



## Denison Gateway and Perimeter Façade Grant Program Information Packet

*Gateway Grant | Perimeter Grant*

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***This is a collaborative effort between:***

Denison Development Alliance  
City of Denison - Main Street

**For additional information please contact:**

Denison Main Street  
Donna Dow, Main Street Director  
100 East Main St., Suite 103, Denison, Tx 75020  
903.465.2720 Extension 2452  
[ddow@cityofdenison.com](mailto:ddow@cityofdenison.com)

**Submit application and supporting documents to:**

Denison Development Alliance  
311 West Woodard St., Denison, Tx 75020  
903.464.0883  
[tkaai@denisontx.org](mailto:tkaai@denisontx.org) or [apply@denisontx.org](mailto:apply@denisontx.org)



## Façade Grant Program Overview

Denison Development Alliance

All Façade Grant Programs are incentive matching (50/50) grant programs funded by the Denison Development Alliance (DDA) to improve the appearance of buildings that are in highly visible areas as defined by the Denison Development Alliance and to encourage quality design. Façade Grants are designated to assist in three areas, each with unique requirements and qualifications:

- Downtown (Commercial Historic Overlay District - CHOD)
- Gateway properties, Perimeter properties (do not require HP approval)

Any retail, non-profit, or commercial building/business owner within the designated program areas (*see map*) is eligible to apply. The grant application and support documents must be submitted prior to any work being initiated. Limited funding is available. Therefore, some applications may not be approved due to limited funding.

An Applicant in receipt of written notice by the City of outstanding code violation(s) or who is a party to pending litigation with the City is not eligible for a grant until those items are resolved; provided however, nothing herein shall be construed as to disqualify the applicant for filing notice(s) of appeal of evaluation issued by the Grayson Central Appraisal District on property owned by applicant and situated within the corporate limits of the City. If any City violations occur and noticed in writing by the City during the development of the property (or any other property the applicant may own within the city), the City shall give notice in writing of such matter and order remediation of such violation(s). The applicant shall have 10 business days from the date of the written notice to correct the violation. Failure to remedy the noted violation within such period shall result in the grant awarded being cancelled and no further payments will be made under such grant.

- ***Denison Downton (Commercial Historic Overlay District) Façade Grant Program***

