

2023 Small Business Façade Improvement Program Guidelines



Hyannis Main Street Business Improvement District Program

In Partnership with the Barnstable Planning & Development Department



The Small Business Façade Improvement Program provides matching grants to commercial property and business owners located in the Hyannis Main Street Business Improvement District who are seeking to renovate the street-front exteriors of their structures.

- Funding awards ranging from \$1,000 to \$8,000 will be issued and payment will be made directly to contractor(s) completing the project. Applicants are required to contribute at least 20% project match (ex: \$10,000 project, \$8,000 in grant funds and \$2,000 match).
- A total of \$115,000 in funding is available, with funding from a MassDevelopment TDI Local grant and Massachusetts Office of Business Development REDO grant (administered by the Cape Cod Chamber of Commerce).
- \$75,000 in grant funding will be distributed to properties located in the [Hyannis TDI District](#).
- Priority will be given to projects that can be completed before June 30th, 2023.



Eligible Applicants

Eligible applicants include any building owner or tenant of a commercial or industrial building located in the Hyannis Business Improvement District or Hyannis TDI District. All applications from building tenants require the signature and approval of the building owner.

Eligible Improvements

Any new improvement to primary front-facing commercial facades is eligible, such as:

- Signage
- Outdoor seating/Dining Improvements
- Exterior painting and/or Siding
- Landscaping and/or Planter Boxes
- Decorative features (shutters, awnings, etc.)
- Windows/Doors
- Brick or stone work

All related construction and improvements to be supported by the program must occur after the grant award. **As deemed applicable, work must be approved [Hyannis Main Street Waterfront Historic District Commission \(HHDC\)](#) before commencing.**

Program Timeline

February 13, 2023	Applications Available
March 1, 2023	Program Information Session to be held via Zoom
March 19, 2023	Applications Due
April 2023	Application Review
April 7, 2023	Award Notifications
December 31, 2023	Deadline to Complete Work, Final Reports Due

Application Requirements

- Completed application – all application fields have been completed by the applicant and competitive estimates for each proposed work item are included.
- Property ownership/permission – the applicant has provided proof of property ownership or a letter stating permission from owner to complete the proposed work.
- Demonstration of required match – the applicant has demonstrated the ability and willingness to contribute at least 20% of the total project cost.

Reporting Requirements

Grant recipients must submit a final report detailing what the grant was used for and its impact on the grantee's business.

Selection Process

An application review panel will review each application based on the evaluation criteria listed below.

Evaluation Criteria

Applications will be evaluated on the following criteria:

Ability to complete the proposed project

- **Highly Advantageous (HA):** The application provides a detailed plan for project method, materials and management that will result in timely completion of the proposed work before June 30th, 2023. Proposal is consistent with [HHDC Guidelines](#).
- **Advantageous (A):** The application provides a detailed plan for project method, materials and management that will result in timely completion of the proposed work before December 31st, 2023. Proposal is consistent with [HHDC Guidelines](#).
- **Not Advantageous (NA):** The application does not provide a clear or detailed plan for completion of the proposed work and/or the work is not consistent with [HHDC Guidelines](#).

Potential for Economic Impact

- **HA:** The proposed project demonstrates potential for accomplishing both of the following: a) increases revenue or decreases expenses for the applicant business; b) improves commercial property value for the applicant and/or neighboring properties
- **A:** The proposed project demonstrates potential for accomplishing at least one of the following: a) increases revenue or decreases expenses for the applicant business; b) improves commercial property value for the applicant and/or neighboring properties
- **NA:** The proposed project does not demonstrate potential for positive community and/or economic impact.

Potential for Visual/Aesthetic Impact

- **HA:** The proposal will improve a highly visible element of the building/property in a manner that is consistent with the historic and architectural character of the area. Proposed improvements will provide positive ripple effects for neighboring businesses.
- **A:** The proposal will provide an improvement to a visible element of the building/property.
- **NA:** The proposal does not provide an improvement to a visible element of the building/property.

Program Contact

Elizabeth Wurfain, Executive Director for the Hyannis Main Street Business Improvement District

Elizabeth@hyannismainstreet.com / 508-775-7982

