

Donora Downtown Committee

2025 Façade & Beautification Matching Grant Program Overview

Grant Application Period: June 1st 2025– June 30th, 2025

Award Notification and Disbursement: Friday, July 11th, 2025

Total Grant Pool: \$10,000

Maximum Award per Recipient: \$2,500 (Matching Funds Required)

Purpose

The Donora Downtown Committee is proud to announce the launch of a façade and beautification grant program designed to support local business revitalization efforts within the Donora Business District. This program seeks to enhance the visual appeal, historical character, and overall attractiveness of Donora's commercial core by offering direct financial assistance to business owners and property owners committed to exterior improvements.

Grant Structure

This is a **matching grant** program with awards of up to **\$2,500 per business**. Applicants must provide matching funds in an amount equal to or exceeding the amount requested. Matching funds can come from any source, including other grant programs, loans, or personal contributions. However, **future income, anticipated revenue, or accounts receivable are not acceptable sources of matching funds**. Matching funds must be verifiable prior to disbursement.

Funds will be awarded upfront, and recipients will have **60 days from the date of receipt to complete the project** and submit full documentation. A one-time 30-day extension may be granted upon written request.

Eligibility

- **Location:** The project must take place within the designated Donora Business District.
- **Applicants:** Open to both property owners and tenants (with landlord's written consent).
- **Project Scope:** Improvements must benefit the **exterior aesthetics** of the business or property (e.g., painting, signage, façade repair, storefront upgrades, lighting, landscaping, windows, masonry work, etc.).
- **Contractor Labor:** If the grant includes funding for labor, **a minimum of two competitive bids from licensed and insured contractors** is required. Labor performed by unlicensed individuals or by the applicant will not be eligible for reimbursement.

Required Application Materials

To be considered, applicants must submit a complete application including:

- Business contact and ownership information.
- A brief summary of the business and the products or services offered to the community.

- A detailed description of the proposed improvement project.
- A written quote or contractor estimate(s) reflecting the **total project cost**.
- Verification of matching funds.
- If the applicant is a tenant, a **letter of consent from the property owner** is required.

Selection Criteria

Applications will be reviewed by the Donora Downtown Committee with input from members of the Donora Borough Council. Final decisions will be based on:

- Completeness and accuracy of the application.
- Degree of visual and community impact.
- Readiness to proceed and confirmed availability of matching funds.

All applications will be reviewed and validated by an independent grant writer before submission to the Committee.

Post-Award Compliance

Recipients must submit:

- **Photographic evidence** of completed work.
- **Receipts and invoices** for materials and services.
- **Bank statements** or transaction records that match the receipts.

These records will be audited by a third-party grant manager. **Failure to complete the project or submit proper documentation within 60 days (or the extended 90-day limit) will result in a clawback of unused or undocumented funds.**

Important Dates

- **Grant Opens:** Sunday, June 1st, 2025
- **Deadline to Apply:** Monday, June 30th, 2025
- **Award Announcement and Fund Disbursement:** Friday, July 11th, 2025
- **Project Completion Deadline:** 60 days post-award (with optional 30-day extension upon request)

Donora Downtown Committee Façade & Beautification Grant Application Form

Application Deadline: June 30th, 2025

Submit completed applications to: grants@donoradowntown.org or by mail to P.O. Box 85, Leechburg, PA 15656

SECTION 1: Applicant Information

- Business Name: _____
- Business Address: _____
- Business Phone: _____
- Email Address: _____
- Owner Name(s): _____
- Are you the property owner or tenant?
 - ☐ Property Owner
 - ☐ Tenant (Attach Landlord Consent Letter)

SECTION 2: Business Profile

1. Describe the nature of your business and what services or products you offer to the community:

2. How long has your business been operating in Donora?

SECTION 3: Project Details

1. Describe the proposed improvements (scope of work):

2. **How will this project improve the appearance and impact of your property or the Donora business district?**
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3. **Total estimated cost of project:** \$ _____

4. **Amount of grant funds requested (up to \$2,500):** \$ _____

5. **Matching funds source(s):**

☐ Personal/Business Funds

☐ Loan

☐ Other Grant (please specify): _____

☐ Other (explain): _____

SECTION 4: Documentation Checklist (All Required)

☐ Contractor Quotes/Estimates (minimum 2 if including labor)

☐ Proof of Matching Funds (bank statement, approved grant letter, etc.)

☐ Landlord Consent Letter (if tenant)

☐ Photo(s) of current exterior condition

☐ Project Timeline (anticipated start and completion dates)

Applicant Certification

By signing below, I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that submission does not guarantee funding and that all awarded funds are subject to post-completion documentation and compliance review.

Signature: _____ **Date:** _____

Print Name: _____