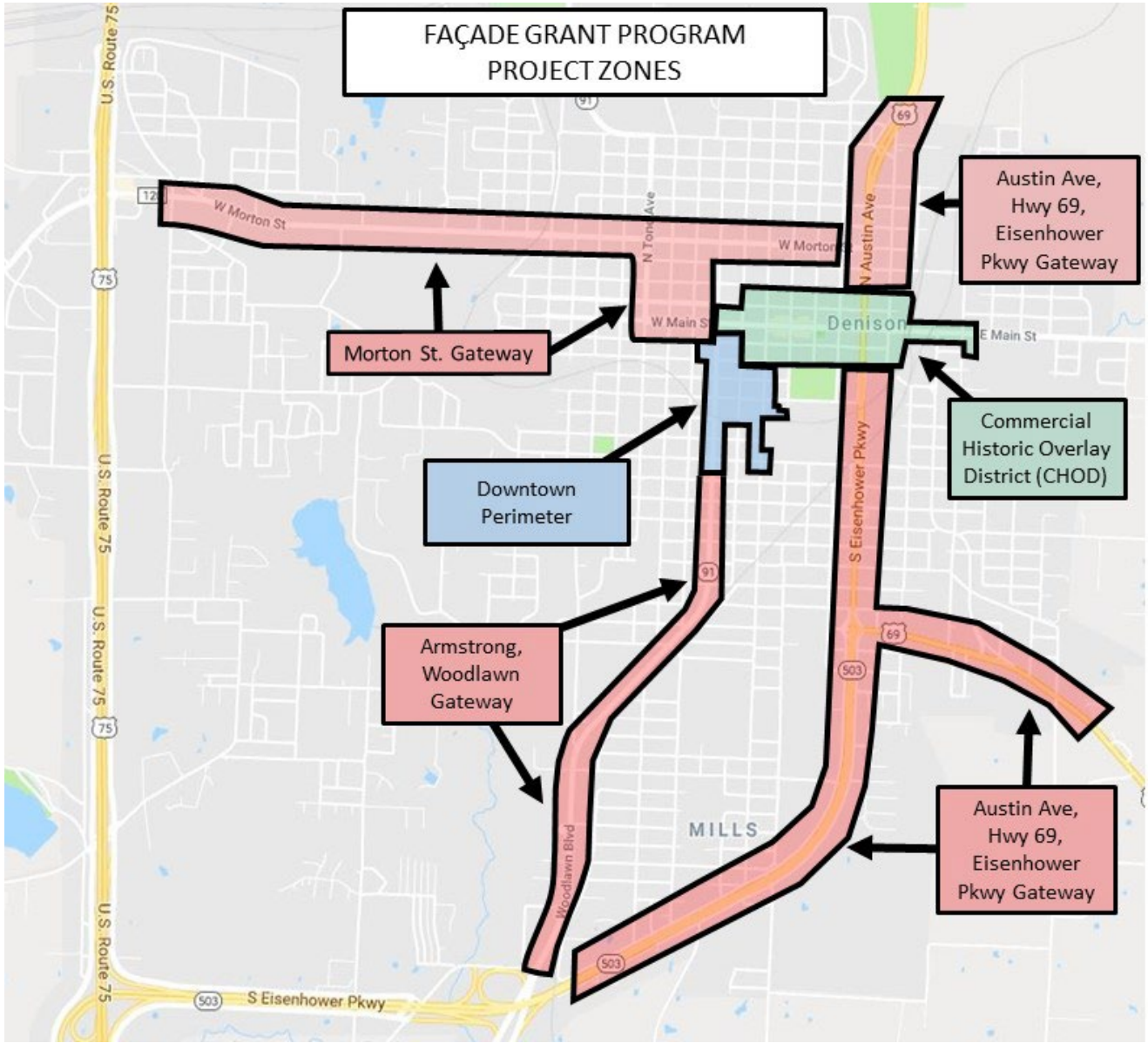
This Façade Grant focuses on projects in the Downtown District (CHOD). Maintaining the City's historical significance is supported by the Historic Preservation Board (HPB) that works to ensure projects meet established standards. The HPB application process is separate from DDA Façade Grant. The HPB approval is required before grant is funded. The grant application and support documents must be submitted to Denison Main Street *and* DDA prior to any work being initiated. Grant funding limit: up to \$25,000 per building address, based on façade square footage.

- ***Denison Gateway Façade Grant Program***

The Denison Gateway Façade Grant Program focuses on projects along targeted Denison "Gateways" – the major roads that lead to the heart of Denison (*see map*). The grant application and support documents must be submitted to the DDA for review prior to any work being initiated. Grant funding limit: up to \$5,000 per building address for street-front façades only based on façade square footage.

- ***Denison Perimeter Façade Grant Program***

The Denison Perimeter Façade Grant Program focuses on projects along designated "Perimeter" areas – adjacent to Downtown Denison (*see map*). The grant application and support documents must be submitted to the DDA for review prior to any work being initiated. Grant funding limit: up to \$25,000 per building address, based on façade square footage.





## Gateway and Perimeter Façade Grant Guidelines

*Note: All façade grant funds are limited and subject to annual budgets.*

### ELIGIBILITY

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- Façade Grants are a one-time offer that will only be available while funds remain available.
- Previous Façade Grant recipients may apply for additional funds under the newer, higher funding limits. Any funds received from previous façade grant awards will be deducted from the new Denison Façade Grant Program maximum available per building.
- Building or business owners must apply for the grant before restoration or renovation work has begun. Grants may not be awarded for work that has already been initiated or completed.
- Funds may only be used for exterior (façade) work on commercial and non-profit buildings. Residences and government buildings are excluded.
- The project address must be within the designated Gateway or Perimeter zones.
- Applicant shall provide certification (proof) that all property taxes have been paid for current and prior years. Tax office website printouts showing zero balance(s) will suffice.
- New construction is excluded.
- Applicant shall be clear of any outstanding code violations with the City of Denison.
- Applicant business shall show proof of current membership with Denison Chamber of Commerce.
- Signage only grants are not accepted. Signage is only included as part of a façade improvement project for Perimeter grants. Only quality signage, to be completed by professional sign makers and/or related professions, will be considered.

### PROPOSALS

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- Grants will be administered on a first-come, first-served basis dependent upon the availability of funds.
- Applicants will be considered for approval when complete applications, including all support documents, are received. The proposals will be reviewed for completeness and evaluated. Proposal responses (including requests for additional information, timelines, denial, award letters, etc.) will be addressed individually.

