



## **Grant Application and Approval Process**

*Use this list to assist you before, during, and after the application process.  
If you have any questions about this grant process, please contact Leigha Steele by email at [LSteele@Laurel.md.us](mailto:LSteele@Laurel.md.us) or by phone at 301-725-5300 x2302*

### **1. Pre-Application**

- a. Ensure your property is within the [Facade Grant Area](#)
- b. Create a wish list of improvements that you would like to apply for through this grant
  - i. Ensure all of these improvements are grant eligible as listed under the Grant Terms
- c. Get estimates from licensed and insured contractors for your wish list of improvements
  - i. If the estimates total is less than \$5,000, go back to step 1b and add more items to your wish list
  - ii. If the estimates total over \$25,000, narrow down your wish list to be within budget
  - iii. If the estimates total is between \$5,000 and \$25,000 move on to step 1d
- d. Prepare and Gather Application Documents
  - i. Photos of the property (Front, Back, Left Side, Right Side)
  - ii. List of Improvements
  - iii. Contractor's Estimates
  - iv. Supporting Documents for Improvements: Architectural drawings, Artist renderings, Color/Material Samples
  - v. Supporting Documents for Application: Statement of Need, Letter of Support from neighbor or tenant, etc.

### **2. Application**

- a. Click on the green "Apply" button at the bottom of this page
- b. Create an account, or sign in if you already have one
- c. Fill out your application completely
- d. Check your application for accuracy before submitting
- e. Submit your Application

### **3. Application Review Process**

- a. Initial review by City of Laurel Department of Economic and Community Development
- b. Secondary review by City of Laurel Deputy City Administrator
- c. Final Review by Maryland Historical Trust (MHT)
  - i. If approved by MHT, your application moves on to step 4
  - ii. If denied by MHT, your application is ineligible for funding

#### **4. Application Approval**

- a. Once you receive the Facade Grant approval letter from the City of Laurel, you may start the improvement project

#### **5. Improvement Project - Start**

- a. Ensure you or your contractor apply for and receive all necessary work permits or City approvals before starting construction
- b. Work may commence - Make sure all work is in line with your grant proposal. Any work that was not covered in your approved grant proposal will be denied for reimbursement
  - i. Do not forget to take photos during the construction process for your final project report

#### **6. Improvement Project - Complete**

- a. Once work is complete, make sure the City of Laurel does any final and necessary final inspections for completed work
- b. Take photos of all completed improvements
- c. Gather all payment documents, which may include:
  - i. Receipts from contractors (must show payment made, or marked "paid in full")
  - ii. Copies of Checks used to pay contractors
  - iii. Credit Card statements showing payments to contractors
  - iv. Bank Statements showing payments to contractors
- d. Contact [LSteele@Laurel.md.us](mailto:LSteele@Laurel.md.us) to receive link to final report that is due after work is complete

#### **7. Final Grant Report**

- a. Fill out and submit your final grant report – You will need the following documents:
  - i. Grant Approval Letter
  - ii. Photos of Completed Improvements
  - iii. Payment Receipts and Documents
  - iv. Direct Deposit Bank Information
  - v. Signed Funding Agreement
- b. City of Laurel Department of Economic and Community Development will review your final grant report to ensure all improvements are consistent with your approved grant proposal
  - i. If the final grant report is consistent, move on to step 8
  - ii. If the final grant report included ineligible or unapproved work, you will be notified

#### **8. Expense Reimbursement**

- a. The City of Laurel will reimburse you through direct deposit within 60 days of receiving your completed final grant report