

FACADE IMPROVEMENT GRANT PROGRAM

Historic Marion Revitalization Association

APPLICATION

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 project 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 Match - 25% of Total (B)

\$

Total Grant Requested (A - B)

\$

May not exceed 75% of total project cost.

Attach qualified contractor bid documents and all cost breakdowns by category.

Proposed Start Date

Proposed Completion Date

BUILDING USE

Existing Use of Building

Will this project cause a change in the building's use? Yes No

If yes, please explain:

PROJECT SCOPE SUMMARY

Please write a summary of the complete project scope below:

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

IDENTIFICATION & CERTIFICATION

Company Name

Employer Identification # (EIN)

Social Security # (SSN)

Authorized Signature

Date

Title

Telephone #

Email Address

FACADE IMPROVEMENT GRANT PROGRAM

Program Guidelines

Overview

The Historic Marion Revitalization Association desires to encourage preservation of buildings and structures with significant historic value within the City of Marion. In line with this objective, HMRA has created the Facade Improvement Grant Program to oversee and support the efforts of improvements to the exterior of commercial property in the downtown historic district. The Facade Improvement Committee as outlined below administers the program. The funding is awarded through HMRA and is generously funded by donations from private and public sources.

Purpose

The HMRA Facade Improvement Grant Program (FIGP) provides financial assistance to commercial property owners and business owners in the Historic District that qualify for facade improvements. The purpose of the FIGP is to support the revitalization of Marion's Historic District by stimulating private investments in high-quality improvements that enhance the appearance of buildings and properties and eliminate blight and non-conforming design standards.

Facade Improvement Committee

The Facade Improvement Committee (FIC) is a five-person committee consisting of the City Administrator of the City of Marion, one City Council member, the HMRA Executive Director, one member of the HMRA Board of Directors, and one at-large community member appointed by the HMRA Executive Director. Term limits for at-large community members shall not exceed four years.

Historic District Boundaries

Marion County Historic District boundaries are established as:

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

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 current business members of HMRA and have Property Insurance coverage for their building. Business owners/managers who are leasing a building must submit a letter from the owner giving consent. Only businesses whose existing use is allowable by the City's current codes and regulations are eligible. The FIC reserves the right to deny funding to applicants delinquent on payment of fines or fees.

Eligible Expenditures

Eligible expenditures include expenses related solely to exterior improvements as outlined in the program guidelines and determined by the FIC. Excludes expenditures related to interior improvements, improvements required as a result of code violations, or other expenditures deemed ineligible by the FIC. Improvements must be approved by the City of Marion Historic District Commission and deemed consistent with streetscape master plans.

Eligible Improvements

- Exterior building improvements (cosmetic or structural)
- Signage, lighting, and permanent landscaping
- Exterior painting or surface treatment
- Decorative awnings
- Window/door replacements or modifications
- Storefront enhancements and streetscape
- Outdoor patios and decks
- Exterior wall lighting, decorative post lighting, and architectural features

Ineligible Improvements

- Required improvements as a result of violation notice or citation
- Site furnishings, amenities, and non-permanent structures
- Facade changes influenced primarily by security

A licensed contractor, legally operating in the City of Marion, must complete all work. Contact the City for assistance with permitting and business licensing.

Maximum Allowable Award

The program provides a one-time reimbursement grant, with the applicant providing a minimum match of 25%.

Example: If the applicant is awarded a grant of \$5,000, the building owner must provide a minimum of \$1,250 toward the facade improvement project, making the total project budget a minimum of \$6,250.

How to Apply

- Applications are available at the HMRA Business Center and at www.theswampfox.org.
- Although not required, it is recommended that you consult with an architect regarding structural or major facade renovation activities. Architectural plans, elevations, and/or perspective drawings illustrating the alterations, including color samples, must be submitted with your application.
- Consult with the City of Marion Historic District Commission about whether your improvements will meet regulations. Call (843) 423-5961 or visit City Hall at 107 S. Main Street. The Commission meets the fourth Tuesday of every month.
- If deemed necessary by the FIC, a meeting may be arranged to discuss your proposed project.
- Grants awarded will be made at the discretion of the FIC.

Required Documentation

- Verification of property ownership or a letter from the property owner giving consent.
- Plan of work provided by contractor with sufficient documentation/detail.
- Timeline for project completion: project must be initiated within 45 days of application approval and completed within 60 days of beginning work. Extensions require written request to FIC prior to deadline.
- Detailed pricing per contractor including total estimate of project budget. One price required; FIC may require additional quotes.
- A minimum of two color photos showing the existing building (front and side elevations).
- Color samples of any paint changes.
- Images of proposed signage with information including materials.
- Specific photos of new amenities to be added (lighting, awning, etc.).
- A completed W-9 form (included in this application).

Reimbursement Requirements

- Monitoring of the project per the City Administration.
- Any changes not prior approved from the original application must be approved by the FIC. Unapproved deviations from the original work may disqualify the applicant.
- The applicant and Zoning Administrator will conduct a final inspection and the Zoning Administrator will provide a Certificate of Approval.
- Invoices, receipts, and copies of checks will be reviewed by the FIC to ensure compliance. A final approval and final award will be provided by the FIC.

Grant Policy

The FIC will not use race, age, sex, or religion as grounds for refusing a grant to an eligible applicant. Grant recipients agree to place a FIGP sign at the construction site and storefront for 180 days.