



April Ennis-Pierson



# Important!

## Selection Process

Grants will be awarded based upon the level of improvement(s), the accuracy of historic preservation and the vitality and significant impact the project will make to the downtown environment. Only complete applications will be accepted for processing.

The grant application will be reviewed by Oxford Mainstreet, Inc.'s Mainstreet Manager and President for the completeness of information and supporting documents and compliance with the Façade Restoration Grant Program requirements. This review process will be completed within five (5) working days.

After the grant application is reviewed, it will be submitted to Oxford Mainstreet Inc.'s Design Committee for review at their next scheduled meeting within 30 days.

Applicant's projects are required to meet all applicable codes and ordinances of the Borough of Oxford. Applicants are also required to secure any necessary permit(s) from the Borough of Oxford before work can commence.

Once an application is approved, but before work may commence, the applicant must submit the required 50% matching funds to OMI for deposit in an escrow account to be held by OMI until all grant funded work is completed to the satisfaction of OMI.

Grant funds will be paid to the applicant once OMI has determined the following items have been satisfactorily addressed:

- 1) The project has been completed in conformance with the design plan and/or project as submitted, reviewed and approved by Oxford

Mainstreet, Inc.'s Design Committee; 2) pre-approval of all changes in the project scope of work, contract change orders or materials has been obtained from the Design Committee, and; 3) the completion of final inspections, if required by the Borough of Oxford. There will be no reimbursement if Borough code or ordinance violations exist. In addition, the Design Committee must ensure that all aspects of the project have been satisfactorily completed.

Only work approved by the Design Committee will be eligible for the Façade Restoration Grant. Project work may not commence until the applicant/property owner receives a notice to proceed from the Mainstreet Manager.

Once the project has been completed, the applicant must send a letter of project completion and all invoices to the Mainstreet Manager.

Once the work is completed and reviewed by the Oxford Mainstreet, Inc. Design Committee, escrowed funds will be released in full to the grantee. It is the responsibility of the grantee to fulfill financial obligations to all contractors.



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