



Hillsboro Main Street
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Hillsboro Main Street Incentive Grant Program General Guidelines

The incentive grant program's primary consideration is to encourage economic development through historic preservation and renovation of buildings and property. The Hillsboro Main Street Program mission is to create, restore, and inspire quality growth of downtown Hillsboro.

Please carefully read the following guidelines and keep for your records.

1. Determine your eligibility. Any property or building in the Main Street Project Area is eligible to apply for this program. Please see attached map for boundaries and project area. Funds awarded through the grant incentive program can only be used for the following specific purposes listed on pages 2-4.
2. If eligible, fill out an application, agreement form, and submit a drawing of the proposed work to be done. Applicants will be required to submit a design plan to be approved by the Main Street Board. Additionally, all applicants must have signed and written consent of the property owner to have such work performed.
3. Use of funds will be focused on exterior (facade) work on storefronts and commercial buildings in the main street project area. Grant funds will only be issued for interior improvements if the property is open to the public and the improvements will directly enhance and promote tourism and the convention and hotel industry. Preference will be given to vacant property with the intent to recruit new businesses or to enhance or expand an existing business. Paint grants may not be issued to paint over original exposed brick, walls, or any windows. Painting over these will increase deterioration and later cause peeling or cracking.
4. Property or business owners must apply for the grant before restoration or renovation work begins. **No grants will be awarded for work that has already been done.** Funding assistance is distributed as a reimbursement following application approval and submission of all paid project receipts.
5. Applications are accepted on a first come first served basis, until all grant funds are depleted. Funding assistance is approved and awarded at the discretion of the Hillsboro Main Street Board. Applicants will be notified of the Board's funding decision by mail and explained their acceptance, denial, or proposed amendments to make to their application. Appeals will be heard, if needed, and scheduled with the Main Street Board.

6. Please provide copies of the application and supporting documents. Applications must be received by 5:00 p.m. the Thursday before each monthly Main Street Board Meeting. The Main Street Board currently meets the 1st Monday of each month.
7. In addition to all requirements herein, any expenditure of Grant funds for any project must comply with Section 351.101 of the Texas Tax Code.

Please review the incentive grant program specifics and choose the appropriate program for your project. A property owner or tenant may apply for multiple grants in any given year (i.e. property owner/tenant can receive funding for work on the exterior of the building, and also receive funding for a separate application that replaces a sign or does interior work to the same building). However, a project funded in a particular category may not re-apply for the same grant for five (5) years.

Facade/Exterior Improvement Program

- What is it: Funds to help a property owner or tenant fix their storefront. Main Street may match up to 50% of the facade project cost up to a \$3,500 maximum per property.
- Examples: Replacing windows, paint, wall repairs, brick re-pointing, replacing and exposing transom windows, replace front drain spouts.
- How it works: A property owner or tenant with property owner's permission would submit an application for review to the Main Street Advisor Board. If approved, the applicant will then be required to secure at least two (2) bids on their approved design. These bids will be submitted to the Main Street Board with an explanation of which one bid will be used. After the property owner goes through the appropriate city zoning and permit procedures, they would make the approved improvements to the building. After the improvements are completed and shown to match the originally approved improvements, and proof of payment is provided, the property owner is reimbursed for the appropriate amount.
- What else is needed: Pictures of building, sketch of proposed changes, color, fabric, or materials examples, etc.
- Deadlines: Applications will be reviewed at each monthly Main Street Board meeting. The advisory board will then have two (2) weeks from the meeting date to notify applicant of decision and make recommendations and comments for changes/alterations/adjustments to proposed project. If denied, the applicant has 30 days to appeal the decision to the Main Street Board.

