



Historic Ellicott City, Inc. Revitalization Grant Program

Historic Ellicott City, Inc. (HEC) is pleased to announce our Historic Ellicott City Revitalization Grant Program. HEC has committed funds raised to our mission of preserving and restoring historic properties in Howard County. While our passion for preservation can be seen throughout the County, our primary focus for this grant cycle is the improvement of properties within the Ellicott City Historic District. The Historic Ellicott City Revitalization Grant Program will provide direct assistance for the rehabilitation, sustainment, and preservation of properties within the Ellicott City National Historic District boundaries (See the attached map).

Grants range from \$1,000 to \$10,000. Preference will be given to those projects that exhibit a cost-sharing agreement.

WHO CAN APPLY?

Any building owner, store owner, building tenant (with authorization from the property owner) for-profit organizations, non-profit organizations, and religious institutions are eligible to apply.

WHAT ARE THE PROJECT GUIDELINES?

Eligible projects include but are not limited to the following list:

- Painting
- Awnings
- Lighting/Security/Safety Devices
- Signage repair/new signage
- Masonry repair
- Door/window repair and replacement
- Stabilization and/or rehabilitation of historic properties
- Roof replacement & repair
- Exterior beautification & curb appeal enhancements
- Educational, research, and planning efforts related to preservation

Grant Criteria:

- Relative historical and cultural significance of the project(s)
- Urgency of the need for financial assistance
- Administrative capability of the applicant; matching funds in-hand
- Extent to which the project stimulates or promotes other preservation activities
- Extent to which the project leverages other sources of financial assistance
- Readiness of the applicant to initiate and complete the project.

Historic Ellicott City, Inc. Revitalization Grant Program Application Instructions

1. Complete the application form. (Incomplete applications will not be considered. Use as much space as you wish but only include information related to the project for which you are requesting funds.)
2. Complete the budget information page.
3. Mail/email the completed application to: Historic Ellicott City, Inc., P.O. Box 244 Ellicott City, MD 21041, or to info@historicec.com. You will be notified that your request was received and be given an approximate date of when it will be evaluated.

Grant Program Process

HOW DO I APPLY?

Applications may be submitted at any time during the calendar year. Applications are reviewed on a first-come, first served basis. The Applicant must attach at least two (2) bids on Contractor letterhead for the work to be completed detailing the cost of materials and labor for the project. Applications will be considered up to: December 31, 2025. HEC will issue a Letter of Commitment once a project is evaluated and approval is granted. The Letter will include the specific amount granted and any conditions of approval. The amount of the grant award is set out in the letter of commitment and will not be changed after Project initiation. Work completed prior to a letter of commitment is not eligible for funding.

WHAT ARE MY OBLIGATIONS IF APPROVED?

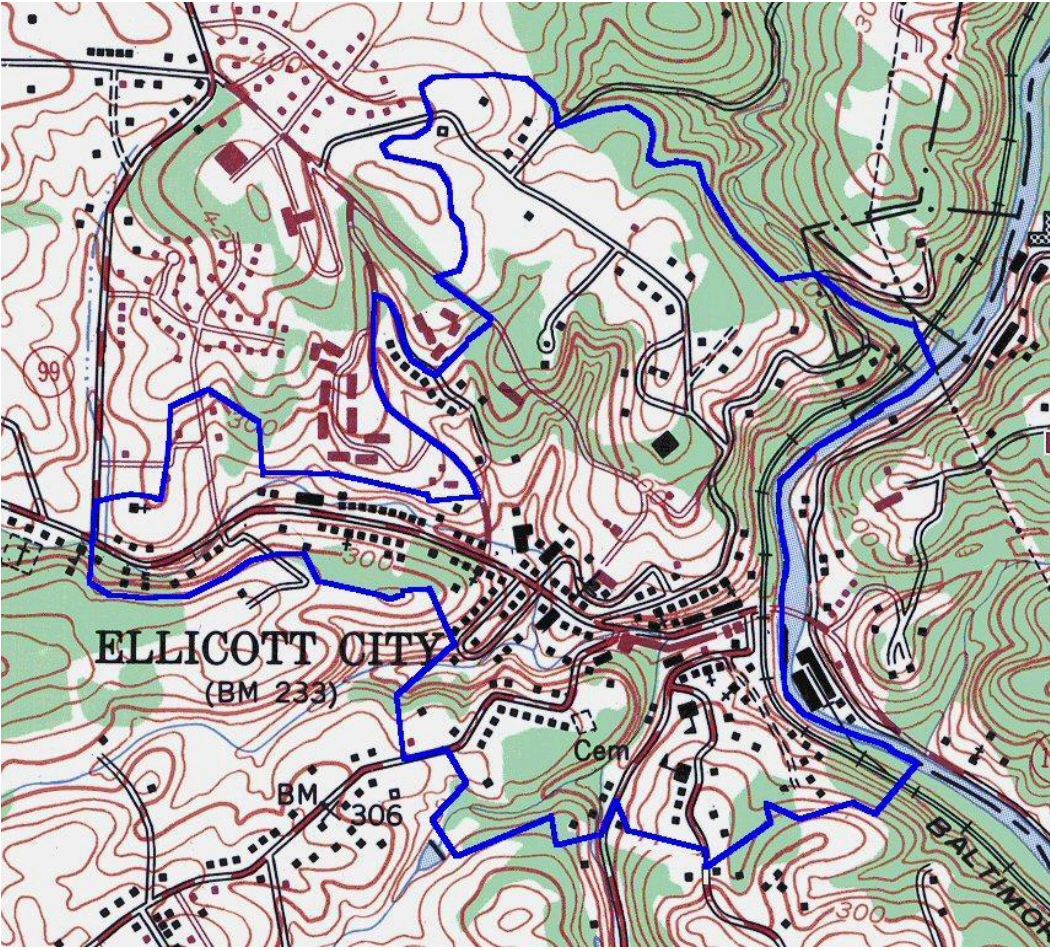
Work selected must be completed within nine (9) months. The nine-month time period will begin after the acquisition of any necessary approvals and/or permits. The Applicant agrees to apply for all permits and approvals within sixty (60) days of notification of grant approval. If applicable, your Project must comply with Ellicott City's Historic District Commission Guidelines. The Applicant is responsible for obtaining all building permits and any other required county approvals for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions. The applicant also agrees to maintain the property and the improvements.

