

# Architectural Design Services Grants



Architectural Design Services Grants are available to encourage good design that meets current building code long before a project begins. It can either be used to capitalize on the rehabilitation of existing properties and/or the introduction of new building design that is appropriate to the historic character of Downtown Sanford. Owners and tenants of any non-residential building located within the special tax district are eligible to apply, with the building owner's written permission. To find out if your property is located in the tax district, please contact Downtown Sanford, Inc. (DSI) at 919-775-8332.

Downtown Sanford, Inc. (DSI) has a total of \$5,000 available for design services assistance for the fiscal year – July 1, 2011 through June 30, 2012. Grants must be matched with private dollars at least on a 1:1 basis, with the maximum grant eligible for each applicant \$2500. Applications will be reviewed in two phases. Applications for Phase I will be due September 1, 2011. Awarded applicants will have 3 months to complete their project. If they have not shown substantial progress by December 10, 2011, grants will be de-obligated to those unfinished projects and DSI will put out a call for a new round of applications in Phase II. It will be the discretion of the Streetscape/Beautification Division of DSI to determine if the project is eligible based upon the criteria below as well as the amount awarded. Award limits apply to the combination of all projects for a specific building or business in any fiscal year. The property and business owner may apply no more than once per year for any single property or business.

Projects that will be looked most favorably upon will be those that facilitate the reuse of the building and/or property that has been vacant six months or more, promote historic preservation, convert upper story space into residential dwelling unit(s), and/or help bring a building up to code.

## Examples of Improvements Eligible for Funding (Construction Costs not included):

1. Measured drawings
2. Schematic design
3. Rendered sketches of interior and/or exterior
4. Floor plans drawn to scale
5. Preliminary scope of work and cost estimates
6. Construction documents
7. Code Review

## Guidelines

1. Applicant meets with DSI executive director to review a preliminary sketch and proposed plans.
2. Applicant completes application. (A copy of a signed lease agreement with a tenant for the building is advisable)
3. After submitting an application, the DSI Streetscape/Beautification Division will review the application and hold a meeting.
4. The applicant and/or representative of the applicant is required at that meeting; the proposed architect is encouraged to attend the meeting as well. The Division will then make the final decision. DSI reserves the right to withhold approval of grant application if color, design, sign design, or other façade component is not deemed appropriate to the historic and architectural integrity of the structure and/or the Downtown as a whole.
5. The DSI Executive Director will notify the applicant of the DSI Streetscape/Beautification Division's decision. Applicant may begin work after notice of approval by the Executive Director. The applicant pays the invoice in its entirety. The grant will be made on a reimbursement basis only.
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7. Upon completion of work, copies of applicant's canceled checks, contractor's paid statements, and copies of the measured drawings, schematic designs, sketches, floor plans, preliminary scope of work and cost estimates, and/or construction documents produced as a result of the project must be sent to the DSI office. Downtown Sanford shall retain ownership of all generated data. All materials submitted regarding the RFQ become the property of the City of Sanford and will only be returned at the City's option. If complete, the grant is funded.

**For More Information** - Contact Downtown Sanford Inc., Phone: 919-775-8332 or e-mail: [downtown@sanfordnc.net](mailto:downtown@sanfordnc.net)

