

**CITY OF BELFAST
BUSINESS FAÇADE SUBGRANT PROGRAM
APPLICATION
(2025.09.15 version)**

1: BUSINESS AND BUILDING OWNER INFORMATION (REQUIRED)

1.1: Street address of the space whose façade(s) are proposed to be improved:

1.2: Indicate current occupancy status of the space: 1) vacant; 2) occupied by a business that leases the space; or 3) occupied by a business that owns the space:

1.3: If a business occupies space, provide the name of that business and a brief description (1-2 sentences) of what the business does:

1.4: If the space is occupied by a business that leases it, does the business have permission from the building owner to implement the proposed project?

1.5: Preferred contact information for business:

1.6: Preferred contact information for building owner:

2: PROJECT DESCRIPTION (REQUIRED)

2.1: A brief (two or three sentences) description of your entire proposed project:

2.2: Identify which façade(s) are proposed to be improved (which street they face onto or which direction they face, which floors of the building they encompass):

2.3: Provide the approximate area of each façade proposed to be improved, in square feet:

2.4: Provide an estimated number of months it will take for your proposed project to be constructed (proceeding from having received all permits/approvals to actual project completion):

3: PROJECT FINANCES (REQUIRED)

Activity (external improvements are eligible, internal improvements are ineligible)	Cost
Architectural/design/historic preservation/engineering services necessary for project (should not exceed 10% of the Total Cost)	
Awnings	
Caulking	
Cleaning and re-pointing of brick	
Code violations and life safety issues (must be addressed for any façade that is to be improved)	
Cornices/parapet walls	
Decorative details	
Display windows	
Doors	
Exterior lighting	
Foundation and/or structural work	
Handicapped accessibility improvements, including ramps (in conjunction with entrance improvements)	
Lighting	
Painting	
Preservation, rehabilitation, and/or restoration of historic facades and visible exterior walls	
Roofs	
Siding	
Signage	
Storefronts	
Stucco	
Other external improvements (please specify)	
Other external improvements (please specify)	
Total Cost (total of all activity/cost lines above)	
Subgrant Amount Requested (maximum of \$25,000.00)	
Cash Match to be Contributed (Total Cost minus Subgrant Amount Requested)	
Match Percentage (Cash Match to be Contributed divided by Subgrant Amount Requested; must be at least 28%)	

Please note that a complete project must address the issues/items identified in the spot blight determination process; however, those are also eligible activities that the subgrant can fund.

Also, projects that are funded under this subgrant program are typically subject to the

DavisBacon and Related Acts, meaning that contractors and subcontractors must pay the ir employees no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area (Waldo County) ; in some, but not all, cases, this will result in increased project costs . Recent/current wage rates for Waldo County for the occupations that are most typically employed on façade improvement projects have been provided . We encourage you to share this information with your contractors and/or subcontractors , so that they may be able to provide you with cost estimates that are more likely to be ultimately compliant with this regulation.

4: SUPPORTING MATERIALS (REQUIRED)

4.1: Designation of spot blight for any façade proposed to be improved. **A designation of spot blight is determined solely by the City of Belfast Code Enforcement Officer, and you must directly request that he perform this evaluation. Code Enforcement Officer Steve Wilson can be reached at ceo@cityofbelfast.org or at (207) 338-3370, extension 133, and it is recommended that you make this request well in advance of the application deadline of October 15th, 2025. It is also recommended that you first attempt to complete the Documentation of Spot Blight form, found at the end of this packet, in advance of the Code Enforcement Officer 's visit to your property; he will make any changes/updates to that form as part of the evaluation process. A photograph of your property must accompany the form.**

4.2: A picture of each façade proposed to be improved, with approximate limits of the improvements indicated on it.

4.3: A sketch or other approximate visual representation of the proposed project after completion.

5: SUPPORTING MATERIALS (PREFERRED/REQUESTED)

5.1: Any actual cost estimates you have obtained from contractors and/or subcontractors in the process of developing your project budget. **Please note that façade improvement projects that are selected for funding are not allowed to select contractors to perform the scopes of work, but are required to have their scopes of work put out to bid .**

5.2: Any photographs, drawings, plans, elevations, fabric swatches, catalogue cut sheets, color palettes, design sketches, etc., you have obtained in the process of developing your project.

6: ADDITIONAL RESPONSE S (REQUIRED)

6.1: Specify how the current conditions of your façade(s) are negatively impacting your business (if the space is occupied) or negatively impacting your building (if the space is vacant):

6.2: Specify how the current conditions of your façade(s) are negatively impacting other businesses, other buildings, and/or the surrounding community:

6.3: Are these **Business Façade** Subgrant Program funds necessary for you to be able to implement the proposed project? Have you previously attempted to secure other funding sources to help pay for your proposed project, but were unsuccessful? Specify any funding sources you were previously unsuccessful in attempting to secure:

6.4: Identify any other obstacles that have previously prevented you from implementing your proposed project:

6.5: Specify how you would expect the implementation of your proposed project to positively impact your business (if the space is occupied) or positively impact your building (if the space is vacant):

6.6: Specify how you would expect the implementation of your proposed project to positively impact other businesses, other buildings, and/or the surrounding community:

7: QUESTIONS REGARDING THIS REQUEST

Any questions regarding this request for application must be directed either via e-mail or in writing to the following point of contact:

Joellyn Warren
Deputy Economic Development Director
City of Belfast
Belfast City Hall
131 Church Street
Belfast, Maine 04915
deputyecondev@cityofbelfast.org

8: SUBMISSION DEADLINE AND REQUIREMENTS

A business that wishes to have its application considered is asked to use one of the following two submission methods (8.1 or 8.2):

8.1: The business will mail or hand-deliver two paper copies of their application and supporting materials, in a single envelope that is sealed and clearly marked “City of Belfast - Business Façade Subgrant Program,” such that it is received **by 5:00 p.m. local time on Wednesday, October 15, 2025.** at the following address:

Joellyn Warren
Deputy Economic Development Director
City of Belfast
Belfast City Hall

131 Church Street
Belfast, Maine 04915

8.2: The business will submit one copy of their entire application, as one or more attachments to an email, such that it is received **by 5:00 p.m. local time on Wednesday, October 15, 2025,** at the following address:

deputyecondev@cityofbelfast.org

DOCUMENTATION OF SPOT BLIGHT

MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

(For sites outside of a designated slum and blight area only. You must attach a photo of the site.)

Community: City of Belfast

Date: _____

Name or description of building/site: _____

Address of site: _____

Census Tract: 230270430

Age of Building: _____

Description of specific conditions of blight or physical decay of site: _____

Why is this site detrimental to public health and safety? _____

Certification

(Must be signed by Code Enforcement Officer)

I hereby certify that to the best of my knowledge and experience the site indicated above is blighted in nature, and furthermore is a threat to public health and safety.

Authorized Signature

Date

Printed Name & Title