



Façade and Sign Improvement Grant

Eastman Downtown Development Authority

P.O. Box 152

Eastman, Georgia 31023

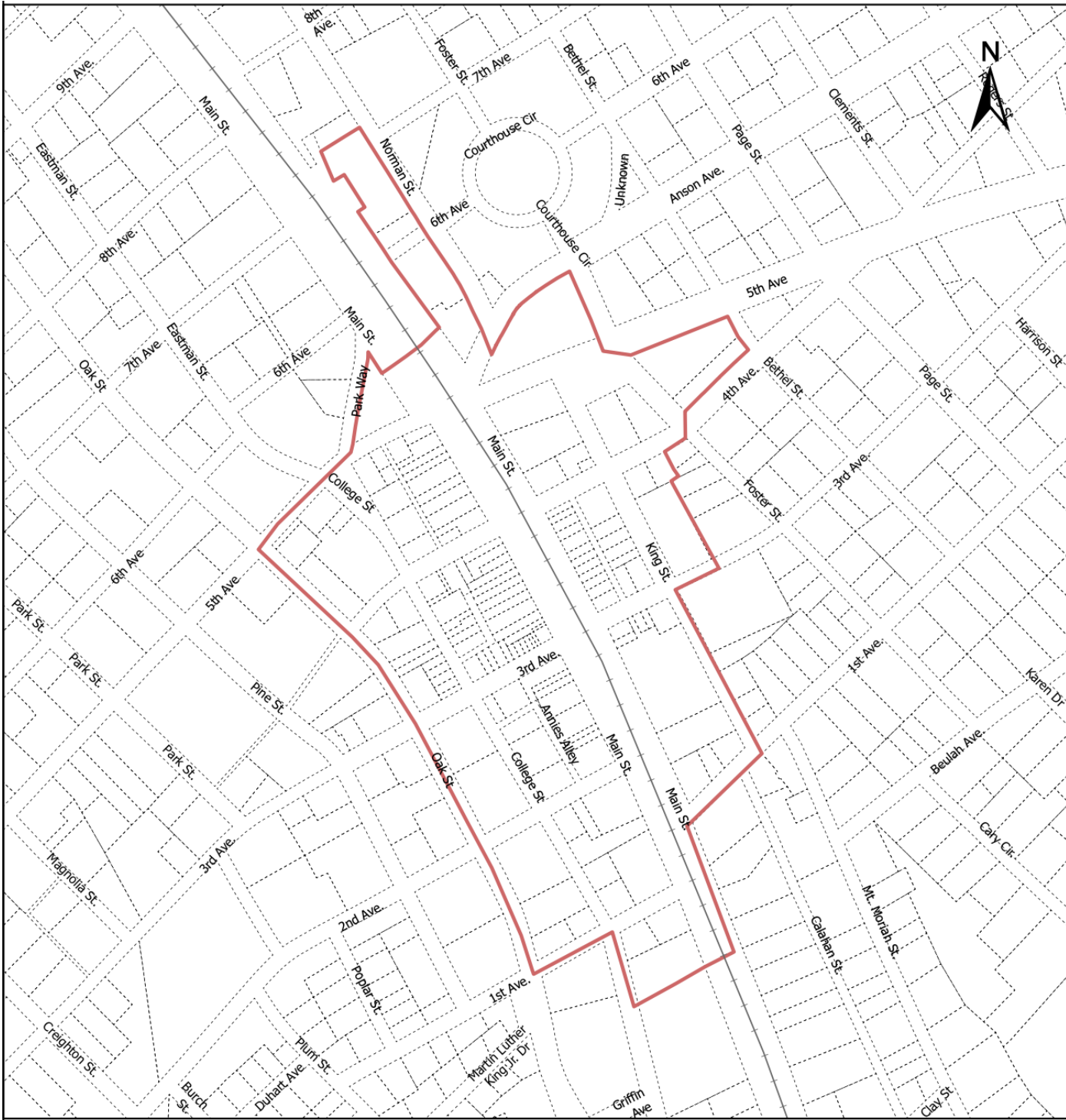
May 2, 2026

The Façade/ Sign Grant Program is administered by the Eastman Downtown Development Authority (EDDA). *Applications are accepted and reviewed monthly depending on the availability of funds. This grant program is funded with local funds.*

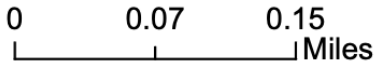
Façade Improvement Grant monies available are for exterior improvements only and may be applied to a front, side or rear façade, provided the façade faces a public street or parking area. Grants are available on a 50/50 matching basis with a cap of \$2,500.00 for exterior modifications. (See Façade Grand Eligible Projects for more information). Façade Improvement Grant monies must be used on the facade while matching funds may be used on the facade or building interior.

