

**Colfax Downtown
Association (CDA)**

Rural Regeneration Grant Application 2026



Email Application:

Colfaxdowntown@gmail.com

Contact Information:

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Colfax Downtown Association (CDA)

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Purpose of Grant:

The Colfax Downtown Association's Rural Regeneration Grant is designed to enhance the appearance and integrity of buildings along Main Street and within the CDA Corridor. By providing funding for aesthetic and structural improvements, the program aims to create a more attractive, vibrant downtown—one project at a time—ultimately strengthening community pride and driving local economic growth.

What can the Rural Regeneration Project grant funds be used for:

This grant is dedicated exclusively to funding approved exterior storefront improvement projects, covering expenses such as design, contracted labor and services, materials, and applicable permitting fees. Eligible projects may include:

- Exterior signage
- Exterior lighting
- Storefront façade restoration
- Awning installation and/or repairs
- Landscaping or potted flower installations
- Exterior painting and cleaning
- Window or door repair or replacement
- Curb appeal enhancements to attract customers
- Historic preservation efforts

Program Overview & Legal Notice:

The Colfax Downtown Association (CDA) administers the Rural Regeneration Grant for the purpose outlined above to assist property and/or business owners with approved exterior storefront improvements located on Main Street or within the CDA Downtown Corridor.

The application period will open on December 1, 2025, and close on January 9, 2026. Completed applications must be received by 5:00 PM on January 9, 2026.

Applications must be submitted electronically to colfaxdowntown@gmail.com with all required attachments.

By submitting this application, the Applicant acknowledges and agrees that:

- All information provided is true, accurate, and complete to the best of their knowledge;
- The CDA reserves the right to verify eligibility, deny incomplete or late applications, and modify the grant process as needed to comply with Washington State law;
- If awarded, the Applicant will execute a separate, legally binding Grant Agreement with the CDA, and the Applicant agrees to follow the approved scope of work outlined in the award letter;
- Applicants must be able to pay the required 25% matching funds to the CDA within 60 days of award. The CDA will be responsible for paying the awarded amount directly to the contractor and/or hired professional(s). If the required 25% matching funds are not paid within 60 days of the grant funding being awarded it will result in an immediate cancellation of funds;
- Applicants must also be prepared to have the work completed on or before the deadline of December 01, 2025.

Award Notice Disclaimer

Submission of this application in no way guarantees funding. The Colfax Downtown Association (CDA) reserves the right to approve or deny any application at its sole discretion.

- In no event shall submission of this application, participation in the review process, or communication with CDA staff be construed as an award of funding or a binding commitment.
- **Applicants must receive an official Award Letter issued by the CDA** before any grant funds are considered approved or disbursed. Any project work or expenditures incurred prior to the issuance of an Award Letter are done **at the applicant's own risk** and will **not** be eligible for reimbursement.

A. Applicant & Property Information

1. **Applicant Type (check one):**

☐ Business Owner ☐ Property Owner ☐ Non-Profit Rep ☐ Under Purchase Contract

2. **Applicant Name(s):** _____

3. **Business Name (if applicable):** _____

4. **Project Property Address:** _____

5. **Mailing Address (if different):** _____

6. **Building Owner Property Tax ID #:** _____

7. **Business UBI #:** _____

8. **Contact:** Home _____ Cell _____ Email _____

9. **Length of Ownership or Tenancy:** Owner ☐ Occupant ☐ Years _____

B. Eligibility Requirements & Confirmation (initial each)

_____ The property is on **Main Street** or within the **CDA Downtown Corridor** (West on River St., North on Upton St., South of Stevens St., East of Mill St.).

_____ I own the property or operate an active business at the address for which I am applying (or meet the Board-approved exception with proof of tenant occupancy within 60 days of the application deadline).

_____ I can provide **25% matching funds within 60 days** of award notice, and I will have the project completed **by December 1, 2026**.

