

# East Point Façade Grant Checklist

## For Façade Grant Application

Please check the “Box” next to each line item before submitting the façade grant application, to be sure that application is complete. The City will review the application based on the specific requirements of the City of East Point application submission package listed below. Please review the separate Scoring Criteria, Application, Supplemental Information, FAQ’s page and City website for all pertinent information.

<b>1. General Information</b>	<b>Check Box Below</b>
• Completed application form (signed and dated)	<input type="checkbox"/>
• Proof of property ownership permission (include owner signature/permission)	<input type="checkbox"/>
• Business license or registration documentation	<input type="checkbox"/>
• Applicant’s contact information (name, address, phone, email)	<input type="checkbox"/>
• Property owner contact information (if different from the applicant)	<input type="checkbox"/>
<b>2. Project Description</b>	
• Written detailed narrative/description of proposed façade improvements	<input type="checkbox"/>
• Detailed Scope of work	<input type="checkbox"/>
• Indication of what materials will be used	<input type="checkbox"/>
• Colors and finishes	<input type="checkbox"/>
• Explanation of how the improvements align with the grant goals (e.g., enhancing the community’s aesthetic or historic preservation)	<input type="checkbox"/>
<b>3. Supporting Documents</b>	
• Photographs of the current façade (before images)	<input type="checkbox"/>
• Architectural renderings/sketches of the proposed improvements (if available)	<input type="checkbox"/>
• Itemized project budget	<input type="checkbox"/>
• Contractor bid or cost estimate	<input type="checkbox"/>
• Timeline for project completion	<input type="checkbox"/>
<b>4. Compliance</b>	
• Any applicable Zoning/Overlay District Approvals, if applicable (e.g., certificates of appropriateness, etc.)	<input type="checkbox"/>
<b>5. Financial Information</b>	
• Proof of 25% matching funds (bank statement, letter of credit, etc.)	<input type="checkbox"/>
<b>6. Additional Information</b>	
• Letter of support from businesses/community members (if available)	<input type="checkbox"/>
• Statement on the long-term maintenance plan for the improvements	<input type="checkbox"/>
• Evidence of previous engagement or improvement efforts (if available)	<input type="checkbox"/>
<b>7. Submission</b>	
• Submit by the deadline, <b>February 14, 2025</b> (list specific date)	<input type="checkbox"/>
• Submit via the specified method (e.g., online portal, email, in person)	<input type="checkbox"/>

### **Submission Options:**

**Online Submission on Website:** [www.eastpointcity.org](http://www.eastpointcity.org) & <https://eastpointga.gov/facade-grant-program/>

**Email Submission:** [EconomicDevelopment@eastpointcity.org](mailto:EconomicDevelopment@eastpointcity.org)

**In-Person Submission or Mailing:** City of East Point, Attn: City Manager’s Office, 2757 East Point Street, East Point, GA 30344 (If you mail it, please send an email to [EconomicDevelopment@eastpointcity.org](mailto:EconomicDevelopment@eastpointcity.org) to indicate that it is on the way due to mailing delays.

\*\*\*Ensure you review the specific grant guidelines for any additional requirements or criteria.