

FAÇADE GRANT PROGRAM

**ROUND 2
APPLICATIONS DUE
FEBRUARY 15, 2019
5:00PM**

The appearance of every town is largely determined by the condition of its buildings. Because this appearance also forms the basis of the public's overall impression, the upgrade and preservation of its buildings is crucial to the continued prosperity of Clover. The Town of Clover, Greater Clover Chamber of Commerce, and the Clover Economic Development Board would like to encourage all commercial property owners to participate in this program. The Clover Chamber of Commerce manages the Façade Grant program for the Town of Clover.

PURPOSE

Provide financial assistance to property and/or business owners to promote façade renovation and preservation in Clover so as to:

- Provide an attractive comfortable place to shop, work and socialize.
- Preserve the unique historical character of Clover.
- Attract new business.
- Encourage repairs and improvements using quality materials in the renovation.

ELIGIBILITY

Any tenant or property owner of commercial, for-profit property in Clover is eligible. Special consideration will be given to historic commercial properties located on Main Street, Bethel Street, and Kings Mountain Street. Buildings with commercial occupancy on the ground floor, and residential or offices above the main floor are eligible.

Owners and tenants may request grants separately. Tenant must have owner's written permission with the application.

Use of the building must conform to all current zoning codes and ordinances; non-conforming uses of any kind are not eligible. Non-conforming structures are eligible provided that the proposed project remedies the non-conformity. All real property taxes must be paid in full (proof required).

Properties are not eligible for this grant and the Town of Clover Main Street Makeover Grant during the same grant year.

GUIDELINES

Renovations must conform to the Town of Clover's zoning ordinance, Historic and Corridor Overlay District requirements, all state building codes and the Town's business license ordinance. As appropriate, the work may be required to be performed by a licensed contractor.

Façade grant money may only be used to finance exterior physical property improvements (grants may not be used for general maintenance work). Qualifying projects are eligible for a grant of up to \$2,000 per façade on a 50/50 matching basis with a minimum total project investment of \$300 per building or structure.

All work must be completed within 180 days from approval date. One extension may be granted by the Town Administrator for extenuating circumstances. There is no carry-over of funding and all projects must be completed by June 1 to receive reimbursement.

The program does not reimburse for any work performed prior to application approval and contract signing.

Plans must be consistent with and visibly improve the original or historic character of the building. Projects that do not meet this standard will not be funded. Suggested improvements include: painting, signage, Town of Clover Façade Grant Program

awnings, doors, windows, lighting, landscaping and restoring the original materials and finish. The Secretary of the Interior's Standards for Rehabilitation shall be followed on façade improvements of historical buildings.

The Town of Clover, Chamber of Commerce, and Clover Economic Development Board will not be parties to negotiations between the applicant and any contractor(s) employed by the applicant.

The applicant is encouraged to consult with design professionals to develop an application that will meet the grant requirements.

Prior to any work, a yard sign provided by the Town stating the project is funded by the Façade Grant program shall be installed for a period not to exceed 30 days.

APPLICATION PROCESS

Applicant completes application which shall include the following:

- Design plan with sketches, color and material samples, and/or plant selections;
- "Before" pictures – printed copies and digital copy submitted by email to aharvey@cloversc.org or on a CD or other data storage device attached to the application.

The Façade Grant Advisory Board, comprised of representatives from the Town of Clover, Chamber of Commerce and Economic Development Board, review the applications and decide which projects will be funded. Factors considered in the selection of projects include the location of the property, the quality of the proposed project, the visual impact of the project on the street and in the community, and the ratio of private investment to public investment.

The applicant will be notified that the project has been accepted as outlined, accepted with described conditions and/or changes, or rejected.

Any deviation from the approved plans or budget must be reviewed and approved by the Advisory Board. The Advisory Board reserves the right to deny payment if completed work is inconsistent with the contents of the original application or approved amendments.

An agreement between the applicant and the Town of Clover must be signed prior to beginning any work for which the applicant wants reimbursement. The program does not reimburse for any work performed prior to application approval and agreement signing.

REIMBURSEMENT PROCESS

Upon project completion, copies of paid invoices and two-sided cancelled check copies must be submitted along with the Reimbursement Request. Reimbursement Requests must be submitted by June 1. The work will be inspected and the statements reviewed. Work must be done in accordance with the signed agreement for reimbursement to occur.

FOR MORE INFORMATION, CONTACT:

Allison Harvey
Town Administrator
Town of Clover
116 Bethel Street
P.O. Box 1060
Clover, SC 29710
803-222-9495
803-222-6955 fax
aharvey@cloversc.org

Eligible Improvements

Architectural Renovations:

Building Renovations: Buildings should fit in their environment and preserve the unique historical character of the building.

