



Window Façade Grant Program

Application Process

1. Applicant is provided with an application form from The Pace Group, Inc. (hereinafter referred to as "PACE") (website) if the project is located in the City of Thomasville Municipal Service District (as adopted by the City Council on the 21st of January, 2014). Only one grant will be awarded per building or address and must include windows on the 2nd and 3rd stories. **Applications are considered on a rolling basis as funds become available until funds are spent.**
2. Applicant completes the application and includes a current photograph of the building with specific focus on the façade windows. Applicant must additionally submit design plans, sketches, estimates and/or detailed descriptions of proposed window renovations and owner's written permission if necessary. Applicant should review the Downtown Thomasville Design Guidelines for window design and material specifications, as many downtown buildings are designated on the National Register Historic District. The Downtown Thomasville Design Guidelines can be found [here](#) or on the PACE website at <https://downtownthomasvillenc.com/facade-grant>.
3. The application will be reviewed by the PACE Façade Grant Committee and Design Committee. Once reviewed, if the Committees shall determine that the design standards have been met, the application will be recommended to the PACE Board for final approval, subject to the availability of funds in the Façade Grant Program. The Façade Grant Committee may recommend approval with mandatory conditions or may require additional quotes or bids for window replacement. Applicant may request and attend a follow-up Façade Grant Committee meeting to discuss the proposed project. The Committees may also request additional plans, sketches, estimates and descriptions from the Applicant before making any recommendation to the Board. If the Committees shall determine that the application does not meet the criteria for approval set out herein, the Committees may reject the application without making a recommendation to the PACE Board.

4. Projected date of completion must be included on the application. If approved, the project must be started with ninety (90) days of the execution of the "Window Façade Grant Program Contract," and must be completed within six (6) months from the date that work is commenced, unless said completion date is extended per the terms of the Contract.
5. Failure to complete the project by the date per the terms of the Contract, without an approved extension, could result in loss of funding. The Façade Grant Committee, prior to the original projected date of completion, must approve any extensions of completion date. In no event shall any grants be extended beyond 12 months of initial approval.
6. The Façade Grant Committee must review any deviation from the approved plans before being undertaken. The Façade Grant Committee reserves the right to deny payment if completed work is inconsistent with the contents of the approved application.
7. A notification letter will be sent to the applicant as to whether the project has been accepted with conditions or denied. Reasonable efforts will be made to work with the applicant in preparing eligible projects.
8. Once the project is completed in accordance with the approved plans, paid invoices and cancelled checks are to be provided PACE. Once the entire completed project is inspected and approved by the City, County and State Agencies, if applicable, the Façade Grant Committee will inspect the completed window work and request that a check be issued for fifty percent (50%) of the actual project costs of work up to \$10,000.

By way of example, the maximum grant would be \$10,000 for a façade window improvement project expenditure of \$20,000 or more.

Please note that PACE has budgeted certain limited annual funds for the Window Façade Grant Program. In the event that applications for qualified window projects exceed PACE's budget, PACE will determine which projects will best enhance the City of Thomasville Municipal Service District. Any otherwise qualified window projects that are not approved currently because of funding limitations may re-apply in subsequent year(s).

Applications to be submitted to:

The PACE Group, INC
P.O. Box 1485
Thomasville, NC 27360

Or via email to:

Jill Simpson
THPCjill@gmail.com