

FAÇADE IMPROVEMENT 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, Owner must complete the PROPERTY OWNER CONSENT FORM attached to application.

Property Information:

Property Address: _____

Tax Parcel ID number: _____

Property Zoning Classification: _____

Description of Property: _____

Occupancy Information:

Please provide the following information for ALL current business occupants:
Business Name, Owner/Manager Name, and Phone Number.

Tax Assessed Value of the building _____

*Has this property and or the project involved an issue cited by any government entity? Yes _____ or No _____
If "Yes" describe*

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 #** _____

FAÇADE IMPROVEMENT GRANT PROGRAM

Estimated Total Project Cost: (A) _____

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

Total Grant Requested: (A-B) _____

(may not exceed 75% of total project)

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.

Is the requested amount below 50% of the assessed value of the building?

Yes _____ No _____

Example: If building has a tax assessed value of \$20,000.00 your project must be below \$10,000.00. This is before the amount of 25% has been lessened from the 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 building's use? _____ Yes _____ No

If yes, please explain: _____

Anticipated total cost of entire project (including all improvements) _____

Anticipated total cost of exterior building improvements _____

Grant Requested Amount _____

Application Package must include the following or will not be considered:

- Completed Application
- Photographs of existing building and site
- Plans and/or elevations of proposed improvements
- Detailed description of materials including color schemes
- Detailed cost estimates/bids for proposed improvements
- Property Owner Consent Form (only if applicant is not the property owner)
- Property Insurance
- Business License

Please write a summary of the complete project scope (you may attach additional pages):

Signature of Applicant

Signature of Property Owner

FAÇADE IMPROVEMENT GRANT PROGRAM

Façade Grant Program Property Owner Consent Form

The undersigned owner of the existing building located at: _____

(ADDRESS)

Certifies that _____ (APPLICANT) operates or intends to operate a business at the above location. The undersigned agrees to permit applicant and his contractors or agents to implement improvements listed on the City of Mullins Façade Grant Program application dated: _____

The undersigned hereby waives any claim against the City of Mullins arising out of the use of said program funds for the purposes set forth in the application. The undersigned agrees to hold the City of Mullins harmless for any charges, damages, claims or liens arising out of the applicant's participation in the Façade Grant Program.

WITNESS

Owner

NAME/TITLE

SIGNATURE

WITNESS

Owner

NAME/TITLE

SIGNATURE

Program Overview

The City of Mullins Facade Grant Program has been designed to encourage enhancement and investment in the revitalization efforts of Downtown Mullins. This program provides financial and technical assistance to downtown property and/or business owners for Facade improvements that adhere to the Facade Grant Program Guidelines. Downtown Mullins will partner with Mullins Chamber and the Mullins Chamber Foundation and other organizations to ensure there is no duplication of benefits. This process ensures that either organization may refer project owners to partners for the completion of the prospective project.

Eligible Applicants

Eligible applicants include owners of commercial properties and owners/managers of businesses located in the Downtown Mullins District within the City of Mullins. Business owners/managers who are leasing a building, for which improvements are proposed, must submit an Owner Consent Form 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 program. The City reserves the right to deny funding to applicants who are delinquent on payment of taxes, fines, fees, or licenses. Applicants have a waiting period of two years from a completed project to apply for a second grant and will be considered only after new applicants have been considered. A second award at this point is the final award in this program. Under no circumstances will work be looked at as a continuation of an existing project, and all work from the original grant awarded must show it has been maintained.

Eligible Expenditures

Expenditures eligible for reimbursement include those solely related to exterior building improvements (cosmetic and/or structural) that address the following design elements as outlined by the Facade Guidelines:

- Exterior Painting
- Signage
- Awnings
- Lighting
- Storefront and Windows
- Rear Building Design
- Historic Details

Nontraditional styles will be reviewed on a case-by-case basis. Fees for architects, engineers, or other design consultants are also eligible expenditures not exceeding 5% of the overall project cost. Any engineered or architectural drawings must be completed by licensed professionals.

Façade Improvement Grant Program

The Façade Grant Program grants up to \$10,000.00 for property owners or tenants to improve the exterior appearance and functionality of the facades of buildings. Grants require a minimum of a 25% match by the property owner or tenant, and the grant is allocated by the Tax Map number. Grant funds are limited to \$10,000.00 per building. Once a building owner or tenant has used the maximum grant funds available, no additional façade grant will be awarded for future improvements to the building façade.

Façade grant program funds can be used on any exterior portion of the building that is visible to the

public. This can include the front, back, and/or sides of the building. Façade grant funds may not be used for interior renovations or roof repair.

Grant applications must include a recent price quotes from a reputable company or architects.

Reputable companies should be able to provide:

- a) Federal or State ID
- b) Local Business License Required
- c) Three References of Previous Clients

Costs in excess of \$10,000.00 must require a General Contractors License.