Interior Improvements Program

- What is it: Plan for bringing a building or property up to code with approval of Fire Marshall or City Inspector. (As noted earlier, Grant funds will only be issued for interior improvements if the property is open to the public and the improvements will directly enhance and promote tourism and the

Interior Improvements Program (con't)

- convention and hotel industry.).Main Street may match up to 30% of the project cost up to \$2,500 maximum per property.
- Examples: Removal of false ceilings and interior restoration to historically accurate standards (fixtures, wall treatments, etc.)
- How it works: A property owner or tenant with property owner's permission would submit an application for review to the Main Street Advisory Board. If approved, the applicant will then be required to secure at least two (2) bids on their approved work. These bids will be submitted to the Main Street Board with an explanation of which one bid will be used. After the property owner goes through the appropriate city zoning and permit procedures, they would make the approved improvements to the building or property. After the improvements are completed and proof of payment is shown, the property owner is reimbursed for the appropriate amount.
- What else is needed: Pictures of code violations and illustration of planned improvements.
- Deadlines: Applications will be reviewed at each monthly Main Street Board meeting. The advisory board will then have two (2) weeks from the meeting date to notify applicant of decision and make recommendations and comments for changes/alterations/adjustments to proposed project. If denied, the applicant has 30 days to appeal the decision to the Main Street Board.

Awning Improvement Program

- What is it: Funds to help a property owner or tenant repair or replace an awning. Main Street may match up to 50% of the project cost up to a \$1,500 maximum per property.
- Examples: Replace a rusting or twisted metal awning or torn cloth awning. Replace roof shingled residential style awnings with one more historically appropriate.
- How it works: A property owner or tenant with property owner's permission would submit an application for review to the Main Street Board. If approved, the applicant will then be required to secure at least two (2) bids on their approved work. These bids will be submitted to the Main Street Board with an explanation of which one bid will be used. After the property owner goes through the appropriate city zoning and permit procedures, they would make the approved improvements to the building or property. After the improvements are completed and proof of payment is shown, the property owner is reimbursed for the appropriate amount.
- What else is needed: Fabric or material samples. Sketch of work to be completed.
- Deadlines: Applications will be reviewed at each monthly Main Street board meeting. The advisory board will then have two (2) weeks from the meeting date to notify applicant of decision and make recommendations and comments for

Awning Improvement Program (con't)

changes/alterations/adjustments to proposed project. If denied, the applicant has 30 days to appeal the decision to the Main Street Board.

Sign Improvement Program

What is it: Grants will be awarded for 50% of the cost of a new sign for the outside of a building not to exceed \$500 per building. Grant includes funding for the addition of signage on an awning, but will not fund signs to be placed on sidewalks.

Examples: Replace back-lit neon signs, banners, or lettered windows with more historically appropriate signage for property and business. Neon signs may be allowed if historically proper and significant to the building.

How it works: A property owner or tenant with property owner's permission would submit an application for review to the Main Street Board. If approved, the applicant will then be required to secure at least two (2) bids on their approved work. These bids will be submitted to the Main Street Board with an explanation of which one bid will be used. After the property owner goes through the appropriate city zoning and permit procedures, they would make the approved improvements to the building or property. After the improvements are completed and proof of payment is shown, the property owner is reimbursed for the appropriate amount.

What else is needed: Fabric, material, and color samples. Sketch of work describing sign dimensions and placement on building.

Deadlines: Applications will be reviewed at each monthly Main Street Board meeting. The advisory board will then have two (2) weeks from the meeting date to notify applicant of decision and make recommendations and comments for changes/alterations/adjustments to proposed project. If denied, the applicant has 30 days to appeal the decision to the Main Street Board.

Historical Marker Program

What is it: Grants of \$400 will be given for the purchase of an official Texas Historical Marker or National Register Marker. This program fits Main Street objectives to preserve community history and buildings.

Examples: Official State or National historical markers for property or building.

How it works: Applicant will research building or property history and submit formal application to the Texas Historical Commission for marker consideration. If the application is approved for a marker, the applicant will discuss the appropriate sign for the historic property, looking at size and language. Once the sign is ordered and physically placed at the appropriate site, and proof of purchase is shown, the applicant will be reimbursed \$400 for the cost of the historical marker.

Historical Marker Program (con't)

- What else
is needed: Copy of compiled history. Marker application. Copy of text to appear on
marker and marker dimensions.
- Deadlines: Applications will be reviewed at each monthly Main Street Board meeting.
The advisory board then has two (2) weeks from the meeting date to notify
applicant of decision and make recommendations and comments for
changes/alterations/adjustments to proposed project. If denied, the
applicant has 30 days to appeal the decision to the Main Street Board.