

DOWNTOWN GALAX GROWS (DGG) FAÇADE IMPROVEMENT PROGRAM - GRANT PROCESS

1. **Initial Contact** – Generate interest amongst businesses within the downtown.
2. **Application** – The Applicant would apply to the DGG Executive Director (hereinafter Director) describing what type of improvements they are proposing and an estimated cost of what they are proposing. Staff will mark the application “Received” and note the date and time.
3. **DGG and City Staff Approval** – The application shall be reviewed by the Building Official and the Director, to determine if the project complies with Building Codes, City Ordinances, and qualifies for the Matching Grant Program.
4. **Consultation** – If required, applicant, Building Official and Director will work on a design that will meet the applicable design criteria. Upon completion of the design plans, and updated estimated cost, the approved application will be forwarded to the DGG Design Committee (hereinafter Committee). *Note: The application date is the date of original submission. Any costs for third party review and design plans will be borne by the applicant and cannot be used as matching funds.*
5. **DGG Design Committee Selection** – the Committee, in cooperation with the Director, will review and assess applications to determine which applications meet minimum requirements for funding eligibility. Once applications have been assessed as meeting minimum requirements for funding eligibility, funding will be awarded amongst eligible applicants *on a first come basis* until available funding is expended, based on application received date/time and confirmation of a complete application.
6. **Contract** – Upon approval, the Applicant and the designated representative of DGG shall sign a contract that sets the stipulations for design standards and the release of funds.
7. **Design and Implementation** – After funding approval Applicant will perform any remaining work necessary to obtain all final approvals and permits to undertake the project. Any final design clarifications or changes must be reviewed with the Director and approved prior to construction.
8. **Completion and Payment** – When the construction or installation of the improvements are completed, the Applicant shall forward the receipts to the Director, showing that the Applicant has paid in full and is entitled to 50% reimbursement up to the approved amount. The Director shall then submit the request of funds for payment.



Downtown Galax Grows Façade Improvement Program Grant

Program Description

In cooperation with the Virginia Department of Housing and Community Development, Downtown Galax Grows (hereinafter DGG) has established a grant program in cooperation with the City of Galax. This project will provide matching grants ranging on a dollar-for-dollar basis in amounts ranging from \$500 to \$5,000 to assist downtown businesses along designated areas in the City of Galax with building façade rehabilitation and other general property improvements undertaken in accordance with established design guidelines.

The design guidelines address architecture, signage, landscaping, exterior walls, lighting, veneers, awnings, etc.

Location

To be eligible for a Façade Improvement Program reimbursement grant, a building must be used in whole or in part for commercial purposes and must be located within the target area. The target area coincides with the area commencing at McArthur Street to Stuart Drive and bounded by Jefferson Street, Carroll Street, E Oldtown Street, Depot Avenue, and Madison Street. This includes properties on both sides of the streets named including East and West Oldtown Street, Grayson Street, Center Street, Washington Street, Webster Street, Virginia Street and North and South Main Street.



Funding Amounts

Property Owners operating businesses within the target area shall be eligible to apply for the grant program. Tenants operating a business within the target area shall also be eligible to apply, provided the tenant obtains the property owner's consent for the project. In either event, approved applicants may receive 50% reimbursement of qualified expenditures up to a maximum grant award of \$5,000.

Program Procedures

All exterior improvements shall conform to DGG's Façade Improvement Design Guidelines ("program guidelines") and the applicable ordinances for the City of Galax. Interior improvements, roofs, and exterior electric and drainage improvements are not eligible. Exterior improvements to the backs or sides of buildings are eligible, subject to review and determination by the Design Committee that such improvements appreciably improve the visual impact of the building. Grant funding shall be limited to match of expenditures incurred within 30 days of signing the DGG Façade Improvement Program Grant Contract. Projects with demonstrated plan for business operations nearest to the "highest and best use" of the building will be given preference.

I. Architectural Design Services and Procedures

- A. DGG shall designate a Project Planner who shall be responsible for administering all duties assigned to the Project Planner as described herein and in the accompanying project documents. DGG shall appoint a Design Committee to assist in the review and implementation of the program.
- B. To initiate the application process, the Applicant should meet with the Project Planner to review the program guidelines and application process.
- C. Applicant shall submit a completed Program Application within the allotted program timeframe.
- D. The applicant shall prepare preliminary façade design documents illustrating proposed renovations including signage, color, and materials in conformance with all program guidelines and standards. This submittal should be simply prepared, clear and descriptive and showing by drawing or narrative the work to be done. Proposal should include working drawings, photographs of the building or storefront, color and material palettes of the proposed project.
- E. As part of the application submittal, preliminary cost estimates shall be included. A written contractor's bid for work must be included. The applicant may submit written materials supplier quotes or list pricing in accordance with the façade grant application instructions. A contingency of 10% is recommended for overruns and/or unexpected costs. The total amount (budget plus contingency) of the grant requested cannot exceed \$5,000, regardless of overall project cost.
- F. A consultation meeting shall be arranged between the property owner/tenant and Project Planner. Discussion will address the building's architectural style, structural recommendations from applicants design professionals, when applicable, significance of the building and project, and conformance with the program guidelines and City zoning requirements.

