

## Dear Building Owner / Business Owner,

HMRA has been working diligently to assess the needs of our Historic Downtown area. We have been meeting with other cities and researching how other small towns are continuing to stay relevant with the times. As we learn more, our board decided how to best use our time, funds, and knowledge to benefit the historic appearance and economic vitality of downtown.

Through this period of growth within our nonprofit, HMRA has put together an Exterior Sign & Paint Grant Program. This program is available to all current businesses located within the Historic District as outlined in the literature included. Applicants must be a business member of HMRA or apply for such at the time of approval of the grant. The grant's purpose is to help businesses procure updated signage or paint for their business.

Adequate signage and fresh paint can work to attract customers to your place of business, and with these improvements, you will have the upper hand while competing for customers to shop with you! Take a few moments to review the information enclosed and carefully consider how this grant could positively affect you and your place of business. Please don't hesitate to call with any questions.

## 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 replacement of exterior signage and repainting of building exteriors.

### Guidelines

#### What is encouraged:

- Replacement of wall-mounted signage with dimensional signage
- Signs designed by a sign professional
- Repainting of exterior buildings

#### What will not be funded:

- Purchase of portable signs
- Signs that do not conform to the City's sign regulations and which have not been approved by the City of Marion's Historic District Commission (MHC)
- Signs for businesses without current City of Marion business licenses
- Interior painting or interior signage

### 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 Sustaining Level member of HMRA. Business owners/managers who are leasing a building must submit a letter from the owner giving consent and approval of the proposed project. Only businesses whose existing use is allowable by the City's current codes and regulations are eligible for funding through the ESPGP. The committee reserves the right to deny funding to applicants delinquent on payment of fines or fees.

*To protect the integrity of historic facades, all hardware, frames, and brackets purchased with HMRA Sign Grant monies should be left for the next tenant or owner in the case of business closure. If the grant recipient fails to abide, a replacement fine of market value (minimum of \$300) will be assessed. No metal sheet signs will be approved without attractive frames, brackets, trim work, or other features that give the final product a more finished, upscale appearance. Once awarded, it is the business owner's responsibility to maintain the sign.*

### 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

Historic Marion Revitalization Association (HMRA) may provide the following:

- Signage: 75% of production and/or installation of an approved sign (up to a maximum of \$1,000 with a max payout of \$750)
- Paint: up to 75% of the cost of exterior painting (up to a maximum of \$1,500 with a max payout of \$1,125)
- Exterior mural artwork: up to 75% of cost (up to a maximum of \$3,000 with a max payout of \$2,250)

## Application Submission, Review & Processing

How to submit a funding request:

- Consult with a sign professional to design the sign you would like to install.
- Consult with the City of Marion's Historic District Commission (MHC) about whether your sign will meet regulations. Call (843) 423-5961 or visit City Hall at 107 S. Main Street. MHC meets the fourth Tuesday of every month.
- Complete the Exterior Sign & Paint Grant Program application.
- Submit forms to HMRA at 103 E. Dozier Street, by email at [hsmall0628@gmail.com](mailto:hsmall0628@gmail.com), or by mail at 103 E. Dozier Street, Marion, SC 29571.

## ESPGP Committee

The Exterior Sign and Paint Grant Program Committee 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. Term limits for at-large community members shall not exceed four years.

Upon receiving your request, the ESPGP Committee will:

- Evaluate the application and confirm program funding is available.
- Confirm with City staff that proposed signage and painting 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 any 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 ESPGP Committee. The number reviewed and selected will be based on availability of funding. 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 from the sign company and/or paint company, as well as any other contractors working on the project. All reimbursement checks will be paid to the applicant listed. Invoices and receipts 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 SUMMARY

Please write a summary of the signage or paint request. Photos or graphics of signage must be submitted before approval.

## SIGNATURES

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Signature of Applicant

Date

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Signature of Property Owner

Date

*Applicants who deviate from the approved application will be disqualified from this Grant Program.*

### SUBMISSION OPTIONS

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

Email: [hsmall0628@gmail.com](mailto: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