

# Revitalization Grant Program

## Town of Ashland



Office of Economic Development  
101 Thompson Street  
Ashland, Virginia 23005

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

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

The Ashland Economic Development Authority is offering a competitive 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.

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.

Awards shall be based on a point system. Complete evaluation form is at the end of this document.

Priority for funds shall be given to projects that include the creation of non-disposable, tangible assets.

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 their taxes to apply.

**APPLICATION FORM**

**ASHLAND ECONOMIC DEVELOPMENT AUTHORITY  
REVITALIZATION GRANT**

Ashland Town Hall  
Attn: Joe Topham  
101 Thompson Street, P.O. 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:

\_\_\_\_\_

\_\_\_\_\_

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.):

\_\_\_\_\_

2. Project Information

A. Description of Proposed Improvements (Attach additional pages if needed):

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

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

F. 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
- D. Rendering from architect, contractor, or sign designer depicting the exterior of the building after completion of proposed project
- E. Paint samples (if applicable)

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.

If I am successful in obtaining a Revitalization Grant from the EDA, I am obligated to maintain the funded improvements for a minimum of 18 months from the time I receive reimbursement. If the improvements are removed or changed prior to the 18 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 indicated 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

## **SCORE SHEET**

### **\_\_\_Appropriateness of Project (1-10)**

Does the proposed project comply with the Ashland Comprehensive Plan. Do exterior changes compliment the nature of the street/block where the property is located? Are the proposed improvements complimentary to the historic era of the building? Does the applicant show that he or she worked with neighboring businesses or community organizations when formulating the project plans?

### **\_\_\_Creativity (1-5)**

How was the environment considered for the improvements? Are eco-friendly materials proposed? Do the aesthetic enhancements chosen demonstrate cooperation with the neighborhood or Town at large?

### **\_\_\_Timeliness (1-5)**

Are the appropriate professionals ready to do the proposed work? Is there a timeframe submitted with the project?

### **\_\_\_Community Impact (1-10)**

How does this project benefit the community as a whole? Did the applicant work with neighbors, business owners or community organizations to create an improvement plan which benefits the overall neighborhood? Will the applicant hire local (Ashland or Hanover) contractors?

### **\_\_\_Permanent, Tangible Improvements (1-10)**

Are the proposed improvements permanent, in that they will increase the value of the property? Will the proposed improvements become affixed to the property in a way that if the property is sold, will remain with the structure? Do the enhancements to the property demonstrate significant return on investment?

### **\_\_\_Economic Impact (1-10)**

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.).

### **\_\_\_Preservation (1-10)**

Does this building exist within a designated historic district (National Trust for Historic Preservation or National Register of Historic Places)? Is this individual building recognized as a contributing historic structure by the National Register of Historic Places? Does the Ashland community at large recognize this structure as having historical significance to the community? Is this building older than 50 years?

### **\_\_\_Rehabilitation (1-15)**

Does the condition of this property inhibit its use as a contributing commercial structure? Does this property have a history of vacancy? Is there a history of frequent tenant turnover? Is this property adjacent to distressed properties?

### **\_\_\_Location & Visibility (1-25)**

Is this property positioned in a high-traffic or highly-visible part of town and clearly not meet the building standards of the area? Is this property located on a "gateway" street into Ashland or Ashland's historic downtown district?