II. Project Plan Review and Rebate Procedures

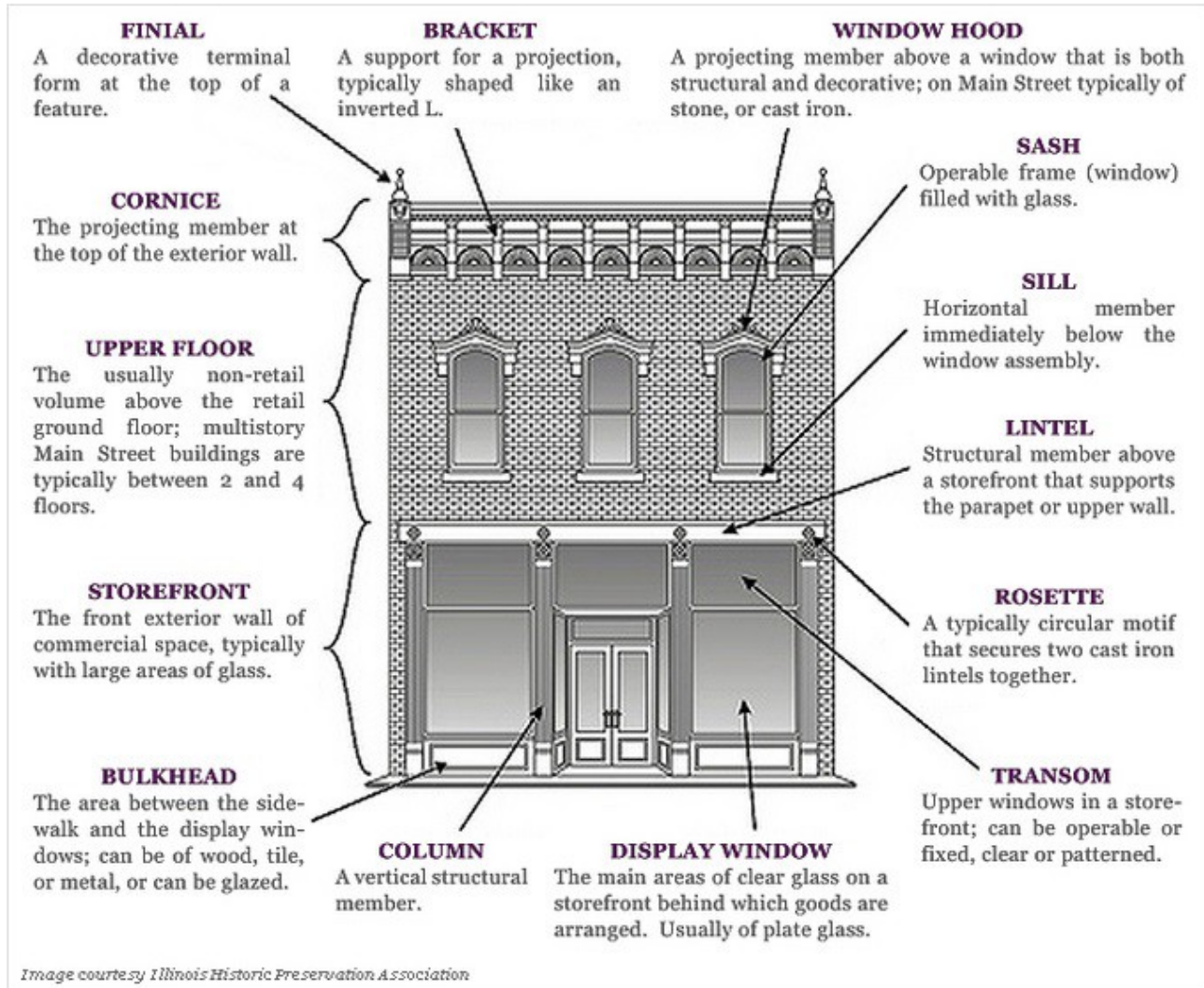
- A. Project Planner shall review the application and determine if proposed improvements conform to the design guidelines incorporated into these program guidelines ("Design

Guidelines"). If the application is approved, staff will provide approval for the applicant to commence work.

- B. An approved project packet must include: 1) signature by City Building Official to confirm compliance with local and state codes and ordinances and Project Planner to ensure compliance with preservation guidelines; 2) any written conditions of approval; 3) the amount of eligible grant funds available once all work is performed satisfactorily. 4) Confirmation from the city Commissioner of Revenue that the applicant either has obtained a business license from the City or that no business license is required of the applicant under the City Code. Work shall not begin until a building or sign permit has been issued. All work must be performed in accordance with building codes and pursuant to a valid building permit (when applicable). Invoices dated before the permit date will not be eligible for reimbursement.
- C. Changes to the originally approved design shall require re-approval by DGG, acting through the Project Planner, and in most cases reapproval by the City Building Official will be necessary. **Failure to have alterations, revision or changes approved in advance shall be grounds for withdrawal by the DGG of grant funding.** The Project Planner will make periodic informal inspection of work to assure compliance with approved design and conformance with Design Guidelines.
- D. In order to obtain reimbursement, the Applicant shall, upon completion of the work submit to the Project Planner detailed cost documentation for the reimbursement and the matching spend, which may include canceled checks or invoices showing payment.
- E. The Project Planner will make a final on-site inspection to confirm improvement compliance. If all work has been completed in compliance with the improvement plans and the required building permits have been finalized, DGG will process a request to the disburse reimbursement funds in accordance with the approved application.