Window and Glazing: Visual access into retail stores is important. Storefronts should not be boarded up, nor should window space be reduced. Retail frontages should be a minimum of 50% glazed. Mirrored or heavily tinted glass is discouraged.

New Materials: Materials used for renovation should match or be compatible with the original materials and design. Imitations of materials (especially for historic buildings) are discouraged. All damaged or decaying storefronts, display windows, entrances, signs, etc. should be either repaired or replaced.

Brick and Stone: Brick and stone exteriors may not be sandblasted due to their porous textures. Masonry surfaces should be tuck pointed with mortar compatible with the color, texture and form of the original mortar. Pressure washing must be done in conjunction with other renovation items to be determined eligible.

Accessibility: Fully renovated facades should be accessible to the handicapped. Renovations or additions that bring a building's facade and/or entrance into conformance with ADA standards (e.g., ramps, doorway dimensions) are eligible expenses.

Awnings: The addition of awnings is an eligible expense. Those proposed to be installed above public right-of-ways must receive encroachment agreements from the Department of Transportation.

Painting: The paint color should complement the surrounding buildings. The areas to be painted must be in good condition, i.e. cracks and holes filled, area sanded, etc. Painting is encouraged to be part of a more comprehensive plan.

Signage:

Expenses relating to the removal of non-conforming grandfathered signs and subsequent construction of new signage conforming to the ordinance are eligible. Improved signage that is appropriate to the architecture and age of the building (i.e. scale, color, shape, lettering style, lighting, etc.) is also allowed.

Parking Lots and Landscaping:

Only parking lots visible from the public right-of-way are eligible. Only expenses relating to bringing a grandfathered parking lot into conformance with current parking and landscaping codes are eligible. A landscape plan is required. Landscaping will only take place during the planting season (November - March).

Ineligible Improvements

Physical or visual removal of architecturally important features.

Permitting fees.

Improvements performed prior to execution of agreement.

Routine maintenance.

New construction.

Renovations to properties that have non-conforming uses.

Interior renovations.

FAÇADE GRANT PROGRAM

Application and Agreement

Due February 15, 2019

Send to: Façade Grant, Town of Clover, PO Box 1060, 116 Bethel St, Clover, SC 29710 or aharvey@cloversc.org

Name of Business(es): _____ Business License # _____
Project Physical Address: _____ Historic Property Yes No
Applicant: _____ Property Owner: _____
Applicant Address: _____
Telephone: _____ Email: _____
Names & Contact info for all tenants, if applicable: _____

Project Description: _____

Total Cost of Project (\$300 minimum investment; attach contractor's bid, if applicable) \$ _____
Amount Requested (50% of Total Cost; minimum \$150/ maximum \$2,000 per façade) \$ _____

Acknowledgements

- Work completed prior to grant approval is not eligible for funding.
- Façade changes will be as approved by the Grant Advisory Board; deviations must be pre-approved.
- All required permits are the responsibility of the owner/applicant.
- *The project will be completed within 180 days of approval and no later than **June 1** to be eligible for reimbursement.*
- Reimbursement will occur after project completion and upon submission of Reimbursement Form and required documentation, e.g. invoices, cancelled checks/proof of payment, etc.

By signing below, the Applicant and/or Owner acknowledges that he/she has received and read the program guidelines for the Façade Grant Program. Also, the Applicant and/or Owner acknowledges that he/she is duly authorized to act on behalf of the Business and that the Business is properly organized and licensed to conduct business in the state of South Carolina and in the Town of Clover. The Applicant and/or Owner assures that the above information is true and correct and agrees to comply with all Town of Clover guidelines applicable to this program. The Applicant and/or Owner also agrees that in the event of his/her/their breach of any condition or provision, or whenever deemed to be in the interest of the Town, the Town of Clover has the right to terminate the program agreement. The Applicant and/or Owner authorizes the Town to use his/her/its name, likeness, photos and/or information about the applied for project for promotional purposes.

Signed: _____ Date _____
Property Owner (required)

Signed: _____ Date _____
Applicant

Applications must also include the following documentation; if not included, the application will be deemed incomplete and may not be considered for funding:

- Design plans, sketches, color & material samples, plant selections, etc.
- "Before" pictures must be submitted digitally to aharvey@cloversc.org or on CD attached to this application.
- Proof of payment of property taxes.

Date of Façade Grant Advisory Board Review: _____ Approved w/Conditions Denied