

## **Goose Creek Façade Grant Program Guidelines**

### **PURPOSE**

The City of Goose Creek's Façade Improvement Program (FIP) provides financial assistance to commercial property owners and business owners in The Super Incentive Zone for qualified façade improvements. The purpose of the FIP is to support the revitalization by stimulating private investment 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 three-person staff committee that will determine eligibility of applicants based on their application.

### **ELIGIBILITY**

#### **Maximum Allowable Award**

The program provides for a one-time reimbursement, up to \$5,000 per project, for eligible façade improvements. The applicant is responsible for a dollar for dollar match on the grant award. The grant will be made in the form of a reimbursement to the applicant once the project is complete and all appropriate documentation has been made.

#### **Multiple Buildings/Parcels**

Improvements made to a single building located on multiple parcels (under same ownership) are only eligible for the above stated amount. However, the FIC reserves the right to grant special exceptions for reimbursements greater than the above stated maximum in the event that an applicant's proposed improvements exceed what is required by the City's design standards and have the potential to make a significant impact on the corridor. The FIC has sole determination of any grant amount that exceeds the standard amount.

#### **Eligible Applicants**

Eligible applicants include owners of commercial properties and owners/managers of businesses located in a commercially zoned parcel. Applicants must be engaged in commercial activity and have a Goose Creek business license. 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 FIP. The FIC reserves the right to deny funding to applicants who are delinquent on payment of fines or fees.

#### **Eligible Expenditures**

All improvements must be visible from a public street. All work must be completed by a licensed contractor with an appropriate business license in the City. Applicant is responsible for permitting. The FIC reserves the right to accept improvements not listed below, as well as reject applications that the committee feels will not significantly enhance the aesthetic of a property.

### *Façade improvement examples*

- Removal of false fronts (such as aluminum panels)
- Repair or replacement of windows, doors, and cornices
- Repair or replacement of façade materials
- New signage
- Expenses related to the removal of non-conforming signs when a new sign will be installed
- New awnings
- Exterior lighting
- Exterior painting (when associated with a larger rehabilitation effort)
- Design and construction costs
- Landscaping Improvements – Landscaping improvements coordinated in conjunction with exterior building improvements will be prioritized for funding.

### *Art & Mural Items:*

- Artist fees
- Labor costs and equipment rental
- Construction and material costs
- Exterior painting and lighting costs.
- Routine maintenance is NOT eligible for funding by the Façade Grant program.

### **APPLICATION PROCESS**

All applicants must submit the following information to the Façade Improvement Committee:

- I. Completed application
- II. Photographs of existing façade
- III. Plans and/or elevations of proposed improvements
- IV. List and/or description of materials to be used
- V. Detailed cost estimates/bids for proposed improvements
- VI. IRS W-9 Form: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- VII. If applicant is property owner: Proof of Property Ownership OR if applicant is not property owner: A certified letter stating owner consent to project.
- VIII. FIC reviews application and supporting documentation and approves or denies funding.

Applicants are encouraged to contact the City economic development office prior to submission for consultation on the application and project

The FIC reserves the right to request further information from the applicant or visit the applicant's property in an effort to evaluate the merit of applicant's proposed façade improvement.

Projects deemed eligible for reimbursement must be completed within one year of receiving approval by the FIC. The FIC reserves the right to deny funding to projects not completed within one year of approval.

### **REIMBURSEMENT PROCESS**

Funds are available on a first come, first serve basis.

Applicants who qualify for funding must document all expenditures and provide the FIC with proof of payment (receipts, paid invoices, etc.) for all eligible improvements within 30 days of completion. Once construction is complete, the FIC will visit the project to ensure that it complies with the approved plans. The applicant will then be provided with a one-time reimbursement for the approved amount. Reimbursement checks will be issued by the City of Goose Creek.