

# FACADE GRANT PROGRAM APPLICATION

Kingsport Economic Development Board  
City of Kingsport  
415 Broad Street  
Kingsport, TN 37660



**For Information Contact:**  
Mason Bryant  
(423)229-9319  
masonbryant@kingsporttn.gov

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## PROPERTY OWNER INFORMATION

Property Owner Name: \_\_\_\_\_  
*(if different from the applicant)*  
Property Owner Phone Number: \_\_\_\_\_ Years Owned: \_\_\_\_\_

## PROJECT INFORMATION

Property Address: \_\_\_\_\_

**Current Use of Property:**  Commercial  Residential  Mixed-Use  
 Other (specify): \_\_\_\_\_

**Proposed Use After Redevelopment :** \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Any historical or cultural significance of the property:  Yes  No

*If yes, please explain:* \_\_\_\_\_

- I have read and understand the Facade Program and Design Guidelines.  Yes  No
- Is the project located within the Central Business District?  Yes  No
- Does all work result in a publicly visible improvement?  Yes  No
- Does proposed work align with Facade Grant Program requirements?  Yes  No
- Does all work take place on a street facing side of an existing building?  Yes  No
- Does all work occur on the exterior of the building?  Yes  No
- Does this project comply with local zoning, fire and building codes?  Yes  No

**By checking below, I agree and understand the following:**

- Routine maintenance is *not* eligible
- Property owner must agree to maintain the facade improvements upon completion of work.
- Landscaping, fences & gates *not* integral to the façade of the building are *not* eligible.
- Vinyl awnings, interior work, security systems, work in rear or unseen roof are *not* eligible.
- Individual signage alone is *not* eligible

## PROJECT COST & FUNDING REQUEST

**Total Project Cost** (attach supporting documentation): \$ \_\_\_\_\_

**Project cost must exceed \$1,000 to be considered for a facade grant.**

**Requested Facade Grant Amount** \$ \_\_\_\_\_  
(limited to 50% of total project cost, up to \$15,000)

example: Total project cost \$30,000 x 50% maximum grant amount request is \$15,000

## REQUIRED DOCUMENTATION

**(Attach the following documents to complete your application.)**

- Photos of the existing property conditions (before images)
- Detailed project budget (breakdown of costs for materials, labor, etc.)
- Include separate budgets for facade and redevelopment components if applying for both
- Conceptual design plans or sketches of proposed improvements
- Contractor quotes or estimates
- Proof of property ownership or lease agreement
- Letter of approval from the property owner (if the applicant is not the owner), confirming consent for the proposed improvements and agreeing to maintain the façade in the event the tenant vacates the property.
- Historic Zoning Commission Certificate of Appropriateness, if applicable

## SCORING CRITERIA

Applications will be evaluated by the Façade and Redevelopment Grant Committee based on the quality of the project presentation and responses to the questions listed on the next page. **To be considered for funding, an application must achieve an average minimum score of 35 points or higher.** In addition to meeting the scoring criteria, applicants must also comply with all program requirements outlined in the Program Guidelines. Awards will be made to the highest-scoring applicants, subject to funding availability.

## APPLICANT AGREEMENT

*I, the undersigned, certify that the information provided in this grant application is true and complete to the best of my knowledge. I understand that submission of this application does not guarantee award of funds, and that any funded activities must comply with all applicable laws, regulations, and grant guidelines. I further agree to adhere to all terms, conditions, and requirements associated with this grant program.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of  
Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

## FACADE GRANT QUESTIONS

**VISIBILITY (1-8 points):** Describe the visual improvements you plan to make to the exterior of the property. Will the work involve only minor enhancements, such as basic cleaning, limited painting, or small updates to signage? Or will it include more noticeable improvements that enhance curb appeal, such as upgrading entryways, replacing windows, or adding architectural detailing? If your project involves significant visual transformation—like redesigning the façade, using high-quality materials, or creating a visually striking presence in the neighborhood—describe these elements and how they will improve the overall character of the street.

**DESIGN & COMPATIBILITY (1-16 points):** Describe how your project aligns with the architectural style of the building and its surrounding environment. Are the proposed design updates minimal and functional, such as surface repairs or repainting, with limited visual or contextual impact? If you are making moderate improvements—such as adding design features like new windows, doors, or trim—explain how these updates enhance the character of the building while respecting the look and feel of the neighborhood. If your design is comprehensive and high-quality, describe how it thoughtfully blends traditional and modern elements to strengthen the identity of the property and contribute to the architectural integrity of the area.