Design Guidelines

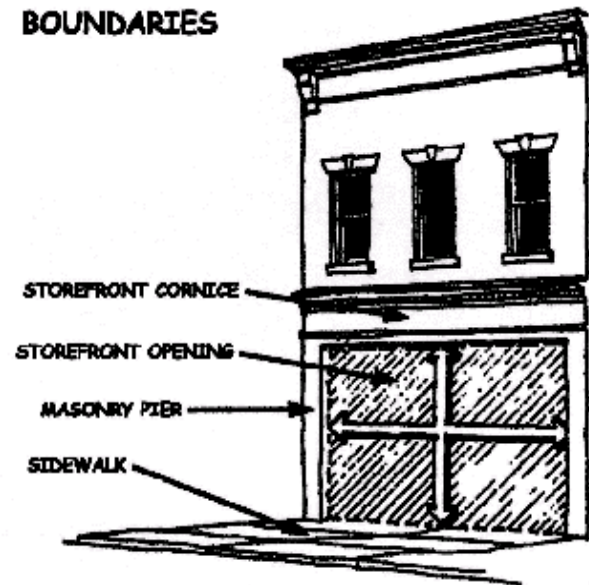
Anatomy of a Building Facade



Storefront Design and Display

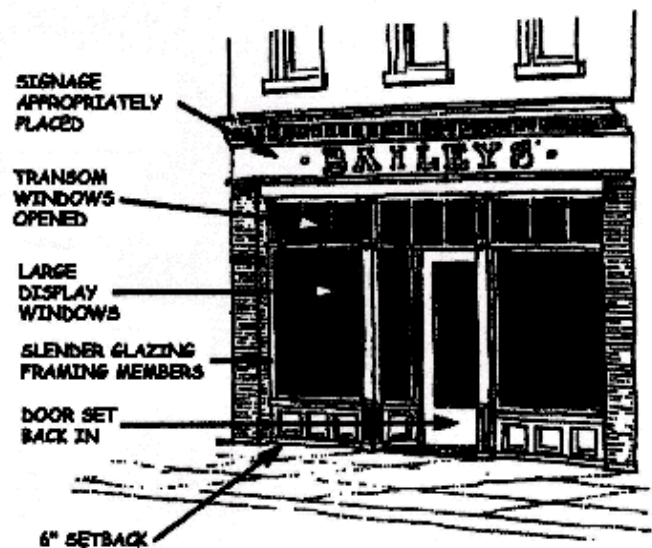
- Most facades consist of an architectural framework designed to identify individual storefronts. Each storefront should respect this architectural framework and not extend beyond it.
- Storefronts' design should be in keeping with a building's overall design. Storefront elements -- such as windows, entrances, and signage -- provide clarity and lend interest to facades. It is important that the distinction between individual storefronts, the entire building facade, and adjacent properties be maintained.
- Individual storefronts should be clearly defined by architectural elements, such as pillars, piers, or separations of glass.
- A horizontal band at the top of each storefront can serve as an appropriate location for business signage.
- Storefront windows should be consistent in height and design with storefront doors to create a cohesive appearance.
- Storefront windows should not be completely obscured with display cases that prevent customers and pedestrians from seeing inside.
- Storefront windows should display products or services, local business logos, hours of operation, and/or public service messages. Displays in both retail and non-retail storefront windows that add color, texture, information, and/or visual activity to the pedestrian experience are encouraged.
- "Transparent" storefronts are not necessary for some businesses, such as professional offices. Nevertheless, even for such businesses it is preferable to maintain the size of original storefront windows. Proprietors can provide attractive window displays or install blinds. This solution contributes to the vitality of the streetscape and is more flexible for future changes than permanently blocking windows.

STOREFRONT BOUNDARIES



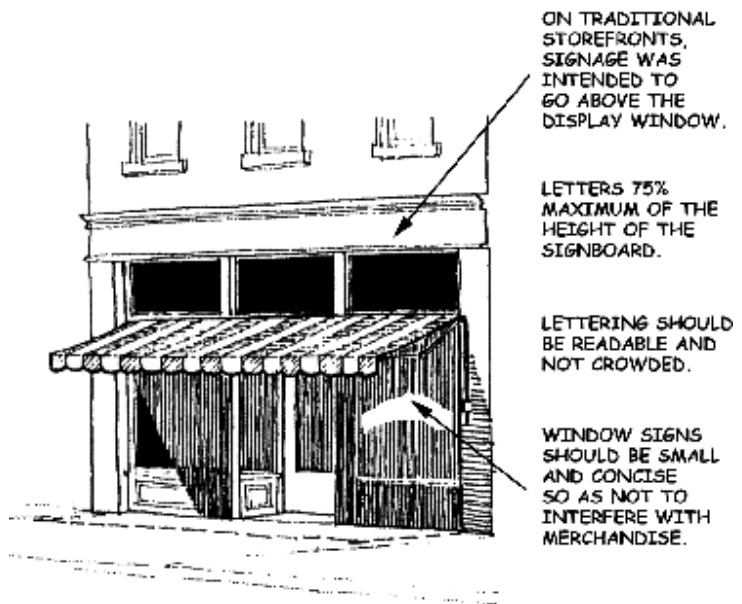
TRADITIONAL STOREFRONT DESIGN

STOREFRONT FITS WITHIN BOUNDARIES



Sign Guidelines

Shoppers use signs mainly to identify the names and locations of businesses but signs can also convey an image as well as a direct message. Restrained and tasteful signs suggest a high-quality business. A jumble of oversized and competing signs- even on a single downtown façade- can confuse the customer. With signs, bigger is not always better. Signs are to meet the City of Galax sign ordinance.



☐ § 160-134 Downtown Tax District.