HOW DO I GET REIMBURSED?

Grant funds are issued on a reimbursement basis and cannot be issued until the Project has been completed. Before a check is cut, applicants will need to submit proof of payment for completed work (invoices, receipts, canceled checks or credit card statements) and HEC will review the completed Project to determine that the work performed is consistent with the work approved. Once the work is approved, HEC will process a reimbursement check in ten (10) days of approval.

Any questions regarding this application or the HEC grant process should be directed to **HEC Grant Committee at info@historicec.com**.

Ellicott City National Historic District Boundaries
(area within blue line)



Historic Ellicott City, Inc. Revitalization Grant Program Application

Name of Organization/Business/Individual Property Owner: _____

Project/Business Address: _____

Phone/Fax/Email: _____

Company/Business Website (if applicable): _____

Company/Organization EIN Number: _____

Is this organization tax exempt? [501(c) (3)] _____ If yes, taxpayer EIN: _____

Name of Contact/Person applying for grant, and Title, if applicable: _____

If the property owner's name or contact information is different from above, please provide:
Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Conditions.

If an organization please briefly describe your organization and its mission: _____

Please describe the historic nature of Property: _____

Describe the proposed Project: _____

Attachments: The following should accompany this application (if applicable): relevant guiding documents: photographs, detailed sketches/drawings of the proposed improvements, plans, bids, estimates, include placement, color, dimensions and materials, when pertinent, and proposals from contractors or consultants. Letters of support are not required but are greatly encouraged and helpful to grant reviewers. The Applicant must attach at least two (2) bids on Contractor letterhead for the work to be completed detailing the cost of materials and labor for the project.

When do you estimate the Project to begin? _____

What is the estimated Project completion date? _____

Amount of Grant Funds requested: _____

Signature of applicant _____

Date: _____

Budget Information

Grants range from \$1,000.00 to \$10,000.00. Preference will be given to those projects that exhibit a cost-sharing agreement. Work completed prior to a letter of commitment is not eligible for funding.

Expenses. Please list total costs of the specific project for which the funds are being requested, for example, include the cost of materials, labor, engineering, permits, and any administrative costs. You may attach a spreadsheet, if needed.

Total Expenses \$ _____

Source of Funds. Please explain how you expect to fund this project, in addition to the Grant funds being requested from HEC. For example, are you getting funds from other sources, or using cash on hand, loans, etc. If additional funds are being received in the form of grants or donations, please list these sources and amounts.

Total Source of Funds \$ _____

Please list any in-kind, or non-cash donations for this project (such as services and/or materials)

Total Expenses \$ _____

Total Source of Funds \$ _____

HEC Grant Request Total \$ _____

I certify that all of the information in this Application is true and correct.

And, as an Applicant, I agree that I will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of my activities or operations as an individual applicant or as the authorized applicant on behalf of the Organization applying for the Grant.

Signature of Applicant

Date _____

Name Printed

Title

General Grant Conditions

It is expressly understood and agreed that the Applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, building permits, Historic District Commission requirements, ordinances, and other applicable regulations.

It is expressly understood and agreed that work completed prior to the receipt of a letter of commitment is ineligible for funding.

It is expressly understood and agreed that the applicant will not seek to hold HEC and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Grant Program.

The Applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury relating to the Grant Program.

The Applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed or substantially altered within two years of date of completion.

The Applicant authorizes HEC to promote an approved project, including, but not limited to, displaying signage at the site, during and after construction, and using photographs and descriptions of the project in materials and press releases. The Applicant has the right to promote the Project as well, and agrees that any materials or publicity produced in relation to the Project must include the following citation: "Funding for this Project was provided in part by Historic Ellicott City, Inc." Copies of the materials should be submitted to HEC.

The Applicant has read and completed the Historic Ellicott City, Inc. Revitalization Grant Program and agrees with the intent of the Program.

Signature of Applicant: _____

Date: _____

If the Applicant is not the Property owner, please have the Property owner or an authorized Representative review and co-sign the Application below.

As owner of the Property at _____ I have reviewed the above Application and authorize the operator/tenant of _____ at said address to perform the improvements described above.

Signature of Property owner or authorized Representative: _____

Date: _____