



Town of Wickenburg

Town of Wickenburg Commercial Façade Grant Application

Application Deadline: July 31, 2025, at 5:00 pm

Grant Title: Town of Wickenburg Commercial Façade Grant: Enhancing Urban Commercial Properties in the Town of Wickenburg

Project Overview

The Town of Wickenburg invites applications for the Commercial Façade Grant Program to revitalize urban commercial properties. This grant supports aesthetic and functional exterior enhancements that contribute to Wickenburg's visual appeal, community engagement, and economic vitality.

Application Details

- Application Deadline: **July 31, 2025, at 5:00 pm**
- Grant Administrator: Kathleen Crutchfield
- Address: Town of Wickenburg, 155 N Tegner St, Wickenburg, AZ 85390
- Email: kcrutchfield@wickenburgaz.gov
- Phone: 928-668-0553

Pre-Application Meeting:

- A non-mandatory pre-application meeting will be held on **July 8, 2025, at 5:00 pm** at Town Hall. This session will provide valuable information about the Façade Grant program and guidance on the application process.

Objectives

- Enhance Visual Aesthetics: Encourage exterior improvements such as fresh paint, architectural details, and signage upgrades.
- Stimulate Economic Development: Incentivize business investments to increase foot traffic and consumer spending.
- Promote Business Sustainability: Support long-term viability of local businesses.
- Complement Revitalization Efforts: Align with existing community revitalization initiatives.
- Support Local Entrepreneurship: Enhance visibility and attract new enterprises.

Eligibility Criteria and Grant Requirement Guideline



Town of Wickenburg

- Projects eligible for grant funding: The total grant pool is \$25,000, and individual awards will be made up to \$10,000 per applicant, depending on the evaluation of all submissions.
- Matching Funds: 50% match required by applicant
- Must have current Town of Wickenburg business license and submit copy with application
- Location: Core business area (see boundary map); others with frontage on public right-of-way encouraged to apply.
- Reimbursement Basis: Funds disbursed post-project completion and final inspection.
- Public updates or presentations on project may be required.

Eligible Costs:

- Exterior renovations such as architectural details, siding, windows, exterior lighting, signage, awnings, soffit and fascia.
- New or renovated free-standing lights, signs (excluding LED), decorative fencing, landscaping, and decks (visible from public right-of-way).
- Parking lot enhancements (decorative paving, striping, landscaping improvements visible from public right-of-way; basic repaving not eligible).

Ineligible Costs:

- Routine maintenance (e.g., basic asphalt paving, full roof replacements)
- Interior renovations
- LED signs
- Non-profits exempt from sales tax
- Purchases such as operating licenses, inventory, equipment, marketing, real estate, or furniture
- Improvements started before grant agreement.

Contractor Requirement:

- Licensed contractors may be required depending on project scope.

Applicant Eligibility:

- Property owners and/or tenants (tenants must submit owner approval).
- Applicant must provide current copy of Town of Wickenburg Business License with application.

Types of Eligible Projects

Exterior Building Improvements



Town of Wickenburg

- Architectural details
- Siding materials and paint
- Windows and doors
- Tuck pointing and stonework
- Exterior lighting attached to the building and associated electrical work
- Awnings
- New or renovated attached signs (excluding LED signs)
- Soffit and Fascia
- Any other improvements physically attached to the building as approved by the Grants Administrator

Exterior Site Improvements

- New or renovated free standing exterior lights/light poles or signs (no LED)
- Roof repairs (visible from any public right-of-way)
- Parking lot enhancements visible from public right-of-way, such as new striping, decorative paving, landscaping, or pedestrian improvements, are eligible.
- Decorative fencing, landscaping, decks & outdoor furniture (visible from any public right-of-way)
- New construction as an extension of an existing façade and demolition (each limited to 25% of project cost)
- Any other site improvements as approved by the Grants Administrator

Ineligible Projects

- Ineligible purchases: operating licenses, inventory, materials, equipment, marketing and advertising, payroll and/or salaries, purchasing of real estate.
- New Construction
- Interior renovations
- Improvements started prior to receiving a signed grant agreement with the Town of Wickenburg
- Full roof replacement
- Routine maintenance, repairs not enhancing visual appearance, and general site paving (e.g., basic asphalt work) are ineligible
- Non-profit and 501(c)(3) exempt from sales tax