The following shall apply in the Downtown Tax District:

A. Permitted signs; size.

Permitted Signs	Permit Required	Maximum Sign of Total Signage (square feet)
Real estate*	No	12
Business	Yes	For establishments with a lot width less than 30 feet, a maximum of 15 square feet; for all others, a maximum of 1 square foot for each 2 linear front feet, not to exceed 100 square feet of sign area
Mural	Yes	For establishments with a lot width less than 30 feet, a maximum of 15 square feet; for all others, a maximum of 1 square foot for each 2 linear front feet, not to exceed 100 square feet of sign area
Temporary	Yes	20
Directional	No	3
Identification	Yes	15
Public service	Yes	15
Location	Yes	3

* NOTE: These signs may be freestanding signs.

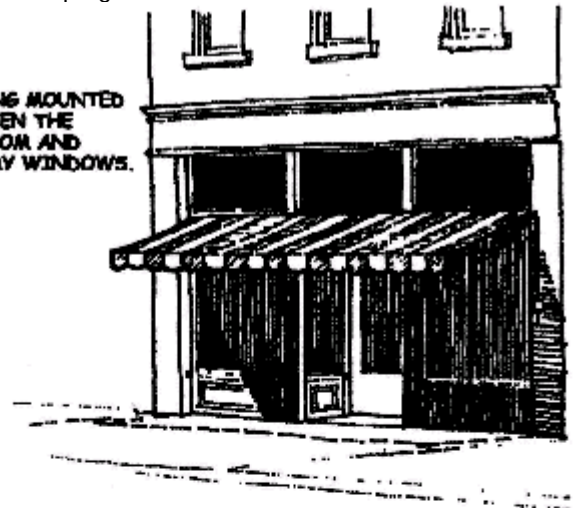
- B. Location. All signs, unless otherwise stated, shall be subject to the same setback and yard requirements as other structures.
- C. Number of signs permitted. Excluding public service signs, only one sign shall be permitted, except that a corner lot occupied by a single establishment shall be allowed up to two signs, as provided in § 160-133C.
- D. Suspended and projecting signs. Sign of these types shall not be less than eight feet from the ground nor larger than 20 square feet.
- E. Review by Design Committee. All sign permits for this district must be reviewed by the Design Committee.
- F. Conditional uses in the Downtown Tax District shall be permitted following a public hearing and approval as set forth in Articles XVI and XVIII. Conditional uses shall be one or more of the following uses:
 - (1) Murals exceeding the allowable size as permitted within the Downtown Tax District.

- ▮ Wall signs should be placed in traditional locations in order to fit within architectural features for example:
 - Above transoms
 - On cornice fascia boards
 - Below cornices
- ▮ Symbolic and historic three-dimensional signs such as barber shop poles and appropriately-sized projecting signs are encouraged. Signage should have the capability of being lit in the evening, although the source of light must not be visible to motorists or pedestrians.
- ▮ Sign materials should be compatible with materials used in the building. Painted wood and metal are particularly encouraged because these materials convey durability. Individual letters affixed directly to a sign frieze may be used.
- ▮ Signs shall be directly or indirectly illuminated, or shall have separately backlit letters. Internally illuminated signs are strongly discouraged, and utilization of internally lit signs may result in disapproval of the application, however, DGG may approve the use of such signs in exceptional circumstances in DGG's sole discretion.
- ▮ Neon signs shall be used in building interiors only. The use of neon on the building exteriors is strongly discouraged.
- ▮ Spot lighting to draw attention to sign and architectural details is encouraged.
- ▮ Light spillage on adjacent properties is strongly discouraged.
- ▮ Signs incorporating designs, materials or features not in keeping with the overall design or era of the building, are discouraged.

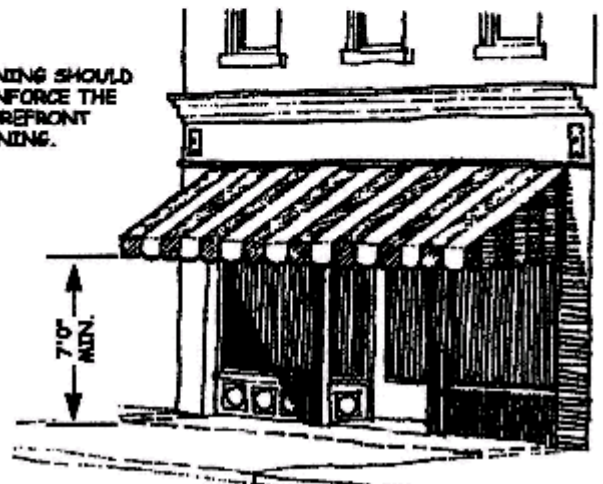
Awnings, Canopies and Marquees

- ▮ Awnings, canopies and marquees provide a secondary location for signage. They add color and interest to building storefronts and facades and can be used to emphasize display windows and entrances. They also serve to protect pedestrians and display windows from the sun and rain.
- ▮ Awnings, canopies and marquees consistent with local character and building type are encouraged.
- ▮ Awnings should reflect the overall facade organization of a building. Awnings should be located within the building elements which frame storefronts.
- ▮ Important architectural details should not be concealed by awnings, canopies or marquees.
- ▮ Awnings on a multiple-storefront building should be consistent in character, scale, and location, but need not be identical.
- ▮ Awning shapes should relate to the shape of the facade's architectural elements.
- ▮ The use of traditionally shaped awnings is

AWNING MOUNTED
BETWEEN THE
TRANSOM AND
DISPLAY WINDOWS.



AWNING SHOULD
REINFORCE THE
STOREFRONT
OPENING.

