City of Battle Ground
Old Town Facade Improvement Grant Program Guidelines

What is the Old Town Facade Improvement Grant Program?

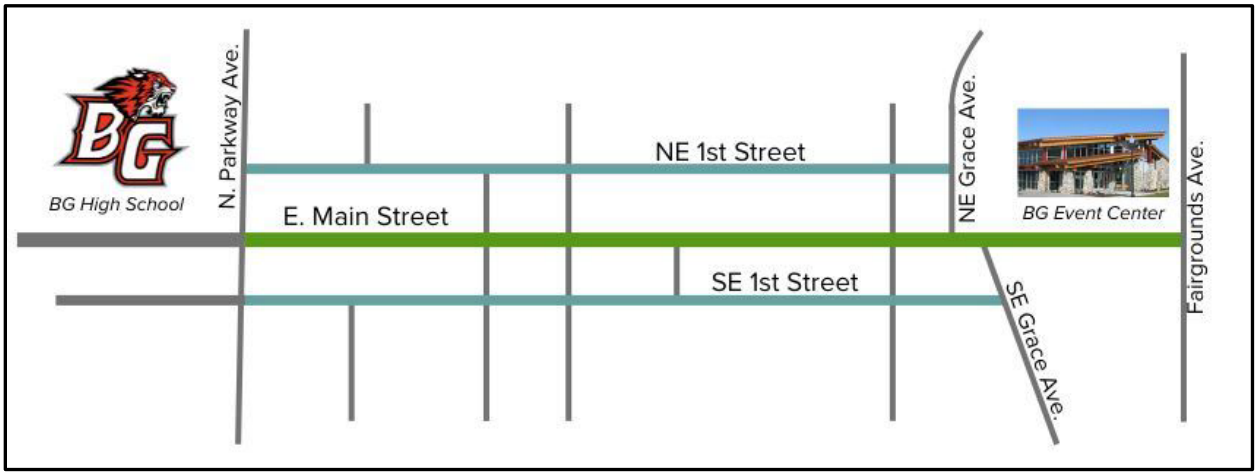
- The Old Town Facade Improvement Grant Program is intended to encourage growth, investment, and commercial vitality in the Old Town area.
- Applicants may apply to the City of Battle Ground for a 50/50 matching grant up to $10,000 per applicant. The total available funding for the program is $50,000, with applications funded in order of receipt by the City.

How does the program work?

- Applications will be accepted from eligible applicants beginning May 1 through June 30. Successful applicants will be notified of grant award on or after July 6th.
- **All construction activity and receipts for reimbursement under the grant must be completed and submitted to the City by December 31, 2026**.

Who is eligible to apply?

- *The proposed project must be a retail/commercial business in the Old Town area*
  - *East Main Street between North Parkway Avenue and Fairgrounds Avenue*
  - *NE and SE 1st Streets between North Parkway Avenue and Fairgrounds Avenue*



- An applicant must be a commercial property owner or business lessee with written authorization of the property owner. The business must have a current business license.
- The proposed project must meet all Battle Ground Municipal Code (BGMC) and building code requirements, follow all applicable local and state laws, and adhere to all City of Battle Ground design standards, including application of the Old Town Style Guide (see https://www.cityofbg.org/DocumentCenter/View/14157/DRAFT-PLAN---Old-Town-Subarea-Plan-August-2025).
- Neither the property owner nor the business may be subject to any current BGMC code violations.

How may the grant be used?

- ***The grant may be used for exterior building improvements only; interior improvements may not be funded using the grant.***
- *Examples of eligible exterior improvements that can be funded using the grant include:*
    - Doors and Windows
    - Exterior Carpentry – Fascia and Architectural Design
    - Storefront Renovation
    - Signage
    - Painting
    - Awnings
    - Lighting
    - Murals or Permanent Artwork

- *Ineligible improvements include:*
    - New building construction
    - Non-street facing improvements
    - Non-conforming signage
    - Non-permanent fixtures (such as planters, benches, etc.)
    - Sidewalk repair/restoration/replacement
    - Building interior improvements
    - Roof repair/replacement
    - Payment of City of Battle Ground permits and fees related to the improvements
    - Payment for applicant's own labor related to the improvements
    - Routine repairs/maintenance

How does the grant work:

- **The grant is awarded as a 50/50 match (50% of the approved project costs paid by the applicant, 50% of the approved project costs paid using the grant) with the maximum grant capped at $10,000.**
- **An applicant may only apply for one (1) grant.**
- An applicant's matching funds can be either cash, a loan, or an in-kind contribution. Evidence of cash or loan contribution must be provided at the time of application; in-kind contributions are subject to review and approval by the City of Battle Ground and journey-level skill or expertise.
- **Projects funded under this program are subject to state prevailing wage, RCW 39.12 and 39.04.010.**
- Approved grant funds are released to the applicant in the form of reimbursement upon completion of the project, payment of all contractors by the applicant, L&I

approved intent/affidavit for prevailing wages, and inspection/approval of the work by the City of Battle Ground.

- The City is not liable for any costs more than the approved grant amount. All project cost overruns not referenced in the grant agreement and approved scope of work are the responsibility of the applicant.
- For any project funded under this program in which total project cost exceeds $75,500, state public procurement laws would apply, RCW 39.04.010.
- An applicant's contractor must hold a valid Washington Contractor License and Battle Ground business endorsement.
- Building permits required depending on project scope.
- **Grants are not retroactive to work already completed.**

What is the application process?

- **The City will accept applications online on the City's website or in-person beginning May 1 through June 30, 2026. All construction activities and receipts for reimbursement under the grant must be submitted to the City by December 31, 2026.**
- Questions regarding the Old Town Facade Improvement Grant Program, including required application submittals (such as project description, drawings, bids, etc.), should be directed to:

  City of Battle Ground
  Attn: Robert Ferrier, Deputy City Manager
  109 SW 1st Street
  Battle Ground, WA 98604
  Email: exec.info@cityofbg.org
  Phone: 360-342-5000

- Once an application is submitted, it will be reviewed to determine it meets all eligibility requirements.
- The applicant will be required to meet with City staff to discuss the project and review the City's plan submittal and permit process.
- *Applicants whose projects are conditionally approved will be required to enter into a separate agreement prior to the start of construction that specifies the responsibilities of both the applicant and the City, a project scope of work and timeline, a description of the applicant's funding match contribution, and clarification of the grant review process*.