Application Checklist

- ☐ Complete Application Form



Town of Wickenburg

- ☐ Supporting Documents (drawings, cost estimates, etc.) addressing:
 - Visual Prominence
 - Aesthetic Transformation
 - Sustainability
 - Local Flavor Enhancement
- ☐ Photos showing current state of property
- ☐ Copy of Business License with Town of Wickenburg
- ☐ Completed W9 form
- ☐ Tenant Support Letter (if applicable)
- ☐ Submit by Deadline (July 31, 2025, at 5:00 PM). ***Incomplete or late applications will not be considered.***

Evaluation Criteria

Applications will be reviewed by the Town Manager, Wickenburg staff, or designee to determine eligibility and qualifications. All proposals should demonstrate a clear focus on utilizing grant funds to improve the visual appearance of the building. The Town Manager, Wickenburg staff, or designee will evaluate and rank all proposals based on the Evaluation Rubric below. Top-ranked eligible applications will be given funding priority.

Evaluation Rubric

Applications scored out of 100 points:

- Visual Prominence **(25 points)**: Impact of location and current appearance
- Design Plan and Aesthetic Transformation **(25 points)**: Quality of improvements
- Durability and long-term physical durability **(25 points)**: Long-term viability
- Local Flavor Enhancement **(25 points)**: Contribution to Wickenburg's character.
- Applications reviewed by the Town Manager, staff, or designee

The Town of Wickenburg reserves the right to reject any and all applications and to waive any requirements in an application when it deems it necessary and in the best interest of the Town of Wickenburg.

Submission Approval and Timeline



Town of Wickenburg

- Submit Application: Complete application and supporting documents to the Town of Wickenburg. Application can be mailed, hand delivered to Town Hall, or emailed to: Kathleen Crutchfield - KCrutchfield@wickenburgaz.gov
- Application Review: Applications will undergo review, with potential design recommendations from the review committee.
- Grant recipients selected.
- Grant Agreement/Notice to Proceed: Approved projects will enter into a financial agreement based on contractor bids and project scope.
- Economic Development Department Inspection. Town Staff will inspect the completed project to ensure that the work was performed as outlined in the application. This inspection does not replace or supersede any additional inspections that may be required by the Building Safety Division.

Reimbursement

- Please note that no up-front funding will be disbursed. Grant recipients will need to pay for the expenses upfront and will submit receipts and invoices for reimbursement of the façade improvement activities.
- Reimbursement requests must match the scope of work approved at award. If the completed work is outside of the approved scope of work, the Town will deny the reimbursement request. It is within the Town's sole good faith discretion to deny a reimbursement request if it is deemed outside the scope of work that was previously approved.
- Within 30 days of submittal for the reimbursement request, Town staff or designee shall complete a final inspection.
- The Town of Wickenburg will issue reimbursement within 30 days of a completed and approved final inspection.

Conclusion

Thank you for considering the Commercial Façade Grant Program. We look forward to supporting your efforts to enhance Wickenburg's commercial districts. For more information or to attend the pre-application workshop on **July 8, 2025, at 5:00 PM at Town Hall**, please contact Kathleen Crutchfield. Email: KCrutchfield@wickenburgaz.gov phone: 928-232-0037



Town of Wickenburg

Commercial Façade Grant Application

Organization Name: _____

Address: _____

Phone: _____ 2nd Phone: _____

Email: _____

Contact Name and Title: _____

Scope of Work:

Funding Amount Requested: _____

Authorized Agency Representative

Title

Date



Town of Wickenburg

Reimbursement and Expense Report

Below are the requirements and instructions for requesting reimbursement:

- **Reimbursement Form:** Reimbursement forms will be provided to recipients at the time of award signing or upon request. Please do not alter the format of the form.
- **Eligible Invoices:** Only invoices related to the approved scope of work are eligible for reimbursement. Invoices for work not included in the approved plan or dated prior to the award will not be reimbursed. Invoices shall only be submitted for the grant period when the funds were disbursed. Invoices dated and payment dates must be between September 1, 2025, and June 1, 2026. Any expenditure not within this time frame will not be accepted. Invoices should be paid within publishers defined payment terms per purchase agreement. The Town will not cover charges for late fees.
- **Final Inspection Requirement:** Reimbursements will be processed only after a final inspection of the completed work by the Economic Development and Transportation Advisory Committee or authorized town staff.
- **Acknowledgment of Accuracy:** Recipients must sign and date the reimbursement spreadsheet, confirming the accuracy of all submitted information.
- **Receipts** must match the scope of work in the approved application. Recipients understand that the Town shall have the right to inspect and audit Recipient's records, books, and expenditures related to the reimbursed work for up to three (3) years after the invoice is submitted to the Town to ensure accuracy of Recipient's reports and receipts.