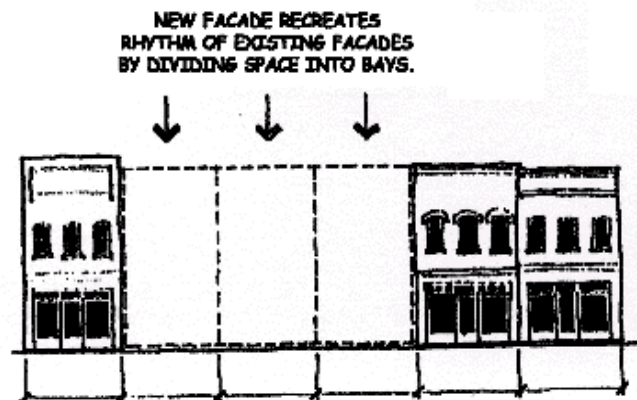
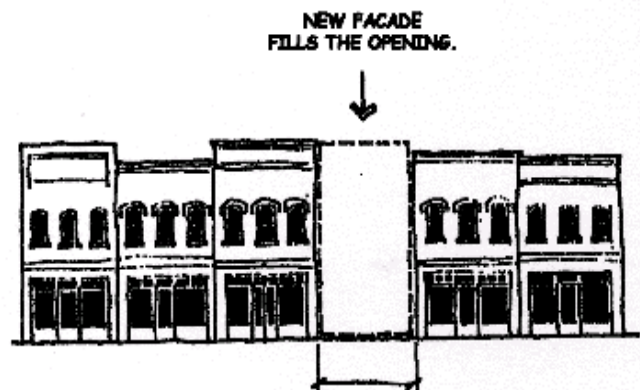
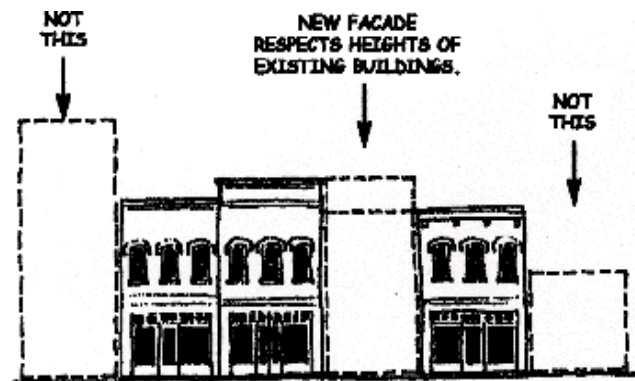


encouraged, when appropriate.

- ▮ Creative or unusually-shaped awnings should be designed with considerable care.
- ▮ If possible, top edges of awning shall be mounted to align with the top of the transom or with the framing above the main display window.
- ▮ Fabric awnings are encouraged. Canvas and fire-resistant acrylic are preferred awning materials. The use of vinyl or plastic as awning materials is discouraged.
- ▮ The use of awning valances for signs is encouraged.
- ▮ Retractable or operable awnings are not encouraged.
- ▮ Long expanses of awning should be broken into segments that reflect the door or window openings beneath them.

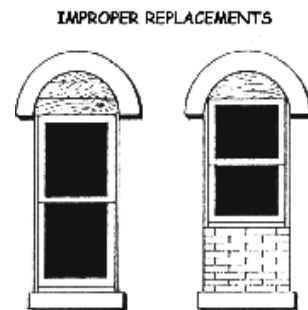
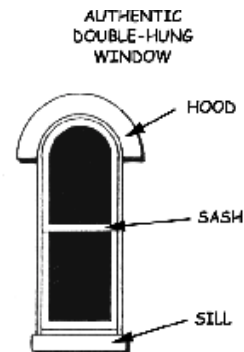
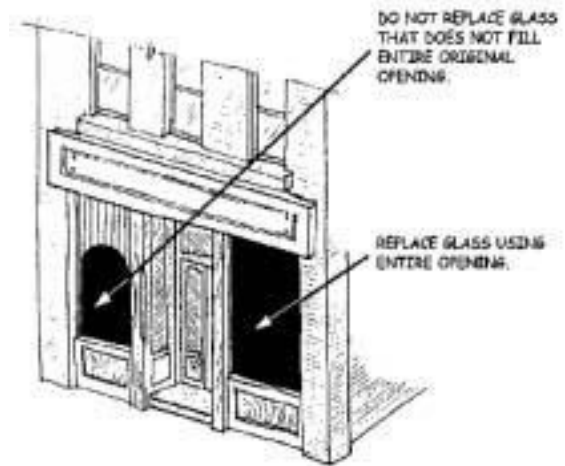
Roofs and Parapets

- ▮ Rooflines should mimic the separate yet complementary rhythm of historic buildings.
- ▮ Flat roofs (slightly sloped to drain) are preferred with parapets that articulate the rhythm of the buildings. Parapets should be embellished with brick detailing and stepped or sloped to achieve a visually interesting yet harmonious sequence along the building façade.
- ▮ Facades incorporating sloped roofs are not eligible for grant funding unless the roof form is concealed by a parapet or false front. Exceptions may be granted if the sloped roof is used on top of a multi-story building to help reduce the overall height of the façade and define the residential character of the upper floors.



