

**HISTORIC DOWNTOWN  
EXTERIOR IMPROVEMENT  
GRANT APPLICATION**

Date of Application: \_\_\_\_\_

Address of Property: \_\_\_\_\_  
\_\_\_\_\_

Tax Parcel ID Number: \_\_\_\_\_

Owner Information

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

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

Phone: \_\_\_\_\_

List any previous grant dollars received in the last 3 years: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certificate of Appropriateness Approved or Administratively Approved:    Yes    No

Itemized Expenses and Receipts Provided:        Yes    No

Project Timeline: \_\_\_\_\_

Total Project Cost: \$\_\_\_\_\_

Amount Requested: \$\_\_\_\_\_

***By signing below, I hereby certify all information is true and correct to the best of my knowledge.***

\_\_\_\_\_  
*Signature of Property Owner*

\_\_\_\_\_  
*Date*

For Office Use Only

Required for Grant Award:

Complete and signed application

Itemized Expense Report

Expense Receipts provided

Date of HPC action: \_\_\_\_\_

Date of Council action: \_\_\_\_\_

COA #: \_\_\_\_\_

# **HISTORIC DOWNTOWN EXTERIOR IMPROVEMENT GRANT APPLICATION GUIDELINES**

## **1. Executive Summary**

- The City of Litchfield is offering up to a \$8,000 Exterior Building Improvement Grant for the Commercial Historic District.

## **2. Purpose of Grant**

- To provide funding to enhance the Commercial Historic District, promote the community and attract business

## **3. Grant Provisions**

- Grant award up to \$8,000 requiring a match by the property owner\*
- Grant award cannot exceed \$8,000 in a 3 year timeframe for each tax parcel
- Historic Downtown Exterior Improvement Grant Program capped at \$80,000 subject to Council review
- No in-kind labor

## **4. Grant Eligibility**

- Property located in Commercial Historic District
- Approval of a project investment plan in the form of a Certificate of Appropriateness Application (COA) by the Heritage Preservation Commission and the City Council or an Administratively Approved COA
- Grant is retroactive to December 31, 2023 provided that a COA has been approved by the Heritage Preservation Commission and City Council including Administratively Approved COAs
- COA must be approved before project commences.
- Completion of a Historic Downtown Exterior Improvement Grant Application to be submitted with the COA
- Itemized Expense Report with receipts included at the completion of the project
- There can be no outstanding nuisance issues associated with the tax parcel in order to qualify
- The parcel must be in good standing with taxes and utility

\* Example; If itemized expense report total equals \$6,398.00 the Grant award will equal \$3199.00  
In order to receive the maximum grant amount of \$8,000 the itemized expense report must equal or exceed \$16,000

**ITEMIZED EXPENSE REPORT**

Itemize the expenses:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<u>Total</u>	\$ _____

(Please attach receipts)