Sign Grants are available on a 50/50 matching basis with a cap of \$1,500.00 per grant. Grant funds are for signs which may include signboards, projecting signs and pedestrian signage (includes window sign, hanging sign and awning/canopy sign) for commercial buildings located in the downtown district. (See Sign Grant Eligible Projects for more information.)

Eligible projects must be located in the Downtown District (see map). Potentially eligible participants include commercial property owners or business owners. Government entities and national franchises are excluded. The amount of the match will be determined by the EDDA based on design appeal, funds available, and number of requests under consideration.



- Eastman_DT_Boundary
- Tax Parcels
- Rail Roads



Façade/ Sign Grant Purpose

The purpose of the grant is to stimulate investment into the revitalization and preservation of Eastman's downtown area in the interest of public health, safety and welfare. Downtown Eastman is the historic core of the city and serves as the seat of business, government and service for the community. Each downtown building has an individual character, and each building is treated with respect to its unique features, appearance, significance, current conditions, contributions and impact.

Please read the following prior to application consideration:

1. A \$100 Application Fee is required for façade/sign improvement projects. Application must include specific improvement details including colors and construction materials. Fee is reimbursed upon grant approval.
2. No work may be started by or on behalf of the applicant prior to the decision to make a grant award. Beginning work disqualifies an applicant from grant consideration.
3. All project expenditures must be paid by check. Invoices must be marked "PAID"- signed and dated by the contractor/company. Copies of the front and back of cleared checks must be submitted upon project completion.
4. Occupants of properties listed for sale may not apply for grant funding.
5. No property is eligible to receive the same type of grant more than once in a two-year period.

Application Process

1. Applications will be accepted by the Eastman Downtown Development Authority, P.O. Box 152, Eastman, Georgia 31023 and will be reviewed monthly depending on the availability of funds.
2. Applications will be first reviewed for conformity by the Façade Grand Committee.
3. Secondly the applications will be reviewed by the City of Eastman Zoning Board and Building Inspector to ensure the proposed project adheres to city code and ordinances. ***Applicants are responsible for obtaining all necessary governmental permits and authorization.***
4. After all the above processes have been completed the application will be presented to the EDDA at the next regular monthly meeting for consideration.

Application Checklist

1. A photograph of the property as existing showing the area(s) for improvement,
2. Plat or legal description,
3. Letter of consent from property owner (if tenant is applying for grant)
4. Renderings of proposed façade or sign improvements. Rendering can be drawn or artificially generated and must be in color. Actual color samples for all final finishes must be included with rendering.
5. Application fee in the amount of One Hundred Dollars (\$100.00) Fee is reimbursed upon grant approval
6. Itemized cost estimate indicating labor, material and equipment. Itemized list shall also be included for any subcontractor work.
7. Completed application form

Application Review

Applications will be presented during the Eastman Downtown Development Authority at the next monthly meeting. They will be reviewed in the order received. Only complete applications will be reviewed. A complete application includes the attached form and all supporting documents as identified in the Application Checklist. . Incomplete applications will be returned to the sender within two weeks.

The Façade Grant Committee shall:

1. Review each application package for completeness.
2. Make a determination regarding eligibility,
3. Present application to Authority.

Each application package will be judged by the following Standard for Review:

1. Extent to which the project advances the goals of improving building appearance;
2. Extent to which the project is compatible with the characteristics of Eastman's Downtown District;
3. Extent of the projects impact upon the Downtown Eastman's streetscape and pedestrian atmosphere
4. Historic/ architectural significance of building;
5. Original condition of the building and the need for the changes of the proposed project;
6. Extent to which the original building is preserved;
7. Removal of historically inappropriate alterations;
8. Prominence of building;
9. Quality of work,
10. All other factors deemed by the Downtown Development Authority Board of Directors to be applicable.

The EDDA will determine the award amount with consideration to available funding.

If approved, a written notice will be sent to the applicant at the address provided and work can begin. (See attachment) ***PLEASE NOTE: WORK CANNOT BEGIN UNTIL YOU RECEIVE A WRITTEN NOTICE THAT THE PROJECT HAS BEEN APPROVED.***

Applicants have Ninety (90) calendar days from the date of written notice to complete the work. Applicants shall submit a written request for extension in time in the event work cannot be completed within the indicated time.