Windows

- ▮ Whenever possible, a building's original window pattern should be retained. Avoid blocking, reducing the size, or changing the design of windows. Windows should be used to display products and services, and maximize visibility into storefronts.
- ▮ Window openings that have been blocked or screened by concrete block, brick or plywood etc. should be reopened to reestablish the original rhythm of the façade.
- ▮ Commercial storefront windows traditionally tended to be large at the ground-floor level. During renovation or new construction, this approach is encouraged.
- ▮ If ceilings must be lowered below the height of storefront windows, provide an interior, full-height space immediately adjacent to the window before the drop in the ceiling. This lets more light into the storefront and allows the retention of larger windows.
- ▮ Wood is strongly recommended as replacement doorframe and window frame material.
- ▮ Try to retain or increase window transparency whenever possible. Replace reflective or dark tinted glass with clear glass, if possible. In general, dark glass alienates pedestrians from the business activity inside a storefront and reduces the impact of window displays.
- ▮ Avoid installing opaque panels, such as metal, wood, and/or other materials, to replace clear glass windows.
- ▮ Windows with multiple, small-paned windows should be avoided unless they are historically appropriate to the building style, or integrate well into the overall design.
- ▮ Do not use Plexiglas or other replacement materials instead of glass.
- ▮ Safety glass is required when windows are 18" or less from the ground.
- ▮ Fix broken windows immediately. Broken or boarded windows negatively impact business and the district.
- ▮ Avoid using window openings for mechanical equipment (such as air conditioners, louvers, air exhausts).



Doors and Entrances

- ▮ Primary entrances should be clearly marked and provide a sense of welcome and easy passage from exterior to interior. Whenever possible, they should be located on the front of buildings.
- ▮ Side entrances should be located as close to the street front as possible.
- ▮ Recessed doorways are encouraged; they provide cover for pedestrians and customers in bad weather and help identify the location of store entrances. They also provide a clear area for out-swinging doors and offer the opportunity for interesting paving patterns, signage, and displays.
- ▮ New store entrances must be accessible to the physically disabled. Renovation of existing entrances is encouraged.
- ▮ Loading and service entrances should be located on the side or rear of buildings, whenever possible. They should be screened from public ways and adjacent properties to the greatest extent possible.

Exterior Lighting

- ▮ Exterior lighting should highlight building elements, signs, or other distinctive features rather than attract attention to the light fixture itself. Lighting that attracts attention to itself, such as neon tubing surrounding display windows, should be avoided.
- ▮ In order to maintain an attractive image, exterior building lighting should be appropriate to the building's architectural style.
- ▮ Building lighting should provide an even illumination level. Avoid flashing, pulsating, or similar dynamic lighting that poses a hazard to motorists.
- ▮ Avoid lights which glare onto streets, public ways, or onto adjacent properties.
- ▮ Provide indirect lighting whenever possible.
- ▮ The creative use of neon in individual circumstances is encouraged. These guidelines strive to promote a unique character for the City of Galax; so therefore, the use of nationally distributed neon signs that promote brand name goods is discouraged.

Exterior Materials

- ▮ Facade design should be complementary to a building's original materials as well as to those of adjacent buildings.
- ▮ Terra cotta, brick, and stone convey permanence and should be used when architecturally appropriate.
- ▮ When using new brick, care should be taken to match the color and type of original brickwork.
- ▮ Painting brick is not encouraged but will be reviewed on a case-by-case basis.
- ▮ Use of decorative concrete block, applied false-brick veneer, vinyl or aluminum siding is discouraged. Other materials made to either imitate exterior finish materials or used to cover original architectural features is also discouraged.
- ▮ Materials used near sidewalks and adjacent to building entrances should be highly durable and easily maintained while compatible with other exterior building materials.

- ▮ The surface cleaning of structures should be done by the gentlest means possible. Sandblasting and other cleaning methods, such as chemical washes, that will damage exterior building materials and features should not be undertaken.
- ▮ Existing cornices and/or building caps should be retained where possible and repaired as needed.
- ▮ When applied cornices have been removed, encourage replacement of the historic cornice if feasible. If replacement is not feasible, design a simplified cornice to define the top of the building and maintain the visual unity of building tops along the block.

Building Systems

- ▮ A building's mechanical, electrical and plumbing systems should be concealed completely from view from the street or sidewalk. If such equipment cannot be concealed, efforts should be taken to minimize their visual impact on building facades.
- ▮ Rooftop equipment should be hidden by a screening device so as not to be visible from the street and sidewalk.
- ▮ Avoid placing air-conditioning units in windows or any other openings facing onto the street. Units located in non-window openings are acceptable if they are flush with building walls. They should be screened with a decorative grill or any grill appropriate to the storefront design. Air-conditioning units should not drain onto pedestrians passing below.
- ▮ Downspouts and other drains should be kept clear and well-maintained.

Acceptable Colors:

- ▮ A façade design should employ a limited palette of complimentary colors, which if possible do not clash with the schemes of adjacent buildings.
- ▮ Until the City of Galax's color palette has been finalized, the Design Committee will review proposed colors to ensure they will complement the downtown street scape.
- ▮ Program participants may choose up to four colors for a single building (one or two body colors, one or two trim colors, and one accent color; these may be the same or different). Architectural elements on the building facade, such as canopies, balconies, and arcades, shall be in the same color as one of the four chosen building colors, except where constructed with a permitted material such as stone or brick that is left unpainted.

The Use of the Following is Strongly Discouraged:

- ▯ Internally lit and or plastic awnings
- ▯ Internally lit signs
- ▯ Flashing signs
- ▯ Pedestal signs and pole-mounted plastic signs
- ▯ Mass-produced blow molded plastic signs
- ▯ Billboards of all types and sizes attached or free-standing
- ▯ Portable trailer signs
- ▯ Historically incompatible canopies, awnings, and imitation mansard roofs made of metal, rough-sawn wood, plastic, shakes, or asphalt roofing
- ▯ No vending machines dispensing food or drinks shall be permitted on the exterior of any structure.