## FACADE GRANT QUESTIONS

**SUSTAINABILITY & PERMANENCE (1-16 points):** Describe the durability and long-term value of your proposed improvements. Are the changes mostly cosmetic, with limited impact on the building's longevity or maintenance needs? If you are making more substantial upgrades—such as replacing windows or repairing the structure—explain how these improvements enhance energy efficiency and reduce future maintenance. If your project involves a comprehensive redevelopment with durable materials and structural updates, describe how it contributes to the long-term sustainability and resilience of the building and supports lasting investment in the property.

**COMMUNITY CONTRIBUTIONS (1-8 points):** Describe how your project will benefit the surrounding community and contribute to economic vitality. Are you addressing basic issues—such as peeling paint, damaged signs, or boarded windows—that improve the property's appearance but have limited broader impact? If the improvements are more significant, explain how they may help revitalize the neighborhood by attracting more visitors, improving perceptions of safety, increasing nearby property values, or inspiring additional investment. Describe any expected ripple effects your project may have on the local streetscape, foot traffic, or economic activity.

# FACADE GRANT PROGRAM GUIDELINES

Kingsport Economic Development Board  
City of Kingsport

415 Broad Street  
Kingsport, TN 37660



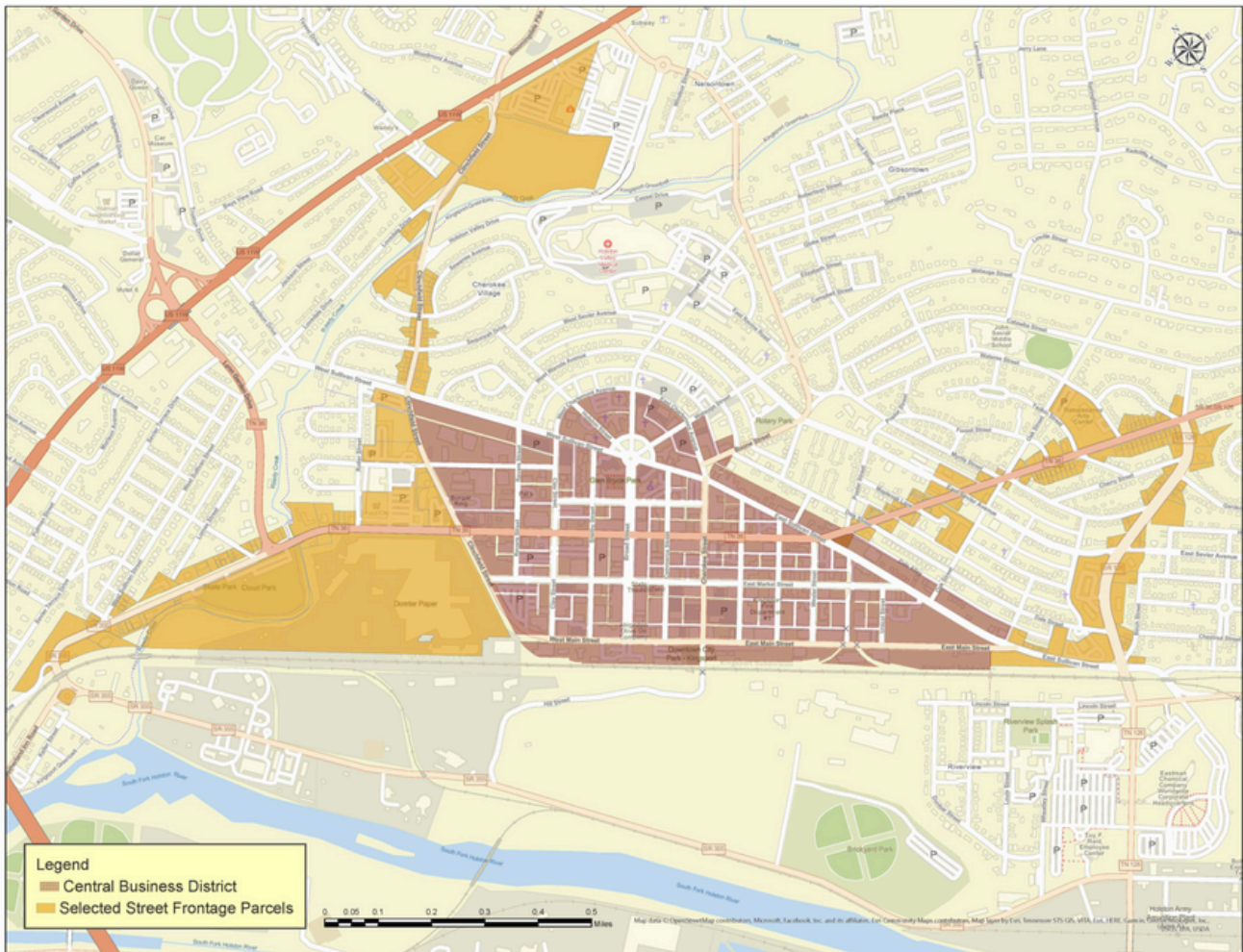
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## PROGRAM GUIDELINES

