District or the area in which the business is located.

Make application to: City of Shelby, Economic Development  
43 W Main St  
Shelby OH 44875

**Payments**

After work is completed and supplier / vendor invoices have been submitted, City of Shelby will pay the grantee in accordance with their semi-monthly accounts payable process. No payment will be made prior to building permit approval by the Codes and Permits Department (if required), and final inspection of the improvement by a representative of the Economic Development Office.

**NOTE:** IN ORDER TO BE ELIGIBLE FOR GRANT, WORK MUST BE COMPLETED WITHIN 120 DAYS OF APPROVAL OF THE APPLICATION.

**PRELIMINARY CITY OF SHELBY APPROVAL**

DATE APPROVED

IF NOT APPROVED, STATE WHY:

**CODES AND PERMITS DEPARTMENT APPROVAL**

DATE APPROVED

IF NOT APPROVED, STATE WHY:

**FINAL CITY OF SHELBY APPROVAL**

DATE APPROVED

IF NOT APPROVED, STATE WHY:

GRANT PAYMENT MADE: \_\_\_\_\_ (DATE) \_\_\_\_\_ (AMOUNT)