



***Façade Program Application  
Fiscal Year 2023-2024***

***Coleman EDC  
Coleman Economic Development Corporation  
Coleman Community Coalition  
200 W. Liveoak  
Coleman, Texas 76834***

***Contact Director of Economic Development  
325-625-3669 ext. 104  
[edc@cityofcolemantx.us](mailto:edc@cityofcolemantx.us)***



## **Façade Program Application (FY 2023-2024)**

### **Step by Step Process:**

**Review Program Guidelines**-Overview of the program, criteria and guidelines. The document can be found at: <https://www.cityofcolemantx.us/edc>

- 1) **Meet with EDC and City Staff**-The applicant should meet with EDC and City Staff to discuss the project.
- 2) **Submit the Completed Application with Plans/Drawings**-The Incomplete applications will be pushed to the following meeting. It is recommended that applicants work closely with EDC staff to ensure the application is complete prior to submission.
- 3) **Present to EDC Boards**-EDC and City Staff will review and may:  
Recommend  
Not Recommend  
Recommend with conditions (if approved with conditions the committee may request that the applicant make specific changes to the proposed improvements).
- 4) **Funds Awarded**-If the project is awarded funds, a final scope of work must be provided, and the applicant will be required to sign a form agreeing to carry out the work as described and provide a W-9 form with federal ID# or SSN# for the sole proprietorship, corporation, or partnership.
- 5) **Acquire Planning and Building Permits**-Building, planning, and other permits must be acquired before construction is initiated.
- 6) **Complete Work and Submit for Reimbursement**-After the work is completed, the applicant must provide proof of payment, invoices and other documentation when filing for reimbursement. A final inspection of the project must be done prior to reimbursement.



## **Façade Program Application (FY 2023-2024)**

### **Application Checklist**

The application must include the following information:

\_\_\_\_\_ **Completed Information sheet and Signature Page**

Include property owner/owners' signature/signatures, if the applicant is not also the owner.

\_\_\_\_\_ **Scope of Work**

Complete the scope of work for the project. It must include:

Itemized list of all proposed improvements

Description of all proposed improvements

(including materials and color choices)

Estimated cost for improvements

Use the template included in the application (see page 6 for an example)

\_\_\_\_\_ **Bid Estimates**

A written bid from the contractor/contractors or a written estimate of material if the applicant will be doing the work.

\_\_\_\_\_ **Concept of the project**

Please illustrate the proposed façade improvement and include drawings, photos or some type of example of the changes that are being proposed.

\_\_\_\_\_ **Proposed Materials (Samples if possible)**

Please include sample photos of fixtures, lighting, awnings fabric or materials to be used.

Submit Completed Application to:

EDC, 200 W. Liveoak, Coleman, Texas, 76834



## Façade Program Application (FY 2023-2024)

### Project Information/Signature Page

\_\_\_\_\_ Owner      \_\_\_\_\_ Tenant      \$\_\_\_\_\_ Amount Requested

### Applicant Information:

\_\_\_\_\_ Name

\_\_\_\_\_ Business Name

\_\_\_\_\_ Physical Address

\_\_\_\_\_ Mailing Address

\_\_\_\_\_ City, State/Zip Code

\_\_\_\_\_ Email

\_\_\_\_\_ Phone

\_\_\_\_\_ Print Applicant Name      Date

\_\_\_\_\_ Applicant Signature      Date

\_\_\_\_\_ Print Property Owner Name      Date  
(if applicant is not also owner)

\_\_\_\_\_ Property Owner Signature      Date  
(if applicant is not also owner)



## Scope of Work Template

Property Address:

Property Owner Name:

Business Name:

Improvement	Description of Work	Estimated Cost
<b>TOTAL</b>		



## **EXAMPLE-Scope of Work Template**

**Property Address: 000 New Town Lane**

**Property Owner Name: Joe Doe**

**Business Name: XYZ Retail**

<b>Improvement</b>	<b>Description of Work</b>	<b>Estimated Cost</b>
<b>Paint front of Building</b>	<b>Flat Paint (2 coats) Gray</b> <b>Gloss Paint (2 coats) White</b>	<b>\$2,000</b>
<b>Replace Awning</b>	<b>Fabric and Frame with new cloth</b>	<b>\$6,000</b>
<b>TOTAL</b>		<b>\$8,000</b>