The Façade Grant Program supports visual and structural improvements to buildings in Kingsport's Central Business District. Managed by the Kingsport Economic Development Board (KEDB), the program encourages high-quality facade rehabilitation that respects the building's architecture and the surrounding streetscape. Each property may receive one grant per year, subject to funding availability. For repeat applicants, funding may be reduced based on the quality of past projects and previous awards. Materials that are compatible in quality, texture, finish and dimension to previously approved projects in the district are encouraged. This program is part of Kingsport's effort to preserve downtown character and promote sustainable, community-focused development.

## ELIGIBLE PROPERTIES

Commercial and mixed-use properties located within the Central Business District, as well as select street frontage areas, are eligible for the Façade Grant Program. Please refer to the map below for exact boundaries and eligible locations.



## ELIGIBILITY REQUIREMENTS

Work that does not comply with the eligibility requirements are subject to reduction or retraction of award.

### **General Facade Improvements may be done within these areas:**

- *Masonry repairs/repainting brick*
- *Repair/replace/preserve historically significant architectural details*
- *Storefront reconstruction*
- *Removal of false facade*
- *Cornice repair*
- *Exterior painting and stucco (if currently painted)*
- *Awnings and canopies*
- *Window and door repair or replacement*
- *Permanent exterior signage integrated into the storefront design*
- *Permanent exterior lighting*
- *Repair/replacement of gutters and downspouts*
- *Deckings and stairs*
- *Visible electrical/mechanical equipment enclosures*

Tenants seeking grant funding must include written consent from the property owner.

**All work must be on the exterior of the building and result in a publicly visible improvement.  
Work on the roof is not eligible.**

Projects must be located within Kingsport city limits and comply with all building and fire codes. Funds cannot be used to address code violations, insurance-covered damage, or damage from collisions or natural events.

### **The following types of projects or properties are not eligible for the Façade Grant Program:**

- *Projects or work completed prior to the last funding year*
- *Tax delinquent property or property whose owner has any other tax delinquent property*
- *Property in litigation*
- *Property in condemnation or receivership*
- *Property that is exempt from property taxes, unless proof of paid property taxes can be provided*
- *Property exclusively used as residential*

## REQUIRED MATERIAL FOR APPLICATION

Applications must include enough detail to show the project's visual impact and cost. Missing information will delay review.

### **Required items include:**

- Photos of the existing property conditions (before images).
- Detailed project budget (breakdown of costs for materials, labor, etc.).
- Include separate budgets for facade and redevelopment components if applying for both.
- Conceptual design plans or sketches of proposed improvements.
- Contractor quotes or estimates.
- Proof of property ownership or lease agreement.
- Letter of approval from the property owner (if the applicant is not the owner), confirming consent for the proposed improvements and agreeing to maintain the façade in the event the tenant vacates the property.
- Historic Zoning Commission Certificate of Appropriateness, if applicable

If the applicant is a contractor doing their own work, at least one outside quote must be provided—self-labor is not reimbursable.

## APPLICATION REVIEW

Applications will be reviewed for completeness before being forwarded to the Façade and Redevelopment Grant Committee. *Applicants are required to attend the committee meeting to present their project.*

### **Submission Deadlines:**

February 1 (for March review)

May 1 (for June review)

August 1 (for September review)

November 1 (for December review)

The committee meets quarterly, and applications must be submitted at least 30 days in advance. Grants are awarded based on set criteria, with priority given to key areas and exceptional projects.

## AWARD REIMBURSEMENT

Reimbursements shall be limited to 50% of the total cost of eligible façade improvements. The maximum amount of the grant is \$15,000 per building for general facade improvements. Grant awards will be made on a case by case basis by the Façade & Redevelopment Grant Committee.

