

Dear Building Owner / Business Owner,

HMRA knows how difficult things have been the past few years. We have stayed up to date on the pulse of the town, state, and nation about how economic challenges have been affecting businesses everywhere. We have kept our eyes open for available funding and distributed information via email, text messages, and social media. We realize our support of you cannot stop there.

After careful consideration, we have developed the Tactical Urbanism Grant Program. Tactical urbanism is, by definition, any low-cost, temporary changes to an environment. The thought behind this process is that any disruption to the "usual" environment or storefront will attract attention. It is our hope that with new eyes upon your building, new customers will be attracted to stop in your business.

So, what does this look like? Think outside the box! What can you do to improve the look of your store? It might be new potted plants, string lights, or outdoor seating. You might want a sandwich board for your business or new decor/decals for your window displays. HMRA would love to partner with you, but please note, funding is limited on this grant. Get some ideas, get a plan, and let's make it happen together!

Historic Marion Revitalization Association

Purpose

The purpose of the program is to provide grant funding to be used by businesses and/or building owners within the Historic Retail District of Main Street Marion for tactical urbanism updates to their building or business.

Guidelines

What is encouraged:

- Eye-catching decor
- Landscaping and plants
- Lighting (string lights, spotlights, etc.)
- Portable signage (sandwich boards, etc.)
- Outdoor seating
- Art installations
- Non-permanent structures

What will not be funded:

- Anything that goes against Historic Preservation Guidelines
- Inventory for sale within a business

Eligible Applicants

Eligible applicants include owners of commercial properties and owners/managers of businesses located in the designated districts within the City of Marion. Applicants must be a current business member of HMRA. Business owners/managers who are leasing a building must submit a letter from the owner giving consent and approval of proposed project plans (if permanent improvements are made to the actual building). Only businesses whose existing use is allowable by the City's current codes and regulations are eligible for funding through the TUGP. The TUGP committee reserves the right to deny funding to applicants delinquent on payment of fines or fees.

Eligible Locations

Marion City Historic District boundaries are established as:

- Godbold Street on the south
- Pine Street on the east
- Bobby Gerald Parkway on the north
- Tom Gasque on the west

The Historic Retail District of Main Street Marion is defined as the portion of Main Street between Bobby Gerald Parkway on the north and Godbold Street on the south. Side streets directly contiguous with this portion of Main Street and no further than one city block off Main Street are eligible.

Incentive

For any project: 75% of production and/or installation of tactical urbanism installations (up to a maximum of \$2,000).

Application Submission, Review & Processing

How to submit a funding request:

- Complete the Tactical Urbanism Grant Program application.
- Submit forms to HMRA at 103 East Dozier Street, by email at hsmall0628@gmail.com, or by mail to 103 East Dozier Street, Marion, SC 29571. Include photos or detailed descriptions of your plans. You must include a picture of your building indicating the location of the proposed project.
- If you lease the space, you must submit a letter from the building owner consenting to the submission and approving the requested upgrades.

TUGP Committee

The Tactical Urbanism Grant Program Committee is a five-person committee consisting of the HMRA Executive Director, one or two members of the HMRA Board of Directors, and two to three at-large community members. This committee is the same as the Exterior Paint and Signage Committee. Term limits for at-large community members shall not exceed four years.

Upon receiving your request, the TUGP Committee will:

- Evaluate the application and confirm program funding is available.
- Confirm with City staff that the proposed project complies with City regulations.
- HMRA may deny an application that does not make recommended changes after initial review.
- If approved, you must receive approval from the City of Marion's Historic Commission before work may begin.
- Work must begin within 45 days of Historic Commission approval and be completed within 60 days.

Applications will be reviewed by a process set forth by the TUGP Committee. The number reviewed and selected will be based on availability of funding. Applicants are limited to one application per year. Permanent improvements must be approved by the Marion Historic Commission and deemed consistent with streetscape master plans.

Reimbursement

This is a reimbursement program. HMRA will not disburse payment until you submit paid invoices and/or receipts for your project, as well as any other contractors working on the project, along with proof of payment. All reimbursement checks will be paid to the applicant listed. Invoices, receipts, and proof of payment must be submitted to the HMRA office.

APPLICANT INFORMATION

Applicant Name

Contact Name

Tenant Name

Business Name

Phone #

Email Address

Project Address

Mailing Address

OWNERSHIP & CONTRACTOR INFORMATION

Does the applicant own the building? Yes No

If No, attach a letter from the building owner expressing approval of the project proposal.

Using services of an architect, engineer, or contractor? Yes No

If Yes, provide name and contact number below:

Contractor / Architect Name

Contractor / Architect Phone #

PROJECT BUDGET

Estimated Total Project Cost (A)

\$

Owner to Pay 25% (B)

\$

Total Grant Requested (A - B)

\$

*May not exceed 75%
of total project cost.*

Attach itemized budget with application.

PROJECT DESCRIPTION

Please describe your tactical urbanism project. Include photos or detailed descriptions with your application.
You must include a picture of your building indicating the proposed project location.

SIGNATURES

Signature of Applicant

Date

Signature of Property Owner

Date

SUBMISSION OPTIONS

Mail: 103 East Dozier Street, Marion, South Carolina 29571

Email: hsmall0628@gmail.com

SUBSTITUTE W-9

Request for Taxpayer Identification Number & Certification

In order to comply with the Internal Revenue Code, we are required to obtain your Federal Identification Number to be used in reporting the payments we make to you. Please complete the following information and return to the address below.

VENDOR INFORMATION

Vendor Name

Address

City, State, Zip

TYPE OF ENTITY

Individual

Partnership

Sole Proprietor

Governmental Unit

Corporation

LLC or Other

IDENTIFICATION & CERTIFICATION

Company Name

Employer Identification # (EIN)

Social Security # (SSN)

Authorized Signature

Date

Title

Telephone #

Email Address