_____ The project will comply with **all City and State applicable laws, codes, and regulations**.

_____ I understand I am solely responsible for **hiring licensed/insured parties** and meeting the **deadline**.

_____ Property Owners or tenants may apply. I understand that tenant applications require the Owner Authorization Form to be completed, signed, and attached to my application, unless I am only applying for curb appeal attractions that require no permanent alterations to the property. If county records differ from the name(s) listed on the application or the owner authorization form,

I understand my application will not be reviewed.

_____ If project costs exceed the awarded grant amount, the applicant is fully responsible for paying any additional fees directly to the hired contractors or vendors.

_____ Failure to submit a completed and signed application by the stated deadline will result in automatic rejection and will not be reviewed by the CDA.

_____ If awarded, the Applicant will execute a separate, legally binding Grant Agreement with the CDA, and the Applicant agrees to follow the approved scope of work outlined in the award letter.

C. Project Scope (attach extra pages if needed)

1. Summary of Proposed Exterior Improvements (prioritized list with 1 ranking highest priority):

1. _____
2. _____
3. _____
4. _____

2. Eligible Categories (check all that apply):

- ☐ Exterior signage ☐ Exterior lighting ☐ Façade restoration
☐ Awning install/repair ☐ Landscaping/potted flowers
☐ Exterior paint/cleaning ☐ Window or door repair/replacement
☐ Curb-appearance enhancements ☐ Historic preservation

3. Estimated Total Project Cost: \$ _____

4. Grant Amount Requested: \$ _____

5. 25% Match Amount (Applicant): \$ _____ (source: _____)

6. If actual costs exceed estimates, can you pay the difference promptly? ☐ Yes ☐ No

D. Project Impact on Property or Business

Please describe how this grant funding will enhance your property and/or strengthen your business.

E. Required Attachments (checklist)

- ☐ Current **photos** of the exterior (before images)
- ☐ **Itemized quotes/estimates** for proposed work and/or curb appeal attractions
- ☐ **Owner Authorization Form** (if applicant is not the property owner)
- ☐ **Renderings/visuals** and/or **paint color samples** - I.G. Pinterest board print-outs, architectural renderings, images from hired professionals, AI-generated designs, etc.
- ☐ **Any additional documentation supporting eligibility or scope (If applicable)**

F. Submission

Email: colfaxdowntown@gmail.com

Questions: (509) 288-9063

Once the CDA has received and reviewed your completed application, a confirmation email will be sent detailing the next steps of the review/award process.

G. Applicant Certification

By signing below, I certify that:

- a. I am authorized to submit this application;
- b. All information is true and complete;
- c. I agree to comply with all **Rules and Regulations** of the program; and
- d. I acknowledge that, **upon CDA approval and issuance of an award letter**, this application and the award letter together form the basis for executing the separate **Grant Agreement**. I will not commence work prior to signing my Grant Agreement or operate outside the approved scope without a **written formal change approval** from CDA.

Applicant Signature(s):

X _____ Date _____

X _____ Date _____

H. Owner Authorization Form (attach only if the applicant is not the property owner)

Registered Owner Name(s):

First & Last Name: _____

First & Last Name: _____

Best Contact Method:

Phone: _____ **Email:** _____

Property Info:

Physical Address: _____

Property Tax Account #: _____ **Taxes paid to date?** ☐ Yes ☐ No

Responsible for 25% Match: ☐ Owner ☐ Tenant

Has the property received prior CDA/public façade grant in the past 5 years?

☐ Yes ☐ No - If yes, list year, location, scope, and awarded funding amount:

Owner Authorization Statement: I hereby acknowledge that I am the registered owner (or one of the registered owners) of the property listed above. I have reviewed the Applicant's Rural Regeneration Grant Application and proposed project scope, and I **authorize the Applicant (Tenant)** to perform the described improvements on my property using **Colfax Downtown Association (CDA) Rural Regeneration Grant funds, if the application is approved and awarded**. I understand that this authorization does **not constitute a transfer of ownership or financial obligation**, and that I remain responsible for compliance with all local, state, and building codes as required by law.

Owner Signature(s):

X _____ **Date:** _____

X _____ **Date:** _____

- [illegible]