Strongly Discouraged Materials on Visible Surfaces:

- ▯ Vinyl or aluminum siding
- ▯ Asphalt, or fiberglass shingles
- ▯ Structural ribbed metal panels
- ▯ Corrugated metal panels
- ▯ Plywood sheathing
- ▯ Plastic sheathing
- ▯ Structural glass, unless used to replicate a 1940s-1950s storefront design
- ▯ Reflective or moderate to high grade tinted glass

Downtown Galax Grows Façade Improvement Grant Program Grant Application Instructions

This year's façade program has \$40,000 in funds for distribution. Individual awards are available up to \$5,000. The program requires a minimum of a 1:1 match.

Please use this checklist to ensure that you have submitted all parts of the application:

- o Application Form
- o Written estimate from a contractor
- o Photograph of entire building
- o Drawings to illustrate scope of proposed project
- o Written consent of property owner for proposed work (if applicable)

*** Return application to:

Downtown Galax Grows
c/o Executive Director
P.O. Box 544
Galax, VA 24333

PROCEDURES

1. The Downtown Galax Grows Executive Director will serve as the Project Planner for this program. Applicants should contact the Project Planner at (276) 235-9399, or director@galaxgrows.com, to request an application or download the application from the Downtown Galax Grows website at www.galaxgrows.com/facade
2. Talk to the Project Planner about your project to make sure your plans match the grant program.
3. It will be the obligation of applicants to determine if consultation with an architect or designer is necessary or appropriate to assist with the project. Downtown Galax Grows ("DGG") will have no obligation to evaluate or ensure the structural integrity or safety of any project funded hereunder, with such obligation remaining solely with the applicant.

4. Obtain a written estimate from a licensed contractor for the work to be performed. A 10% contingency of the total cost of the project must be provided in the estimate. The grant program will not reimburse for applicant's own labor, but materials are reimbursable. For applicants who intend to perform their own labor for projects, applicants may submit quotes from materials suppliers, or compile a materials list for project materials using published list prices of area retailers or wholesalers, or online materials list pricing.
5. Return the completed application and a cost estimate of the proposed improvement to Downtown Galax Grows, Executive Director, P.O. Box 544, Galax, VA 24333, before 5 PM on December 31, 2025.
6. The Project Planner will review the application for submission to a review committee.
7. Potential applicants are encouraged to contact the Project Planner who is available to preview design concepts, ensure proposals meet regulations, and are consistent with the Design Guidelines.
8. Applicants will be notified in writing of the decision. Applications will be judged on how closely they follow the Design Guidelines and program goals.
9. Projects must be approved before work begins. Work must be completed ~~in this~~ by September 30, 2026.
10. All approved grants will be paid upon COMPLETION and APPROVAL of the improvement according to the description in the application.



Downtown Galax Grows Façade Improvement Program Application

DATE OF SUBMISSION: _____

APPLICANT: _____

PLEASE INDICATE IF YOU ARE THE PROPERTY OWNER (CIRCLE ONE): YES NO

IF YOU ARE NOT THE PROPERTY OWNER, PLEASE ATTACH A COMPLETED AND SIGNED CONSENT FORM FROM THE PROPERTY OWNER EVIDENCING THE OWNER'S APPROVAL OF THE PROPOSED PROJECT.

LOCATION: _____

MAILING ADDRESS: _____

TAX MAP # _____ BUSINESS PHONE: _____

Email (if applicable) _____

Type of Improvements. Check all that apply.

Sign _____ Landscaping _____ Site Accessories _____

Lighting _____ Façade Renovation _____

Other _____

Please provide a brief description of work to be done:

Estimated Project Start Date: _____

Expected Completion Date: _____

Estimated Total Cost of Improvements: \$ _____ + 10% contingency Total

Grant Amount Requested \$ _____ Not to exceed \$5,000

Signature: _____ Date _____

Business Name/DBA: _____

Description of Proposed Improvement:

(Please be as specific as possible. Attach additional sheets if necessary. Give exact paint color names, provide paint samples, etc.; before & after drawings are useful).

PHOTOGRAPHS OF THE PROJECT

(Please attach photographs to fully illustrate the extent of work to be done)

OWNER'S CONSENT FORM

I, _____, certify that I own the property located at

in Galax, Virginia, and that I have reviewed the application for the **Downtown Galax Grows Facade Improvement Program** submitted by _____

and that I fully support this application and the project described therein, to be undertaken on my property.

I further certify that this person or business holds a valid lease of _____ year(s) with an expiration date of _____.

I further certify and agree that if the proposed project is approved, I hereby provide my consent for the project to be undertaken, and that I hereby release and agree to hold harmless and indemnify the City of Galax, Downtown Galax Grows and all of their representatives, employees, officers and agents from and against any claimed losses or damages incurred by me as a result of the work performed in connection with the proposed project described in the application.

Signature

Print Name

Mailing Address

Telephone #



**DOWNTOWN GALAX GROWS
FAÇADE IMPROVEMENT PROGRAM
GRANT CONTRACT**

Project Number: _

This agreement is made and entered into this _____ day of _____, 20_____, by and between **DOWNTOWN GALAX GROWS**, (hereinafter, "DGG"), and _____ (Hereinafter Recipient).

WHEREAS, a need exists in the City of Galax to encourage the beautification of the streetscape, signage, and building facades in the Downtown Business District; and

WHEREAS, such encouragement is provided by the financial incentive of a matching grant program; and

WHEREAS, such encouragement will assist in the economic revitalization of the Downtown Business District; and

WHEREAS, the parties have agreed to the terms of this Program, said terms to fulfill the purposes set forth herein,

NOW THEREFORE, the parties hereto agree as follows:

1. IMPROVEMENTS:

The Recipient shall undertake the facade improvements (the "Improvements") in strict compliance with the attached approved grant application, which is incorporated herein by reference as if fully set forth herein.

