



Coupeville Historic Waterfront Association Exterior Enhancement Grant Program Guidelines 2024

Purpose:

CHWA's Exterior Enhancement Grant Program aims to enhance and revitalize buildings and properties in Coupeville's historic commercial district.

This Program stimulates economic vitality and historic preservation in Coupeville's historic commercial district while supporting businesses, buildings, and property owners in achieving their ultimate visions.

The Exterior Enhancement Grant is a matching grant, meaning that the Coupeville Historic Waterfront Association contributes up to 50% cost of eligible improvements for a single building or property.

Eligibility & Requirements:

- Applicants must be businesses, buildings, or property owners physically located in Coupeville's historic commercial district.
- Eligible Improvements include but are not limited to:
 - Signage, painting, windows and doors, lighting, facade improvements, repairs and restorations, landscaping, hardscaping, and creative exterior elements.
- Applicants will obtain permission from the building owner and/or property owner for all exterior improvements.
- When submitting a grant application, planning and research for the corresponding project must be underway so that the project is ready to be completed without major delays.
- Projects shall comply with applicable Town, County, and State codes; it is recommended that Applicants contact the Town of Coupeville's Planning Department before submitting their application to understand if a building permit, a land use permit, or a COA is necessary, as these permits would need to be issued by the Town.

Evaluation Criteria:

- **VISUAL IMPACT (40 points)** – The project brings positive change and vibrancy to the downtown historic commercial district of Coupeville.
- **PROJECT VIABILITY (20 points)** Applicants demonstrate the capacity to finish the project on time and within the awarded budget.
- **PROJECT PRIORITY (20 points)** The project is in a neglected, underutilized, underfunded, or dilapidated place.
- **INNOVATION (20 points)** The project is creative, with unique design or engagement elements contributing to impact.

Application Process & Grant Timeline:

Completed applications are due to the CHWA Community Office by 4:00 pm (PST), Tuesday, May 7th, 2024. Once all applications are received, CHWA's Exterior Enhancement Grant Advisory Committee will meet and review each application based on the Evaluation Criteria listed above. After the review process, the Advisory Committee's recommendations are forwarded to the CHWA Design Committee and the CHWA Board for final approval.

Applicants will receive formal notification regarding project funding from the CHWA Executive Director by Friday, May 24th, 2024. Grant Recipients will then sign a contract to complete the scope of work to be funded, plus any additional project details. Any work undertaken before grants are awarded and contracts for completion are signed is not eligible for reimbursement.

Friday, March 29th, 2024: Applications Open

Tuesday, May 7th, 2024: Application Deadline, 4:00 pm (PST)

Friday, May 24th, 2024: Grant Recipients Notified, 4:00 pm (PST)

Friday, May 23rd, 2025: Goal for Grant Work Completion

Requests for an extension to complete projects beyond the one (1) year period must be made in writing to the CHWA Executive Director if there are unforeseen circumstances. Extensions will be considered. However, they cannot exceed one (1) year. Past grants have ranged from \$3,000.00 to \$12,000.00.

CHWA asks that Grant Recipients publicly acknowledge receiving CHWA Exterior Enhancement Grants if they have websites and/or social media.

Matching Funds:

Coupeville Historic Waterfront Association contributes up to fifty percent (50%) of the cost of eligible improvements for a single building or property through reimbursement after the project is finished. Grant funds cannot be used to pay Applicants for their time or labor. The Ebey's Forever Grant Program is an example of an awarded grant that Applicants can use to match a CHWA's Exterior Enhancement Grant.

Application Assistance:

Assistance from CHWA is available by email and through scheduled project site visits. A site visit with CHWA's Executive Director and Ebey's Landing National Historical Reserve's Preservation Coordinator is highly encouraged. For questions or to make an appointment for a site visit, please contact CHWA's Executive Director at director@coupevillehistoricwaterfront.com

Application Deadline & Submittal Information:

Application Deadline: 4:00 pm (PST), Tuesday, May 7th, 2024.

All applications must be at the CHWA Community Office no later than 4:00 pm (PST), Tuesday, May 7th, 2024. Late applications will not be accepted. Please bring a hard copy to the CHWA Community Office, snail mail it to CHWA's P.O. Box, or email a digital application to: director@coupevillehistoricwaterfront.com

Please contact CHWA's Executive Director to request assistance with an application, or for a site visit, at this email address: director@coupevillehistoricwaterfront.com

CHWA's Community Office is located at #10 Front Street Building, in Suite D (behind Crabby Coffee on the first floor of the #10 building).

CHWA's mailing address is P.O. Box 121, Coupeville, WA 98239

Checklist of Necessary Application Items:

- Applicant Information**
- Project Title & Amount Requested from CHWA**
- Proposed Project Summary**
- Digital or hard copy before & after images of the proposed project (e.g., sketches, renderings, example before and after photos)**
- Estimated Project Budget Breakdown of Overall Expenses**
- Project Timeline (to be completed by Friday, May 23rd, 2025)**
- Terms of Agreement with Applicant Signature & Date**

Due Tuesday, May 7th, 2024, 4:00 pm (PST)

I. Applicant Information

Select one or more:

Business Owner

Building Owner

Property Owner

Applicant Name:

Applicant Email Address:

Applicant's Primary Phone #:

Name of Business:

Physical Address:

Mailing Address:

Business Tax ID Number:

Building and/or Property Owners Name(s):

Building and / or Property Owners Signature(s) of Approval:

II. Grant Project Title & Amount Requested

III. Proposed Project Summary

Improvement Plans: Describe the details of your project, including contractors. How will funds be used? How do you plan to fund the project?

Submit digital or hard copy before & after images of the proposed project (e.g., sketches, renderings, example before and after photos).

IV. Estimated Project Budget Breakdown of Expenses

Please attach a total budget for your project with items that the CHWA Exterior Enhancement Grant would fund as a highlighted section.

V. Project Timeline

Please include your timeline and associate the timeline with project tasks.

Due Tuesday, May 7th, 2024, 4:00 pm (PST)

By applying for this Exterior Enhancement Grant from CHWA and signing below, I agree to the following terms of agreement if awarded this grant:

1. Completion of the proposed project by May 23rd, 2025.
2. If there are unspent funds after this agreed-upon date, CHWA reserves the right not to reimburse these funds.
3. To receive full reimbursement, Grant Recipients will turn in all receipts connected with the funded project to CHWA's Executive Director, who will issue the reimbursement check.
4. Grantees agree to publicly acknowledge receiving 2024 CHWA Grants.
5. Grantees agree to a site visit and photoshoot and will provide a brief summary report of their project process after completion.

Applicant Signature & Date:

X _____