Reimbursement Procedures

Reimbursement will be processed after the next monthly meeting and after all the following documentation has been submitted to the EDDA:

1. Copies of all paid invoices and cleared checks for all of the façade work covered by the grant. All project expenditures must be paid by check. All invoices must be marked "PAID", signed and dated by the contractor(s);
2. Copies of the signed contracts with the licensed contractors that are chosen to do the work;
3. Photographs before and after the completion of the project.

FAÇADE IMPROVEMENT GRANT

Eligible Facade Projects

Minor improvements to full-scale restoration and a wide range of investment proposals will be considered including:

1. Exterior Painting *
2. Canopies and awnings
3. Decorative exterior architectural features (including light fixtures)
4. Exterior door & window replacement and treatments
5. Storefront and/or masonry stabilization
6. Masonry cleaning (by gentlest means possible) **

*Exterior paint colors should be harmonious with the neighboring structures. Presenting paint samples to the EDDA board is required.

** Inappropriate chemical cleaners and sandblasting are strictly forbidden for surface cleaning of structures due to possible damage to aged building components. Please contact the Executive Director if chemical cleaners and/or sandblasting is necessary.

Ineligible Facade Projects

1. Projects where the work has been started
 2. Landscape improvements
 3. Security Systems
 4. Gutters and downspouts
 5. General maintenance (except exterior painting)
 6. Personal property/ equipment
 7. Labor by a non-licensed contractor,
 8. Painting when not associated with other improvements
 9. Use of historically inappropriate materials to cover original facade (vinyl, metal, etc),
 10. Reduction/closing of storefront openings or covering of original upper window openings
 11. Removal of entry from public right-of-way
- *“Sweat Equity”- work performed by the applicant, family members of the applicant or employees of the applicant, unless the work is done as an agent of a construction company which has provided a quote included in the original application and recommended for approval by the EDDA are not eligible for reimbursement.*

Sign Grant

Good signage should always complement the architecture of the building. Signs that are too large, too abundant or out of place stylistically will convey a poor image and will detract from the aesthetic appeal and historic character of the building and Downtown Eastman. Good sign design considers all of the following factors:

1. Layout,,
2. Composition,
3. Materials,

4. Color
5. Size and Proportions,
6. Graphics,
7. Typeface,
8. Instillation

Eligible Signs

1. Three dimensional signs including carved wood and raised letter signs,
2. Flush, flat mounted signboards with raised letters at least 1” thick,
3. Gilded or painted lettering on storefront windows.
4. Lettering stenciled or sewn to the flap of the canvas awning.
5. Hanging signs/ Projecting signs with three dimension characteristics,

Façade and Sign Improvement Grant Application

Contact Information

Name: _____

Mailing Address: _____

Physical Address: _____

Email: _____

Phone Number: _____

Grant Applying For:

_____ Sign _____ Minor Façade

Notes:

OFFICE USE ONLY:

RECEIVED ____/____/____ RECEIVED BY: _____

DISCUSSED AT MEETING ____/____/____

APPROVED ____/____/____ PROJECT START DATE ____/____/____

Façade and Sign Improvement Grant Application

1) ELIGIBILITY

Choose one: Property Owner Business Owner

Street Address of the Downtown Property:

If applicant is not the property owner, a letter granting permission from the property owner must be included in the application packet.

2) PHOTOGRAPHS

Before Photos of Property Renderings of Work to be Completed

3) PROJECT BUDGET

Total Project Cost: _____

Façade-Only Expenses: _____

Sign Expenses: _____

Please provide an itemized list of project expenses and cost estimates from the contractor.

4) PROJECT CLASSIFICATION

Choose one: Sign Minor

Determination of Project Classification is ultimately determined by the FGC based upon the project cost, type of work, and scope of work.

Minor: Rehabilitation:

- Repainting of an existing painted façade
- Canopies and awnings
- Exterior painting- when associated with other improvements *
- Decorative exterior architectural features (including light fixtures)
- Exterior door & window replacement and treatments
- Storefront and/or masonry stabilization

Notice of Award

Date: _____

You are hereby notified that your

- Facade
- Sign

Grant Application dated _____ for modifications to property located at _____, Eastman, Georgia 31023 have been approved by the Eastman Downtown Development Authority in the amount of \$ _____.

You have Ninety (90) calendar days from the date of this notification to complete all work

And submit documentation for reimbursement.

The “Facade and Sign Improvement Grant” document dated May 2, 2026 including sheets

1-7 shall be made part of this Notice along with acceptance by Applicant.

EDDA Chairperson

Date

Accepted by Applicant

Applicant

Date