### PROJECTS

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- All projects must be completed within one calendar year from the Façade Grant Agreement Date or as otherwise pre-approved in writing and acknowledged by Grantor and Grantee.
- If any City violations occur and noticed in writing by the City during the development of the property (or any other property the applicant may own in the city), the City shall give notice in writing of such matter and order remediation of such violation(s). The applicant shall have 10 business days to correct the violation. Failure to remedy the noted violation within such period shall result in the grant awarded being cancelled and no further payments will be made under such grant.
- Matching funds (50/50) will be given up to the grant maximum.
  - Minimum project value considered \$1,000 (\$500 matching funds).
- **Gateway grants**
  - Maximum grant considered is \$5,000 per appraisal district building address.
  - Only street front facades will be considered.
  - No cost share on signage for this grant.

- **Perimeter grants**
  - Maximum grant considered is \$25,000, with maximum \$1,000 attributable to signage, per appraisal district building address, based on façade square footage.
  - Matching funds are granted based on the dimensions (per foot) of the building sides (width x height = square footage) not counting insets or bump-outs. The resulting square footage (Sq Ft) calculations will be used to determine grant funding eligibility as follows:
    - Street-front façade reimbursement at \$7.00 per square foot.
    - Non-street-front visible sides (including sides above other buildings) and back sides reimbursements at \$1.50 per square foot.
- All design plans (e.g., paint color, sign size, colors, shape, material, and proposed placement) must be approved by the Denison Development Alliance in order to receive funds.
- If your project includes more than cosmetic improvements or if it includes signage, contact City of Denison Building Department about Building Permits and Sign Permits.
  - 903-465-2720, ext. 2459 or
  - Online via [www.cityofdenison.com](http://www.cityofdenison.com) > Departments > Community Development > Building Department

### REIMBURSEMENT

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- Grants will be administered as reimbursements once projects have been completed as agreed upon, and all items listed in Checklist Step 3: Grant Close Out have been received. This includes, but not limited to, Letter of Completion, digital ‘after’ photos, proofs of payment for work completed (after insurance claims), and a final inspection of the changes by the DDA.
- Grantor payments will be processed within 15 days after final approval is given.
- Applicant (grant recipient) will receive an IRS 1099 from DDA. Applicant will be responsible for any and all taxes due on grant funds received.



## Denison Façade Grant Program Application

Choose one:  Gateway Façade Grant       Perimeter Façade Grant\*

Owner(s) of Property: \_\_\_\_\_  
 Owner's Address: \_\_\_\_\_  
 Address of Property: \_\_\_\_\_  
 Applicant(s) Name: \_\_\_\_\_ Relationship to Owner \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Telephone No: \_\_\_\_\_ Cell No: \_\_\_\_\_ Email: \_\_\_\_\_  
 Is the property a Commercial property?     Yes       No

**PLEASE INCLUDE THE FOLLOWING INFORMATION WITH THE COMPLETED APPLICATION:**

1. Letter of Intent – A detailed description of the proposed work. Include attachments, if necessary, and any additional information you feel may be helpful in visualizing the proposed work.
2. Completed IRS Form W-9 (*available online*)
3. Current photographs of property (digital) (*current, new, high resolution photos – not scans of prior photos*)
4. Copy of Building Permit and/or Sign Permit (if applicable – provide info submitted to City)
5. Certification of Taxes Paid
6. Proof of current membership in the Denison Chamber of Commerce.
7. Contractor Bids (if applicable) 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 DDA to determine the authenticity of the bid. **If you are doing the work yourself**, please have detailed, itemized costs or bids prepared for materials and labor and include this information with the Letter of Intent.

Total cost of improvement project: \$ \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_  
 Amount requested as grant: \$ \_\_\_\_\_ Amount paid by Applicant: \$ \_\_\_\_\_

***I hereby certify that I have read and examined this application and know the same to be true & correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. DDA Façade Grant approval does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.***

**APPLICANT**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

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

***Dimensions & Square Footage Calculations (in feet):***

	<i>Width</i>	<i>Height</i>	<i> </i>	<i>Square Footage</i>	<i>Street Front</i>	<i>Office Use Only</i>	<i>Eligible Match</i>
Front of building	X		=		Yes	@ \$7	
*Side of building	X		=		<input type="checkbox"/> No <input type="checkbox"/> Yes	No @ \$1.50 Yes @ \$7	
*Side of building	X		=		<input type="checkbox"/> No <input type="checkbox"/> Yes	No @ \$1.50 Yes @ \$7	
*Back of building	X		=		No	@ \$1.50	

*\*Perimeter Grant applicants only*

## Checklist for *Gateway* and *Perimeter Façade* Grants

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*Applicant, please maintain this checklist to track your grant progress. DDA will follow this checklist to make sure proper documentation is completed through each step of the project.*

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

Choose one:  Gateway Façade Grant       Perimeter Façade Grant

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### STEP 1 *Application Packet Submission and Review*

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Applicants will be considered and qualified, as funds are available, on a first-come, first-served basis.

