



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 Robert Love by email at rlove@laurel.md.us or by phone at 301-725-5300 x2313

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 rlove@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