



Historic Marion Revitalization Association Exterior Sign & Paint Grant Program

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 decides 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.

Taylor Newell
Executive Director, HMRA



Historic Marion Revitalization Association Exterior Sign & Paint Grant Program Guidelines

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 (see attached photos)
- 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 Commission (MHC).
- Signs for businesses without current City of Marion business licenses
- Interior painting
- 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 and you must be a current Sustaining Level 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 project plans with their completed application. Only businesses whose existing use is allowable by the City's current codes and regulations are eligible for funding through the Exterior Sign and Paint Grant Program (ESPGP). The ESPGP committee reserves the right to deny funding to applicants who are delinquent on payment of fines or fees. Should an applicant leave the building, brackets for any signage are to remain on the building. Should an applicant decide to no longer open

a business in the historic district after approved funding is given from HMRA, that applicant will be required to reimburse HMRA the awarded funds.

Eligible Locations

Marion City Historic District boundaries are established as:

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

For purposes of this grant program, the Historic Retail District of Main Street Marion is defined as the portion of Main Street falling between Bobby Gerald Parkway on the North end and Godbold Street on the South end. Side streets directly contiguous with this portion of Main Street and no further than one city block off of Main Street are eligible for this program.

Incentive

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

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

Application Submission, Review, and Processing

How to submit a funding request:

1. Consult with a sign professional to design the sign that you would like to install.
2. If desired, consult with the City of Marion's Planning Department about whether your sign will meet regulations by phone at (843) 423-5961.
3. Complete the Exterior Sign & Paint Grant Program application.
4. Submit the forms to HMRA Executive Director in person at 103 E. Dozier Street, by email at hmra@theswampfox.org, or by mail at 103 E Dozier Street, Marion, SC 29571.

**If you lease the space where your business is located you must submit a letter from the building's owner stating that he or she consents to the submission of the funding request and, if funded, approves of the installation of the new sign.

Exterior Sign and Paint Grant Program (ESPGP) Committee

The Exterior Sign and Paint Grant Program Committee is a five-person committee consisting of the HMRA Executive Director, one to two members of the HMRA board of directors, and two to three

at-large community members appointed by the HMRA Executive Director. Term limits for the at-large community members are not to exceed 4 years.

Upon receiving your request, the ESPGP Committee will:

1. Evaluate the application
2. Evaluate if program funding is available for the application
3. Confirm with City staff that the proposed signage and painting complies with City regulations
4. HMRA may deny a sign and/or paint grant application that does not make recommended changes to their sign and/or paint plans after initial application review by HMRA.
*Every effort will be made by HMRA to work with the applicants so that an incentive can be granted.
4. If your funding request is approved you will be notified of such approval and you must receive approval from the City of Marion's Historic Commission before work may begin.
5. Work must begin within 45 days of approval from the Historic Commission and be completed within 60 days.

Applications will be reviewed by a process set forth by the ESPGP Committee. The number of applications reviewed and selected will be based on availability in funding at that given time. Improvements must be approved by the Marion Historic Commission and deemed consistent with streetscape in master plans for the area in which the property is located.

Reimbursement

Please remember that this grant program is a reimbursement program, which means that HMRA will not disburse the grant payment to you 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.



Exterior Sign and Paint Grant Program 2023 Application

Applicant Name: _____

Contact Name: _____

Tenant Name: _____

Business Name: _____

Phone # _____ Fax # _____

Email Address: _____

Project Address: _____

Mailing Address: _____

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

If the answer to the above question 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 contractor of preference with name and contact number of business:

Name: _____ Phone # _____

Estimated Total Project Cost: (A) _____ *(attach itemized budget)*

Owner to Pay 25%: (B) _____

Total Grant Requested: (A-B) _____

(may not exceed 75% of the total project.)

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

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 843.423.9918 or hmra@theswampfox.org

103 East Dozier Street, Marion, South Carolina 29571



Exterior Sign & Paint Grant Program

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. 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:

- | | |
|--|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Governmental Unit |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> LLC or other |

Company Name

If individual or sole proprietor, also give name and SSN:

Employer Identification #

Name (print)

SSN

Authorized Signature

Title

Date

Telephone # _____

Primary Contact: _____

Email Address: _____