The committee reserves the right to deny reimbursement, in whole or in part, for work that:

- Does not conform to proposal submitted with application
- Does not conform to Design Guidelines
- Lacks industry-standard workmanship
- Is not completed within 180 days unless extension is granted by committee
- Includes changes to approved plan without committee approval

A one-time extension of up to 180 days may be granted upon written request, submission of an updated project timeline, and attendance in person at the next scheduled Façade & Redevelopment Committee meeting. Projects not completed within the extended timeframe will require submission of a new application.

**NOTE:** If the total cost of the project increases from initial proposal to final completion and funding is limited, the Grant Committee may only award reimbursement for the original proposal.

## REQUIRED MATERIALS FOR REIMBURSEMENT

Reimbursement can be expected within three (3) to six (6) weeks after all required documentation is submitted.

- Proof of payment—such as canceled checks, bank statements, or credit card statements—must be provided, covering at least the required match and owner investment. Invoices must be marked "paid," signed and dated by contractors; cash payments are not accepted. Payments must be recorded in a spreadsheet, with backup documentation numbered to match each entry. Lien waivers are not acceptable proof of payment.
- Color photos of the completed project
- Certificate of Occupancy or Letter of Completion
- Facade Maintenance Agreement

# FACADE SCORING RUBRIC

Applications will be evaluated by the Façade and Redevelopment Grant Committee based on the quality of the presentation and responses to the questions listed on pages 3 and 4. **To be considered for funding, an application must achieve an average score of 35 points or higher.** In addition to meeting the scoring criteria, applicants must also comply with all program requirements outlined in the Program Guidelines. Awards will be made to the highest-scoring applicants, subject to funding availability.

**Applicant:** \_\_\_\_\_ **Property Address:** \_\_\_\_\_

## Visibility (1-8 points):

\_\_\_\_\_ Points

**1-2 points** – Minor Visual Enhancements: Changes are limited to basic exterior cleaning, minimal painting, or small signage updates. These improvements have little or no impact on the visual character of the property or surrounding area.

**3-6 points** – Moderate Visual Impact: Improvements are noticeable and positively enhance the property's curb appeal, such as improved entryways, updated windows, or façade detailing. The project contributes to the aesthetic cohesion of the street but does not involve major structural changes.

**7-8 points** – Significant Visual Transformation: Major upgrades or transformations of the exterior, such as new façades, substantial façade redesign, or high-quality materials, making the property a visual focal point in the neighborhood. These changes noticeably elevate the street's character and overall aesthetic appeal.

## Design & Compatibility (1-16 points):

\_\_\_\_\_ Points

**1-5 points** – Basic Design Updates: Design improvements are minimal and primarily cosmetic, such as repainting or surface repairs. The updates are functional but do not significantly improve or harmonize with the neighboring structures.

**6-11 points** – Moderate Design Integration: The project features thoughtful design elements that enhance the building's overall character and fit within the neighborhood context. Includes new design features, such as window or door upgrades, while maintaining the architectural style of the area.

**12-16 points** – High-Quality, Contextual Design: The exterior design is a comprehensive, well-executed improvement that respects and enhances the architectural style of the neighborhood. The project integrates modern updates with traditional elements and contributes positively to the streetscape and community's character.

## Sustainability & Permanence (1-16 points):

\_\_\_\_\_ Points

**1-5 points** – Temporary or Minimal Improvements: Primarily cosmetic work (e.g., painting, small signage updates) or surface-level repairs with limited long-term value. The property's exterior will require frequent maintenance and does not contribute to lasting sustainability.

**6-11 points** – Substantial Improvements: Includes upgrades to key structural or exterior systems, such as windows, doors, or façade elements, that provide long-term value and improve energy efficiency. The building's exterior is more durable and will have reduced long-term maintenance costs.

**12-16 points** – Comprehensive Redevelopment: Full-scale exterior improvements, including structural upgrades, high-quality materials, and design features that ensure the building's longevity and resilience. The project demonstrates a clear commitment to sustainability, with materials and systems that minimize future maintenance and support long-term investment.

## Community Contributions & Economic Benefits (1-8 points):

\_\_\_\_\_ Points

**1-4 points** – Improvements address basic deterioration or upkeep (e.g., broken signage, peeling paint, boarded windows) and provide some visual benefit to the immediate property. Enhances curb appeal but offers limited influence on surrounding properties or the broader streetscape.

**5-8 points** – Improvements significantly enhance the building's exterior, contributing to neighborhood revitalization and economic activity. May help attract foot traffic, increase neighboring property value, improve safety and perception, and act as a catalyst for further investment on the block or corridor.

**Total Points:** \_\_\_\_\_

**Grant Award Date:** \_\_\_\_\_

**Grant Award Amount:** \_\_\_\_\_