2. GRANT:

DGG shall reimburse the Recipient upon completion of the work and verification that the Recipient has made payment to the Contractor or materials supplier, as applicable. Reimbursement shall be equal to 50% of the supporting proof of payment, but shall not exceed \$5,000.00 (Grant Funds) subject to the conditions and terms of this Agreement including proof of payment of the 50% match.

3. **USE OF GRANT FUNDS:**

Grant Funds shall be used only for Improvements approved by DGG. Any alterations, revisions or changes to the Improvements will be authorized and approved by the Project Planner. Failure to have alterations, revisions or changes approved in advance by the Project Planner will result in the termination of this Agreement and forfeiture of the Grant Funds.

4. **REIMBURSEMENT PROCEDURES:**

Grant Funds shall be disbursed to the Recipient only when the Improvements are completed, inspected, and approved by the agent of DGG, the Project Planner, as being in accordance with the Design Guidelines. Upon completion of the Improvements, the Recipient shall submit an itemized invoice and evidence of payment thereof, with copies of all contractor's invoices to the Project Planner for payment by DGG. Payment will be made to the Recipient subject to the terms and conditions of this Agreement.

5. **TIME OF PERFORMANCE:**

All Improvements approved by DGG shall be completed by the Recipient September 30, 2026.

6. **RESPONSIBILITY OF RECIPIENT FOR CONTRACTOR'S OBLIGATIONS:**

A. The Recipient's contractor (the Contractor) shall hold a valid contractor's license to perform the work for the project, and shall complete the work in conformity with the specifications attached hereto and made a part hereof, in a workmanlike manner and where applicable, in accordance with the building code and any zoning and sign ordinances of the City of Galax.

B. Contractor or applicant shall obtain and pay for all required permits and contractor's licenses and is to pay all required fees and taxes.

C. Contractor shall carry comprehensive general liability insurance, automobile liability insurance, Worker's Compensation Coverage at statutory limits, with minimum limits of \$1,000,000.

7. **ADHERENCE TO DESIGN GUIDELINES:**

Recipient acknowledges that subsequent to design approval, any further design changes shall be grounds for withdrawal by DGG of grant funding, unless DGG in its discretion approves the altered design. Recipients are cautioned to seek pre-approval for design changes in the event that unexpected conditions occur during construction which would call for changes to the approved design.

8. CHANGES TO IMPROVEMENTS:

Recipient shall make no substantial changes to the Improvements for five (5) years, unless any such changes are determined by the Project Planner to be consistent with the Design Guidelines, as determined by the Project Planner. Nothing herein shall prohibit routine maintenance.

9. INDEMNIFICATION:

The Recipient does hereby indemnify and hold harmless DGG, the City of Galax, and their employees, agents, and the Grant Selection Committee, from all claims made or actions against, or losses, damages, costs, and attorney's fee incurred as a result of, arising out of, or related to any intentional or unintentional act or omission by the Recipient or anyone acting on the Recipient's behalf under, pursuant to, or in connection with, this Agreement and the work undertaken pursuant hereto.

10. TERMINATION:

This Agreement may be terminated by DGG or the Recipient upon written notification to the other party. Termination shall be effective upon delivery of such notification DGG or the Recipient. In the event of termination by the Recipient, DGG shall be released of all obligations to the Recipient, but the Recipient's duty to indemnify shall survive the termination. No payment shall be made for any work if Recipient terminates this agreement.

11. PARTY RELATIONSHIPS:

The parties to this Agreement hereby acknowledge that nothing contained in this Agreement shall be deemed or construed by either of them, or by any third person or entity, to create any relationship of principal and agent, limited or general partnership, employer and employee, or joint venture, between DGG and/or the City of Galax and Recipient, or to create any relationship of third-party beneficiary in favor of a person or entity not a party to this Agreement, including contractors and suppliers.

12. ENTIRE AGREEMENT:

The following documents are hereby incorporated into this agreement:

- A. Downtown Galax Grows Façade Improvement Grant Guidelines
- B. Grant Application submitted by Applicant
- C. Façade Grant Process (Definitions)
- D. Grant Program Application Instructions

This Agreement, with the documents incorporated herein by reference constitutes the entire Agreement of the parties hereto. It shall supersede all prior offers, negotiations, and agreements. No revision of this Agreement shall be valid unless made in writing and signed by the parties hereto.

13. NOTICE:

All notices and correspondence to the Recipient shall be sent to the address stated in the application submitted by applicant, unless Applicant subsequently designates a different address in writing delivered to DGG. All notices and correspondence to DGG shall be sent to the following address, unless written notification to the contrary is received:

Downtown Galax Grows
c/o Executive Director
P.O. Box 544
Galax, VA 24333

-REMEDIES:

In the event the Recipient does not fully perform under the terms of this Agreement, the Recipient shall be in default and DGG shall be entitled to all remedies available at law and in equity, in addition to liquidated damages equal in amount to the Grant Funds, if said Grant Funds have been disbursed. Recipient agrees to repay to DGG upon demand all Grant Funds disbursed hereunder in the event of a breach of this agreement by Recipient.

14. GOVERNING LAW:

This Agreement shall be governed by laws of the Commonwealth of Virginia.

Witness the hands and seals of the parties hereto the date first written on the first page of this contract.

By: _____(SEAL)
Recipient

By: _____(SEAL)
Executive Director, Downtown Galax Grows

By: _____/_____(SEAL)
Contractor Company

By: _____/_____(SEAL)
Contractor Company

By: _____/_____(SEAL)
Contractor Company

By: _____/_____(SEAL)
Contractor Company