

FACADE IMPROVEMENT GRANT PROGRAM 2024 APPLICATION

Applicant Name: _____

Contact Name: _____

Tenant Name: _____

Business Name: _____

Phone # _____

Email Address: _____

Project Address: _____

Mailing Address: _____

Does the applicant own the project building? _____ Yes _____ No

If the answer is NO, please attach a letter from the building owner expressing approval of the project proposal.

Will you be using the services of an architect, engineer, or contractor? _____ Yes _____ No

If Yes, list your architect, engineer, or preference with name and contact number of business:

Name: _____ Phone # _____

Estimated Total Project Cost: (A) _____

Owner to Match 25% of Total: (B) _____

Total Grant Requested: (A-B) _____

(may not exceed 75% of total project)

Attach qualified contractor bid documents and all cost breakdowns by category, such as masonry repair, window replacement etc.

Proposed Start Date: _____ **Proposed Completion Date:** _____

What is the existing use of the building? _____

Will this project proposal cause a change in the buildings use? _____ Yes _____ No

If yes, please explain: _____

Please write a summary of the complete project scope.

Signature of Applicant

Signature of Property Owner

*Applicants who deviate from the approved application will be disqualified from this Grant Program.
Submit completed application to Historic Marion Revitalization Association. For all questions, please
contact the Executive Director at 843-601-1060 or hmra@theswampfox.org.*

103 East Dozier Street, Marion, South Carolina 29571



Façade Improvement Grant Program
SUBSTITUTE W – 9
REQUEST FOR TAXPAYER IDENTIFICATION
NUMBER & CERTIFICATION

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. Please type or print your information on the form below. Your cooperation in this matter is greatly appreciated.

Vendor: _____

Address: _____

City, State, Zip: _____

Please mark the Type of Entity:

___ Individual

___ Partnership

___ Sole Proprietor

___ Governmental Unit

___ Corporation

___ LLC

Company Name

Authorized Signature

Date _____

Title _____

Telephone # _____

Email Address: _____

Employer Identification #

SSN



Historic Marion Revitalization Association

Façade Improvement Grant Program

Program Guidelines

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

Purpose

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

Façade Improvement Committee

The Façade Improvement Committee (FIC) is a five-person committee of the City Administrator got the City of Marion, HMRA Executive Director, one or two members of the HMRA board of directors, and one or tow at-large community members appointed by the HMRA Executive Director. Term limits for the at-large community members are not to exceed 4 years.

Historic District

Marion County Historic District boundaries are established as:

- Godbolt St. 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 with the City of Marion and you must be a current business member of HMRA. Business owners/ managers who are leasing a building for which improvements are proposed must submit a letter from the owner giving consent and approval of proposed plans with their completed application., Only for businesses whose existing use is allowable by the City's currents codes and regulations are eligible for finding through the FIGP. The FIC reserves the right to deny funding to applicants who are delinquent on payment of fines or fees.

Eligible Expenditures:

For purposes of the program, eligible expenditures shall include expenses related solely to those exterior improvements, which are eligible for reimbursement, 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 Historic Marion Commission and deemed consistent with streetscape in master plans for the area in which the property is located.

Eligible Improvements include:

- Exterior building improvements (cosmetic or structural)
- Signage
- Lighting
- Permanent landscaping

Examples:

- Exterior painting or surface treatment
- Decorative Awning
- Window/door replacements or modifications
- Storefront enhancements
- Landscaping
- Irrigation
- Streetscape
- Outdoor patios and decks
- Exterior wall lighting
- Decorative post lighting and architectural features

Ineligible improvements include:

- Required improvements as a result of violation notice or citation
- Site furnishings
- Amenities
- Non-permanent structures
- Façade changes influenced primarily by security

A licensed contractor, legally operating in the City of Marion, must complete all work. The applicants should 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 in the amount of \$5,000, the building owner must provide a minimum of \$1,250 toward the façade improvement project making total improvement project budget a minimum of \$6,250.

How to Apply

Application Process

- The Façade Improvement Grant Applications are available at the HMRA Business Center and the following website: www.theswampfox.org
- Although it is not a requirement, it is recommended that you consult with an architect regarding any structural or major façade renovation activities. Architectural plans, elevations, and/or perspective drawings and sketches illustrating the alterations, including color samples **must be** submitted with your application.
- If deemed necessary by the FIC, a meeting may be arranged to discuss your proposed project and any site plans developed. Any questions regarding the ordinance and related matters may be discussed with appropriate City Staff.
- Grants awarded will be made at the discretion of the FIC.

Application and Documentation for inclusion in review

All completed applications must include but are not limited to the following:

1. Verification of property ownership/ or a letter from the property owner giving consent to perform the changes.
2. Plan of work provided by contractor. Plan for work must include sufficient documentation/detail to provide an understanding of the project.
3. Timeline for the project completion- Project **MUST** be initiated by 45 days of the application approval. Projects must be completed within 60 days of the beginning work. If additional time is needed, a letter requesting an extension must be submitted to the FIC prior to either deadline.
4. Detailed pricing per contractor to include a total estimate of project budget. Only one price is required with the application; however, the FIC reserves the right to require additional price quotes from licensed contractors as deemed appropriate.
5. A minimum of two-colored photos showing the existing building (front and side elevations)
6. Color samples of any paint changes
7. Images of proposed signage with information to include materials
8. Specific photos of new amenities to be added (lighting, awning, etc.)
9. A completed W9 Form.

In all applications, the FIC shall determine when sufficient documentation is available to make a recommendation regarding grant request. If additional information is deemed necessary to adequately evaluate the application, the FIC shall make the request to the applicant for additional information.

Reimbursement Requirements

Grant monies will be distributed to the applicant based upon the following activities:

- Monitoring of the project per the City Administration.
- Any and all changes, **not prior approved**, from the original application must be approved by the FIC. Approved changes in work specifications must be attached to the original dated application. **Any unapproved deviations from the original work specified in the application may disqualify the applicant.**
- The applicant and Zoning Administrator will conduct a final inspection and the Zoning Administrator will provide a Certificate of Approval.
- The invoices, receipts, and copies of checks will be reviewed by the FIC to ensure compliance with the original application. 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 will agree to place a FIGR sign at construction site and storefront for 180 days