- Complete Façade Grant Application will be reviewed by Committee.
- Committee request for additional information, if needed.
- Façade Grant Award Letter issued (can be via email)

- 1-1 \_\_\_\_\_ DDA Façade Grant Application submitted complete, Date: \_\_\_\_\_
- 1-2 \_\_\_\_\_ Letter of Intent submitted
- 1-3 \_\_\_\_\_ “Before” digital photos submitted (*original digital files are preferred over scanned photographs*)
- 1-4 \_\_\_\_\_ Color samples submitted
- 1-5 \_\_\_\_\_ Budget (or bids) for Project submitted
- 1-6 \_\_\_\_\_ W-9 submitted
- 1-7 \_\_\_\_\_ Certification of Taxes Paid submitted (*website printout showing zero balance will suffice*)
- 1-8 \_\_\_\_\_ City of Denison Building Permit Application submitted to the City of Denison (*if required by City*)
- 1-9 \_\_\_\_\_ City of Denison Sign Permit Application submitted to the City of Denison (*if required by City*)
- 1-10 \_\_\_\_\_ Proof of current membership with Denison Chamber of Commerce
- 1-11 \_\_\_\_\_ DDA Award Notification sent via email/mail    Date: \_\_\_\_\_  
(*Award Letter may be issued with contingencies if applicable.*)

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### STEP 2 *Final Preparation and Completion of Work*

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- Program and Indemnity Agreements signed and submitted and Paperwork Complete.
- Architectural drawings submitted (if required, this may be done earlier to expedite the process).
- Contractor insurance and City permits secured.
- Work is completed.

- 2-1 \_\_\_\_\_ DDA Façade Grant Program Agreement submitted
- 2-2 \_\_\_\_\_ DDA Façade Grant Indemnity Agreement submitted
- 2-3 \_\_\_\_\_ Contractor Certificate of Insurance submitted (*before work begins - if required*)
- 2-4 \_\_\_\_\_ Building Permit copy submitted to DDA before work begins (*if required by City*)
- 2-5 \_\_\_\_\_ Sign Permit copy submitted to DDA before work begins (*if required by City*)
- 2-6 \_\_\_\_\_ Check with City of Denison Code Enforcement to confirm no remaining minimum property standard issues

All Parties Final Agreement Date: \_\_\_\_\_

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**STEP 3 Grant Close Out**

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- DDA will process payment and mail Façade Grant Matching Funds within 15 days of receipt of reimbursement request invoice from Grantee.
- DDA will issue Federal IRS 1099 at year end.

3-1 \_\_\_\_\_ Request DDA staff walk through

3-2 \_\_\_\_\_ “After” digital photos submitted (*please email original photos - no scans*)

3-3 \_\_\_\_\_ Submit Applicant Letter of Completion to Denison Development Alliance acknowledging all work complete, inspected, approved by applicant; acknowledgement that all contractors and service providers have been paid, and there are no outstanding violation(s) of City or HPB code(s).

3-4 \_\_\_\_\_ Submit Applicant Invoice to Denison Development Alliance. This request for reimbursement should include total, detailed project expenses, paid invoices/receipts with proofs of payment, and the amount of the reimbursement request as per agreement.

3-5 \_\_\_\_\_ Federal IRS 1099 Form received from Denison Development Alliance

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**FOR OFFICE USE ONLY:**

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O-1 \_\_\_\_\_ Confirm location within the Façade Grant boundaries (Gateway or Perimeter)

O-2 \_\_\_\_\_ Confirm membership in Denison Chamber of Commerce

O-3 \_\_\_\_\_ Award Notification Letter sent to applicant

O-4 \_\_\_\_\_ Confirm grantee is in good standing with City (no outstanding violations, etc.)