Quotes are the responsibility of the applicant, not the City of Mullins or the Downtown Mullins Corporation. The project should not exceed the local cost index for construction (See Building Official if necessary). All work must be completed within 180 days of awarding the grant or the City of Mullins or Downtown Mullins Corporation reserves the right to revoke the grant.

All Downtown Mullins Projects that involve exterior changes to a building must be approved by the City of Mullins Building Department and may be subject to review by the SC Department of Archives and History. If a grant awarded by the project does not meet the established design standards, the grant may be revoked.

Payment of grant funds will only be issued once the applicant provides proof of payment for work completed in the form of canceled checks images or credit card receipts and the appropriate reimbursement application is completed and turned in to the Special Projects Office.

Any improvements completed under the Façade Grant Program shall become permanent fixtures of the building and may not be removed by the business or the property owner in the event of the closing or sale of the business or sale of the building. This provision shall not apply if a future change is made to the building for a further renovation that will enhance the redevelopment of the downtown area.

Design Grant Program

Grants are awarded to a maximum of \$500 for architectural services required to create a scope of work for exterior or interior redevelopment projects. Payment of grant funds will only be issued once the applicant provides proof of payment for work completed in the form of canceled checks images or credit card receipts and the appropriate reimbursement application is completed and turned in to the Special Projects Office. No match is required, but the applicants will be required to submit the appropriate reimbursement form and provide proof of the payment to the architect. Grant funds may be used for services provided by licensed commercial architects or licensed commercial interior designers.

Sign Grant Program

Business owners within the Business districts are eligible to apply for grant assistance of up to \$500 for exterior business signage. All signs must adhere to the Design Guidelines outlined by the corresponding district and must be approved by the City of Mullins and the Downtown Façade Committee. Payment of grant funds will only be issued once the applicant provides proof of payment for work completed in the form of canceled checks images or credit card receipts and the appropriate reimbursement application is completed and turned in to the Special Projects Office. No match is required, but applicants will be required to submit the appropriate reimbursement form, provide proof of payment for the sign, and provide approval by the Façade Committee.

Application Process

Eligible applicants are encouraged to request an informal review of the project by the program administrator before submitting a completed application. Complete application packages will be accepted on a rolling basis until funding has been exhausted.

Application Package must include the following or will not be considered:

Completed Application

Photographs of existing building and site

Plans and/or elevations of proposed improvements

Detailed description of materials including color schemes

Detailed cost estimates/bids for proposed improvements

Property Owner Consent Form (only if the applicant is not the property owner)

Following review of the application package, applicants will receive written notification stating whether the application was approved as submitted, approved with changes, or disapproved within 30 days of the application.

The Special Project Coordinator has the authority to request modifications to a proposed design to ensure the appearance of the site or building will comply with the design guidelines.

Special Project Coordinator reserves the right to request further information from the applicant and/or visit the applicant's property to evaluate the merit of the applicant's proposed improvements.

All applications must be approved in writing before the commencement of work.

General Requirements

All work must be done following any applicable design guidelines, and all applicable local, state, and federal codes, rules, and regulations.

All records supporting the costs and components of program-assisted improvements shall be maintained for a period not less than three (3) years following completion of the program agreement period, agreement termination, or default, whichever shall first occur.

Applicants must adhere to all City of Mullins building codes and regulations including business licenses and building permits.

Applicants agree to place a Facade Grant Program Recipient sign at the construction site throughout the project and for a minimum of 180 days upon completion of the project.

Distribution of Grant Funds

Reimbursements - All assistance is on a reimbursement basis following the completion of the project.

The total reimbursement for all forms of facade improvement assistance shall not exceed the total award amount as deemed by the approved application. Applicants who are approved for funding must document all expenditures and provide the program administrator with proof of payment including receipts, paid invoices, and copies of canceled checks for all eligible improvements within 30 days of completion. All contractors must have current City Business Licenses before work begins. Failure to do so may void your grant and/or delay payment.

Once construction is complete, the Special Project Coordinator and City Building Official will visit the project to ensure that it complies with the approved plans and that building inspections have been completed. The applicant will then be provided with a one-time reimbursement for the approved amount. Reimbursement checks will be issued by the City of Mullins.

Default & Remedies

Default - A recipient shall be considered in default and the balance of financial assistance immediately due and payable upon failure to properly maintain the facade after improvements are completed, delinquent property taxes, or failure to operate in compliance with all applicable local, state, and federal codes, laws, and regulations for two years of the date the grant was awarded.

Remedies of Default - The City may take whatever action by law, or in equity, as may appear necessary or desirable to collect any outstanding balance or to enforce the performance and observation of any other obligation or agreement of the recipient.

Applicants for the Façade Grant Program can be obtained from the City of Mullins Building Department located at 151 E. Front St. Mullins.