



PRINCESS ANNE FACADE IMPROVEMENT PROGRAM

Guidelines

Updated 11/13/2024

a. What is the Façade Improvement Program?

The Façade Improvement Program (FIP) offers matching grant funds to eligible property owners in Princess Anne to enhance the appearance of building facades and signs. Goals of the program are to:

1. Encourage renovation of building facades and signage.
2. Improve the aesthetic appeal of the Princess Anne Corridor.
3. Support revitalization efforts through affordable and community-based initiatives.
4. Preserve and enhance the economic vitality of commercial and residential areas.

The grant award amount is based on available funds, the number of qualified applicants, and other evaluation criteria. Work completed prior to a letter of award is not eligible for funding. The grant will be offered on a rolling basis as funding permits. Grant funding is provided through the Maryland Department of Housing and Community Development's (DHCD) Community Legacy Program.

b. Who can apply for funding?

Commercial or residential properties within Princess Anne's Designated Sustainable Community are eligible. To confirm eligibility, refer to the Princess Anne FIP – Eligible Applicants Map. Property owners, as well as building and/or business owners/tenants (with authorization from the property owner), can apply for funding.

c. What activities are eligible for funding?

Eligible projects include but are not limited to:

- awnings
- lighting
- siding
- hardscaping
- signage repair/new signs/removal of inappropriate or out-of-date signage
- masonry repair & repainting

- door/window repair & replacement
- removal of inappropriate or incompatible exterior finishes
- exterior beautification
- curb appeal enhancements
- exterior cleaning, painting and/or paint removal



d. What activities are ineligible for funding?

Ineligible projects include but are not limited to:

- improvements made prior to grant approval
- general business operations expenses - salary, inventory, payroll, taxes, utilities, etc.
- interior renovations
- rear facades
- residential properties
- payment for applicant's labor
- property acquisition - acquiring title to a structure of a property
- new construction - creation of a new structure or facility where none exist at present, or the total replacement of an existing structure with a new one, or a substantial addition to an existing building
- legal, insurance, and permit expenses - legal fees, and personal properties premiums, licensing and permitting fees (for building permits, etc.) related to grants for eligible activities
- architectural and engineering services - providing the design, architectural renderings, and site plans, listing work items, estimated cost of construction, and related professional services for the projects is an applicant's responsibility and are not eligible for matching funds.

e. Are there any design guidelines?

Yes. Projects should conform, as much as possible, to the Princess Anne FIP - Design Guidelines.

f. How does the application process work?

Applicants should submit a completed Princess Anne FIP Application in full to the Department of Planning/Zoning at the Princess Anne Town Office. Applications are reviewed on a first-come, first-served basis by a Princess Anne Town Review Committee.

Applications will be reviewed promptly, and applicants will be notified in writing of approval or denial. If approved, the Town Administrator will issue an award acceptance and agreement, specifying the grant amount and any conditions. The applicant must sign and return the acceptance form, which will confirm agreement with its terms.

g. How are projects selected for funding?

Once a completed application is submitted, it will be evaluated based on how well the project aligns with the goals and objectives of the Princess Anne Façade Improvement Program.

h. What happens after a project is selected for funding?

Work selected for a Façade Improvement grant in Princess Anne must be completed within one year of the award acceptance date. Extensions may be requested, depending on the scope of work. The applicant is responsible for obtaining all necessary building permits and other approvals required by the Town. The project must comply with all applicable codes, ordinances, and standard engineering practices. The applicant is also responsible for ensuring that the work meets all relevant safety standards and conditions.



i. How do I get reimbursed for my project?

Grant funds are issued on a reimbursement basis and will only be released after project completion. To receive reimbursement, applicants must submit proof of payment for completed work (such as invoices, receipts, canceled checks, or credit card statements). The Town's Grants Administrator will review the completed project to ensure that the work performed aligns with what was approved in the application.

j. Maintenance of Improvements

As part of the award acceptance agreement, applicants must agree in writing to maintain all improvements made under the Façade Improvement Program for a period of three years following the project's completion date, ensuring that the improvements remain in their finished, approved condition.