



Chewelah, Washington  
Façade Improvement Program

PROCEDURES

The Façade Improvement Program was established in 2023 and designed to assist property and business owners in enhancing and improving properties in Downtown Chewelah. The program provides downtown property and business owners the opportunity to apply for 50-50 matching funds to help offset the overall costs of exterior building improvements to eligible projects.

The grant program helps the Façade Improvement Program fortify relationships with downtown property and business owners and establish long-lasting partnerships with those seeking to improve the community's downtown district.

The Façade Improvement Program's mission is to protect and expand the diverse regional economy through proactive engagement in business expansion and retention, entrepreneurial development, business recruitment, and community-oriented marketing. Instead of searching outside Stevens County for economic stimulation, the Façade Improvement Program focuses on strengthening the local business community and establishing new businesses from the pool of local residents.

The Façade Improvement Program committee is solely responsible for overseeing the review of all applications, awarding grants, and authorizing the final disbursement of funding to selected applicants assuming their compliance with the rules and regulations stated herein. These procedures will be repeated quarterly until all 5 matching funds have been distributed.

Eligibility

- Who is eligible to apply?
  - The Façade Improvement Program (hereinafter "grant program") is open to commercial property owners and business owners (hereinafter "applicants") located in the Downtown Chewelah district. (See Addendum B)
  - If a property is leased or currently under contract, all parties included in the lease or contract must agree in writing to the proposed project.
  - Applicants with multiple properties or storefronts may apply for matching funds to



improve each property.

- Grant funding will not be awarded to the same building or business in consecutive years. An applicant must wait at least one year after receiving grant funding before submitting a new application for improvements to the same property. Example: If a building is awarded funding in 2023, the applicant cannot receive additional funding through the grant program until 2025.
- What type of projects are eligible to receive grant funding?
  - Under the grant program, "building improvement" includes exterior rehabilitation, restoration and/or maintenance of an existing building.
  - Eligible projects may include:
    - *Exterior paint*
    - *Awnings/canopies*
    - *Updated signage*
    - *Exterior lighting enhancements*
    - *Exterior brick or wall surface cleaning*
    - *Slipcover removal*
    - *Pointing or brick/mortar joint repair*
    - *Storefront updates/repair*
    - *Storefront display lighting enhancements*
    - *Replacement/repair of exterior doors and windows*
    - *Public art or murals (artwork subject to approval)*
    - *Sidewalk vibrancy elements (outdoor seating, planters, signage, etc.)*
  - Eligible projects must be visible from the public right-of-way. Improvements to building interiors, roofs, and/or facades not visible from the public right-of-way are not eligible for funding. Projects that improve the visual appeal, add vibrancy, and enhance the sense of place of Downtown Chewelah will be prioritized.
  - Paint colors must be selected and approved based on the color palette adopted by the City of Chewelah (See Addendum A)
  - Approved projects must be completed by July 31st, 2024



- If the expected completion date of the project exceeds the deadline, the applicant must notify the Façade Improvement Program in writing and submit a request for a time extension for the project. A request for a project extension must include an updated schedule for completion. All extensions can extend no longer than 6 months and are subject to approval.
- The Façade Improvement Program may, at any time, choose to withdraw the award of grant funding previously approved should it determine that the applicant has failed to move forward with the project in a timely manner. In this exceptional case, the applicant would forfeit any right to reimbursement for project expenses.
- Any changes in the design of the project without written approval from The Façade Improvement Program renders the award of grant funding void. In such case, the applicant would forfeit any right to reimbursement for project expenses and bear the full cost of the project.

#### Grant Funds Available

- The total amount of funding available for the grant program will be determined on an annual basis by the Façade Improvement Program and may fluctuate from year to year. Funding may be divided among several applicants based on the project criteria.
- Applicants are eligible to receive 50% matching funds for an approved improvement project for an award not to exceed \$2,000 per application. Funds are reimbursed following the completion of the project.

#### Application Timeline

- The grant program application deadline is July 14<sup>th</sup>, 2023.
- Grant recipients will be notified by July 31<sup>st</sup>, 2023.
- Projects must be completed by July 31<sup>st</sup>, 2024.
- Reimbursement requests must be received within 30 days of project completion.

#### Application Requirements

- The completed application package submitted for consideration must include the following forms and documents:
  1. Photographs that clearly show existing conditions.
  2. Diagram, sketch, paint chips, or renderings showing the proposed improvements.
  3. Contractor quote(s) for exterior façade improvements
  4. Historic photographs of the building if possible



## Application Process

1. Applicants are encouraged to contact the Façade Improvement Program ([FIPChewelah@gmail.com](mailto:FIPChewelah@gmail.com)) to discuss project details before submitting a grant application. Applicants should also determine early in the planning phase any applications and/or permits needed for the project. Applicants are responsible for all permitting and necessary approvals prior to commencing work on the project.
2. Completed applications must be submitted by USPS mail.

Façade Improvement Program  
PO BOX 491  
Chewelah, WA 99109

3. The Façade Improvement Program reviews completed applications and selects grant recipients. Projects that improve the visual appeal, add vibrancy, and enhance the sense of place of Downtown Chewelah will be preferred. The Façade Improvement Program will make a final decision on the number of grants and amount of funding awarded to selected projects. Applicants will be notified of the outcome of their application no later than August 1st, 2023.
4. Within 30 days of completion, applicants must submit via email:
  - a. Before and after photographs of the project.
  - b. Copies of all receipts associated with the project confirming payment of project expenses.
5. The Façade Improvement Program will review the receipts and process payment of the approved grant amount. Upon approval, a reimbursement check will be distributed to the applicant equal to 50% of the approved project expenses up to the amount of grant funding awarded. The reimbursement check will be addressed to the applicant(s) named on the grant application form.



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ADDENDUM A  
City Color Palette



For tips on how to select the right colors for you, email [FIPChewelah@gmail.com](mailto:FIPChewelah@gmail.com) for more information.



Chewelah, Washington  
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ADDENDUM B  
District Map

