



## **Façade Grant Program Application**

**Fiscal Year 2023-2024**

**City of Alameda**

Base Reuse and Economic Development Department  
Economic Development Division  
950 West Mall Square, 2<sup>nd</sup> Floor  
Alameda, CA 94501

Questions?

Contact city staff at 510-747-6898 or [facadegrant@alamedaca.gov](mailto:facadegrant@alamedaca.gov)



## Façade Grant Program Application (FY 2023-24)

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### FAÇADE GRANT PROCESS: STEP BY STEP

1. **Step One: Review Façade Grant Program Guidelines**

The Façade Grant Program Guidelines provide an overview of the grant program, including eligibility, evaluation criteria, and other guidelines. This document can be found online at <https://www.alamedaca.gov/BUSINESS/Programs-and-Information/Facade-Grant-Program>

2. **Step Two: Meet with Economic Development Staff**

Prior to formally submitting an application, an applicant must meet with a member of the Economic Development Division staff to discuss the project.

3. **Step Three: Submit Completed Application**

Applications must include all of the components listed in the **Application Checklist** on page 3 of this document. Submit completed applications to facade grant staff, Base Reuse and Economic Development Division, Room 205, 950 West Mall Square, Alameda, CA 94501 or at [facadegrant@alamedaca.gov](mailto:facadegrant@alamedaca.gov). The application deadlines for the FY 2023-24 program are:

- Thursday October 19, 2023
- Thursday February 15, 2024
- Thursday April 18, 2024

Incomplete applications will not be accepted. The incomplete application must be completed and resubmitted the following application deadline. It is highly recommended that you work closely with Economic Development staff to ensure your application is complete before the deadline.

4. **Step Four: Committee Review**

A committee consisting of the representatives of the Downtown, West and Greater Alameda Business Associations, and city staff from Economic Development and Planning Divisions will review the application. The Committee may:

- Approve,
- Disapprove
- Approve with conditions. If approved with conditions, the Committee may request that the grantee make specific changes to the proposed improvements.

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### **5. Step Five: Grant Awarded**

An Award granting the funding, along with a final Scope of Work, is issued by the Economic Development Division. Once the grant is awarded, the façade grantee must sign an acceptance form agreeing to carry out the work as described in the final Scope of Work, and provide a W-9 form including the federal identification number or social security number(s) for the corporation, partnership or sole proprietorship.

### **6. Step Six: Secure Planning and Building Permits**

All necessary planning, building, encroachment and other permits must be secured before construction is initiated. Permits can be obtained from the City of Alameda Permit Center, which can be accessed virtually at [www.alamedaca.gov/permitcenter](http://www.alamedaca.gov/permitcenter). The physical Permit Center on the 1<sup>st</sup> floor at City Hall (2263 Santa Clara Avenue) will be available for a limited number of daily appointments for information only. To make an appointment or to process an application, please visit [www.alamedaca.gov/permitcenter](http://www.alamedaca.gov/permitcenter).

### **7. Step Seven: Complete Work and Submit for Reimbursement**

Carry out the work set forth in the final Scope of Work and file for reimbursement at the conclusion of the project. Proof of payment, invoices and lien releases are required for reimbursement. All permits must have completed final inspections prior to reimbursement.

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### APPLICATION CHECKLIST

The application must include the following components.

**Completed Project Information and Signature Page**

Must include property owner signature, if the applicant is not also the owner. A hard copy of all signatures, or DocuSign document, is required. (Page 4 of this application)

**Scope of Work**

A complete scope of work for the proposed improvements. The scope of work must include:

- An itemized list of all proposed improvements
- A description of all proposed improvements.
  - Must include colors and/or material choices.
- Estimated cost for each proposed improvement.

**Please use the Scope of Work template** included on page 6 of this application. See page 7 for an example scope of work.

**Vendor Estimate**

A written estimate from a vendor for the work to be completed. If the grantee plans to complete the work themselves, then a written estimate of material costs.

**Graphic representation of proposed changes**

This should illustrate the proposed façade improvement. Acceptable formats include: conceptual sketch, schematic drawings, photo representation, and/or graphic mock-up.

**Samples of proposed materials (if needed)**

This may include samples or photographs of materials or fixtures to be used in the façade improvements.

### Submit completed applications to:

Facade Grant Staff  
City of Alameda, Base Reuse and Economic Development Department, Room 205  
950 West Mall Square  
Alameda, CA 94501  
[facadegrant@alamedaca.gov](mailto:facadegrant@alamedaca.gov)

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### PROJECT INFORMATION AND SIGNATURE PAGE

Check One:  Owner  Tenant

#### Applicant Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Mobile Phone

#### Grant Information

\_\_\_\_\_  
Grant Level (1, 2 or 3)

\_\_\_\_\_  
Grant Amount

\_\_\_\_\_  
Façade Grant Property Address

\_\_\_\_\_  
City, State and Zip

#### Applicant and Property Owner Signatures

\_\_\_\_\_  
Print Applicant Name

Date

\_\_\_\_\_  
Print Property Owner Name

Date

(if applicant is not also owner)

\_\_\_\_\_  
Applicant Signature

Date

\_\_\_\_\_  
Property Owner Signature

Date

(if applicant is not also owner)

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### SCOPE OF WORK TEMPLATE

Façade Grant Property Address:

Business or Property Owner Name:

Business Name (if applicable):

Improvement	Description	Estimated Cost
<b>TOTAL</b>		

Visit [www.alamedaca.gov/BUSINESS/Programs-and-Information/Facade-Grant-Program](http://www.alamedaca.gov/BUSINESS/Programs-and-Information/Facade-Grant-Program) to download an electronic version of this template

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### EXAMPLE SCOPE OF WORK

Façade Grant Property Address: 1234 Any Street, Alameda, CA

Business or Property Owner Name: ABC Restaurant

Business Name (if applicable): Jane Smith

Improvement	Description	Estimated Cost
Paint exterior of building	<p>Body: 2 Coats Benjamin Moore Ultra Spec EXT Flat #447. Applied at a DFT of 1.5 mils. Color: Kingsport Gray HC-86</p> <p>Trim: 2 coats Benjamin Moore Ultra Spec EXT Gloss #449. Applied at a DFT of 1.5 mils. Color: Big Bend Beige AC-37</p> <p>Accent: Modern Masters Gold Rush ME 658</p>	\$10,000
Replace fabric on existing awning	Sunbrella Marine Blue #4678	\$4,000
Blade Sign	Add new blade sign ( <i>note - application should also include drawings showing design and placement of blade sign</i> )	\$500
Light fixtures	Add new exterior light fixtures ( <i>note – application may also include photos of selected light fixtures, or those similar to what might be selected</i> )	\$1,500
<b>TOTAL</b>		<b>\$16,000</b>

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