O-5 \_\_\_\_\_ Received request for reimbursement

O-6 \_\_\_\_\_ Staff “walk-through” complete

O-7 \_\_\_\_\_ 1099 Form issued





## DENISON FACADE GRANT INDEMNITY AGREEMENT

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Denison Development Alliance (hereinafter “DDA”) and \_\_\_\_\_, (hereinafter “APPLICANT”). DDA and APPLICANT agree as follows:

1. **Ownership of Facility.** APPLICANT is the owner of property located at \_\_\_\_\_, Denison, Grayson County, Texas (the “Facility”).
2. **Grant Funds Application.** APPLICANT has applied to DDA for a grant to make improvements to the facade of the Facility and DDA has approved a grant (the “Grant”) up to \$\_\_\_\_\_.
3. **Applicant’s Scope of Work.** APPLICANT is directly responsible for all work done by any party, employee, or firm in relation to the Facility.
4. **DDA’s Non-Involvement in Work.** DDA is NOT in charge of and/or responsible for any work done in relation to the Facility.
5. **DDA’s Non-Responsibility.** DDA is NOT responsible to APPLICANT for APPLICANT’S employees, patrons, guests, contractors, or invitees for any damages, injuries, or losses to person or property caused by:
  - an act, omission, or negligence of APPLICANT including but not limited to APPLICANT’S agents, guests, employees, patrons, contractors, invitees, or any other party in, at, or on the Facility.
  - fire, flood, water leaks, ice, snow, hail, winds, explosion, smoke, riot, strike, interruption of utilities, theft, burglary, robbery, assault, vandalism, environmental contaminants, pandemic situations, or other occurrences or casualty losses to the Facility.
6. **Applicant’s Indemnity.** APPLICANT agrees to indemnify and hold DDA, and its agents, officers, and employees harmless from any and all losses, claims, suits, actions, and liability, including any litigation costs, that arise from any act or omission of APPLICANT or any of its officers, directors, employees, agents, contractors, assignees, and affiliates relating to work on the Facility for which this grant is made regardless of whether the act or omission is related to Facility improvements or other stated purpose of this grant.
7. **Enforceability.** THE INDEMNITY SET FORTH IN THIS AGREEMENT IS INTENDED TO BE ENFORCEABLE AGAINST THE APPLICANT AND ITS SUCCESSORS AND ASSIGNS IN ACCORDANCE WITH THE EXPRESSED TERMS AND SCOPE HEREOF NOTWITHSTANDING TEXAS’ EXPRESS NEGLIGENCE RULE OR ANY SIMILAR DIRECTIVE THAT WOULD PROHIBIT OR OTHERWISE LIMIT INDEMNITIES BECAUSE OF THE NEGLIGENCE (WHETHER SOLE, CONCURRENT, ACTIVE OR PASSIVE) OR OTHER FAULT OR STRICT LIABILITY OF DDA.
8. **Limited Liability.** DDA shall only be liable to APPLICANT for the actual amount of the Grant and shall not be liable to APPLICANT for any other actual or consequential damages, direct or

indirect, interest, attorney fees, or costs of court for any act caused by a party (APPLICANT or otherwise) in, at, or on the Facility. In no event will DDA be liable to APPLICANT for any indirect, special, punitive, exemplary, incidental or consequential damages. This limitation will apply regardless of whether or not APPLICANT has been advised of the possibility of such damages.

9. **Relationship of Parties and Disclaimer of Liability.** The parties will perform their respective obligations under this Agreement as independent contractors and not as agents, employees, partners, joint venturers, or representatives of any other party. Neither party can make representations or commitments that bind the other party.
10. **Choice of Law and Applicable Venue.** This Agreement is made and entered into in the State of Texas and this Agreement and all disputes arising out of or relating thereto shall be governed by the laws of the State of Texas, without regard to any otherwise applicable conflict of law rules or requirements. Any action, suit, litigation or other proceeding (collectively "litigation") arising out of or in any way relating to this Agreement, or the matters referred to therein, shall be commenced exclusively in Grayson County, Texas and APPLICANT hereby irrevocably and unconditionally consents to the exclusive jurisdiction of those courts for the purpose of prosecuting and/or defending such litigation.
11. **Attorney's Fees.** In the event of a dispute arising from the interpretation of this agreement or a default of a party hereunder, the prevailing party shall be entitled to recover reasonable attorney's fees and costs from the other party.

Executed effective the date shown at the beginning of this Agreement.

**DDA**

DENISON DEVELOPMENT ALLIANCE

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**APPLICANT**

Name: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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