



Façade Grant Program  
Application Process

1. Applicant is provided with an application form from PACE if the project is located in the City of Thomasville Business Incentives District (as adopted by the City Council on the 21<sup>st</sup> of January, 2014). **APPLICATIONS ARE CONSIDERED ON A ROLLING BASIS AS FUNDS BECOME AVAILABLE.**
2. Applicant completes application and includes a current photograph of the building, design plans, sketches and/or detailed description of proposed renovations and owner's written permission (if necessary).
3. The application is reviewed by the Façade Grant Committee and is recommended to the PACE Board for final approval. The Façade Grant Committee may recommend to the Board of Directors mandatory conditions, however, the Board of Directors is not required to follow the Design Committee's recommendations. Applicant may request and attend a follow-up Façade Grant Committee meeting to discuss the proposed project, if necessary.
4. Projected date of completion must be included on the application. If approved, the project must be started within Ninety (90) days of the execution of the "Façade Grant Program Contract" and must be completed within six months, unless said completion date is extended per the terms of the Contract.
5. Failure to complete the project by this date without an approved extension could result in loss of funding. The Façade Grant Committee, prior to the original projected date of completion, must approve any extensions of completion date. In no event shall any grants be extended beyond 12 months of initial approval.
6. The Façade Grant Committee must review any deviation from the approved plans before being undertaken. The Façade Grant Committee reserves the right to deny payment if completed work is inconsistent with the contents of the original application.
7. A notification letter will be sent to the applicant as to whether the project has

been accepted, accepted with conditions, or rejected. Every effort will be made to work with the applicant in preparing eligible projects.

8. Once the project is completed in accordance with the approved plans, paid invoices and cancelled checks are to be provided to PACE. Once the entire completed project is inspected and approved by City, County and State Agencies, if applicable, and a Certificate of Occupancy is granted, if applicable, the Façade Grant Committee will inspect the work completed and request that a check be issued for Fifty Percent (50%) of the actual project costs of work up to \$5,000.00. No grant will exceed \$5,000.00.

*By way of example, the maximum grant would be \$5,000.00 for a façade improvement project expenditure of \$10,000.00 or more.*

*Please note that PACE has budgeted certain limited annual funds for Façade Grant Projects. In the event that applications for qualified projects exceed PACE's budget, PACE will determine which projects will best enhance the Thomasville Business Incentives District. Any otherwise qualified projects that are not approved currently because of funding limitations may re-apply in subsequent year(s).*

Application to be submitted to:

**The PACE Group, Inc. • P.O. Box 1485 • Thomasville, NC 27360**