



Cheyenne Downtown Development Authority

(307) 433-9730 • administrative@downtowncheyenne.com • 2101 O'Neil Ave., Room 202, Cheyenne, WY 82001

FAÇADE IMPROVEMENT GRANT

Purpose

The purpose of the Façade Improvement Grant (FIG) is to support the revitalization and beautification of the Downtown District by funding improvements to building façades and public-facing elements that contribute to the character, accessibility, and vitality of the streetscape. All improvements must provide a public benefit and enhance the public realm or right-of-way experience (visible from the sidewalk, alley, or other public right-of-way).

Eligible Applicants

- Property owners, businesses, or tenants located within the DDA boundary with written approval from the property owner (an easement agreement will be required).
- Nonprofit organizations or community groups proposing ROW improvements with a public use component.
- The public agencies (City of Cheyenne, Laramie County, etc.) undertaking eligible projects that align with the DDA's goals.
- Applicants can receive one FIG award per property, per year. Must be for improvements not previously awarded a DDA grant.

Consideration for grant approval may lean towards properties listed as “contributing” to the Cheyenne Historic District and/or the [National Register for Historic Places](#).

Eligible Improvements

Grant funds may be used for permanent, high-quality improvements that are **public-facing** and **enhance the pedestrian environment** or public right-of-way. Examples of eligible expenses include:

1. Building Façade Improvements:

- Restoration or replacement of exterior facade materials (brick, masonry, wood, etc.)
- Repair or installation of architectural details or trim
- Painting (as part of a comprehensive facade improvement)
- Masonry cleaning, tuckpointing, or resurfacing

2. Windows & Doors:

- Repair or replacement of street-facing windows and storefront glazing
- Installation of transom or display windows
- Restoration or replacement of main entry door



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Ineligible Expenses

- Improvements not visible from the public right-of-way
- Roof repairs, structural work not related to facade, or interior renovations
- Temporary or portable fixtures
- Advertising or promotional signage
- Routine maintenance without visual enhancement
- Projects that are already underway before applying to the FIG
- Promotion of a particular political party or religious viewpoint
- Improvements not permitted by local ordinances
- Improvements or modifications that have previously received DDA grant funds within the past five (5) year period.

Design Standards & Review

- All projects must maintain or enhance the historic and architectural character of the building and district (if applicable).
- Improvements must comply with applicable DDA design guidelines and municipal codes.
- Improvements must comply with all building codes, secure all required permits, and utilize contractors licensed with the State of Wyoming AND the City of Cheyenne.
- All projects require DDA review and approval prior to commencement.

Public Benefit Criteria

Projects must:

- Enhance the visual quality and character of the streetscape
- Improve pedestrian comfort, safety, or accessibility
- Be publicly visible and accessible



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Project Category

Category of Improvements	Description	Source of Funds
<p style="text-align: center;">Level 1: General Exterior Cleanup</p> <p>Goal: To generate awareness and pride in the buildings and the community.</p>	<ul style="list-style-type: none"> • Removal of abandoned signage, abandoned hardware, abandoned utility fixtures. • Removal of non-historic, non-functioning fixtures. • Removal, repair of exterior utility services. 	<p>Reimbursement Grant (paid out upon completion of project and submission of receipts)</p> <ul style="list-style-type: none"> • 60% match by owner of improvement costs • 40% match by DDA
<p style="text-align: center;">Level 2: Minimal Maintenance & Security</p> <p>Goal: To protect the integrity and prevent deterioration of the building. Ensure building is secure, stable and functional.</p>	<ul style="list-style-type: none"> • No bare wood, rusting metal. • Masonry re-pointing, cleaning, replacement of missing brick. • Secure doors and windows. • Removal of secondary siding, architecturally inappropriate or incompatible exterior materials and finishes. • Exterior painting, re-siding, professional cleaning. • Roofing integrity validated. 	<p>Reimbursement Grant (paid out upon completion of project and submission of receipts):</p> <ul style="list-style-type: none"> • 40% match by owner of improvement costs • 60% match by DDA <p><i>Note: If completing Level 1 and Level 2 improvements consecutively, grant match by owner will be 40% for both categories</i></p>
<p style="text-align: center;">Level 3: Restoration & Enhancement</p> <p>Goal: To improve the economic viability of the building</p>	<p>Storefront enhancements which may include:</p> <ul style="list-style-type: none"> • Restoration or enhancement of the front façade, secondary façade (side or alley-face of building if visible from a public right-of-way). • Window and/or door repair or modifications; cornice repair. • Vacant buildings being converted into active use. • All work shall be in keeping with Secretary of the Interior Standards for Rehabilitation. 	<p>Reimbursement Grant (paid out upon completion of project and submission of receipts):</p> <ul style="list-style-type: none"> • 35% match by owner of improvement costs • 65% match by DDA <p><i>Note: If completing Level 1, 2 and 3 improvements consecutively, owner grant match will be 35% for all three categories.</i></p>



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Grant Amount & Match

- Matching reimbursement grant: up to 65% of eligible costs (depending on category of Improvements)
- Maximum grant award: \$80,000 per project per property
- Reimbursement provided after completed agreement, completion of approved improvements, and DDA approved site inspection

Evaluation Criteria

Applications will be evaluated on the following:

- **Public Benefit:** Demonstrated contribution to safety, accessibility, or beautification
- Alignment with DDA Plan of Development
- **Location Priority:** Projects located on key corridors or catalytic areas identified in the DDA's Plan of Development
- **Feasibility & Readiness:** Evidence of readiness to execute (permits, approvals, timeline)
- **Funding Leverage:** Other sources of funding and community support

Application Process

1. **Pre-Application Meeting (Required):** Meet with DDA staff to confirm eligibility and discuss project scope.
2. **Application Submission:** Complete application form with:
 - Project description, cost estimate, and timeline
 - Site plan, façade elevations, or drawings (if applicable)
 - Photos of existing conditions
 - Letters of support (if applicable)
 - Must have **two estimates**, to ensure competitive pricing, for each item in need of improvement.
3. **Staff Review:** Internal review for compliance and completeness
4. **Board Approval:** Project presented to DDA Board for approval, applicant presents on project's behalf.
5. **Agreement Execution:** Grantee signs easement agreement with project scope, reporting expectations, and agreement to a DDA easement on the funded improvements for five years.
6. **Implementation & Reimbursement:** Submit invoices, photos, and inspection verification for reimbursement

Reporting & Oversight



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- Projects must be completed within **12 months** of award (date of Board approval) unless otherwise approved
- Funded projects must be **maintained for 5 years** after initial project completion
- DDA reserves the right to inspect work and require corrective actions if work is non-compliant or deviates from the approved scope

General Conditions

- DDA reserves the right to decline any application or to request modifications
- All work must comply with applicable municipal codes, ADA guidelines, building codes, and permitting requirements
- Grantees are responsible for any future maintenance unless otherwise agreed
- Recognition signage (“Funded in part by the Downtown Development Authority”) may be required

For additional information, email: administrative@downtowncheyenne.com