



Town of Hemingway

Facade Improvement Grant Program

Established March 11, 2021

Town of Hemingway Business District Facade Improvement Grant Program (FIG)

Program Guidelines

The Town of Hemingway Façade Improvement Grant Program (FIG) Committee is responsible for administering a “Façade Improvement Grant Program”, intended to stimulate improvements to the exterior of commercial buildings in the C1 and C2 areas and other business properties deemed by the Town to impact the visual appearance of high transportation areas.

The funding of this program is provided through the Town of Hemingway and all activities relating to the funding of facade projects will be reported to the Mayor and Town Council, The Town Administrator and Finance Director.

Purpose

The Town of Hemingway Facade Improvement Grant Program provides financial assistance to commercial property owners and business owners in the Town of Hemingway that qualify for facade improvements. The purpose of the FIG is to support the revitalization of the business district to the town by stimulating 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 Facade Improvement Grant Program Committee (FIG Committee) is a committee, consisting of the Town Administrator, two Town Council members, Building Codes Director, and the Town Clerk. The FIG Committee must ensure the proposed project has been approved by the Building Codes Director before giving final approval to the facade improvement grant.

Eligibility

Maximum Allowable Award: The program provides for a one-time **reimbursement** grant of 50% of the project costs with a max reimbursement. Project reimbursement will be 50% of the cost of the project up to the maximum cap amount of \$5,000. Grant funds are limited for each budget calendar year.

Example: No matter the amount of the applicant’s project costs, the grant awarded will not exceed the max reimbursement of \$5,000. For example, if total project costs are \$15,000 (50% of the project cost is \$7,500) the Town will award 50% of the project cost (\$5,000 max). The applicant will pay the \$15,000 and upon completion and payment to the contractor, the town will reimburse the applicant \$5,000 within 3 weeks of proper documentation submitted to the Town Administrator. No funds can be reimbursed until the project is fully completed and proper documentation provided to the Town.

Eligible Applicants:

Eligible applicants include owners of commercial properties and owners/managers of businesses located in the C1 and C2 areas of the Town of Hemingway. 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 Town's current codes and regulations are eligible for funding through the FIG. The FIG Committee reserves the right to deny funding to applicants who are delinquent on payment of fines, fees or licenses.

Eligible Expenditures:

For purposes of this program, eligible expenditures shall include expenses related solely to those exterior improvements, which are eligible for reimbursement, as outlined below and determined by the FIG Committee; this excludes expenditures related to interior improvements, ordinary repair and maintenance, improvements required as a result of code violations, or other expenditures deemed ineligible by the FIG Committee.

Improvements must be consistent with recommendations set forth in master plans for the area in which the property is located if applicable.

All work must be completed by a licensed contractor, legally operating in the Town of Hemingway. The applicants should contact the Town Clerk for assistance with permitting and business licensing at 843-558-2824.

- Eligible improvements include exterior building improvements (cosmetic and/or structural), signage, lighting, and landscaping, which are visible from the street and paving/parking enhancements.
 - Examples
 - Exterior painting or surface treatment
 - Decorative awnings
 - Window and/or door replacements or modifications
 - Storefront enhancements
 - Landscaping and Planters
 - Streetscape
 - Outdoor patios and decks
 - Exterior wall lighting
 - Decorative post lighting and architectural features
- Ineligible improvements include ordinary repair and maintenance, required improvements as a result of a violation notice or citation, site furnishings, amenities, non-permanent structures, and moveable equipment.
 - Ordinary repair and maintenance defined as “any work, the purpose and effect of which is to correct or prevent any deterioration or decay of, or damage to a structure, site or any part thereof, and to restore the structure or site, as nearly as may be practicable, to its condition prior to such

deterioration, decay, or damage using materials which are of a design, color, and outer appearance as close to practicable to the original.”

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Application Review Documentation

All completed applications must be accompanied with the following items but not limited to plans, elevations, and estimates.

- Verification of property ownership (Williamsburg County Tax Map number, deed, etc.) or a letter from the property owner giving consent to perform the changes.
- Contractor estimate including name and contact information of contractor.
- Scope of work, timeline for project completion, and total estimate of project budget. Project must be completed within 120 days of funding being granted. The applicant will forfeit the grant award if the façade improvement project is not complete 120 days from the date of the grant loan agreement unless the Committee is notified of reasonable circumstances that prolong the project.
- Color photos showing the existing buildings (front and all side elevations).
- A completed W9 form.
- A completed Façade Improvement Grant Application.

Application Period

Applications will be accepted starting August 1st of each fiscal year for the Town of Hemingway and applications will be considered while funding is available per the amount budgeted by Town Council. This is a first come first serve basis. Funds will be available beginning October 1st of the fiscal year. Once the applications have been received, the FIG Committee will work together to review and determine whether a Façade Improvement Grant will be awarded. Completed application packages must be **hand delivered** to:

***Hemingway Town Hall
Attention FIG Committee
108 South Main Street***

Process

1. The FIG applications are available at Hemingway Town Hall and on the town's website www.townofhemingway.weebly.com.
2. 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 (except painting) **must be submitted** with your Application.
3. Applicants will generally be notified in writing within fifteen business days whether the FIG is awarded or not.
4. Acquire proper permitting from the Hemingway Town Hall for permits.

5. Upon approval the grant dollars will be **eligible** to the applicant for reimbursement purposes.
6. Grant monies will be distributed to the applicant upon completion of the following activities:
 - a. Any and all changes, **not prior approved**, from the original application must be approved by the FIG Committee. Approved changes in work specifications must be attached to the original dated application. Any unapproved deviations from the original work specified in the application will disqualify the applicant.
 - b. The invoices and receipts will be reviewed to ensure compliance with original application. A FIG Committee member will make an inspection of the completed project to verify the work has been performed per the application and issue an approval correspondence as appropriate.

**APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION WILL
BE DISQUALIFIED FROM THE GRANT PROGRAM.**

Grant Policy

The FIG will not use race, sex, age, or religion as grounds for refusing a grant to an eligible applicant.

Grant recipients will agree to place a FIGP Recipient sign at the construction site, during the time of improvements and in their storefront window for 180 days after the completion of the project.



**Facade Improvement Grant Program
Application Form**

1. Applicant Name: _____
2. Contact Name: _____
3. Name of Tenant: _____
4. Name of Business: _____
5. Telephone Number: _____ Fax Number: _____
6. Email Address: _____
7. Project Address: _____
8. Mailing Address: _____
9. Does the applicant own the project building? _____ Yes _____ No

If the answer to the above question is no, please attach a letter from the owner expressing approval of the project proposal.

10. Will you be using the services of an architect, engineer, or contractor? ___Yes___ No
11. If yes, list your architect, engineer, or contractor of preference with name and contact number of business: _____
12. Estimated Total Project Cost: (A) _____ (attach itemized budget)
Total Grant Requested from City: (A-B) _____ (50% of the project cost not to exceed max dollar amount as stated in The Eligibility Section)

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

13. Proposed Start Date: _____

14. Proposed Completion Date: _____

15. What is the existing use of the building? _____

16. Will this project proposal cause a change in the buildings use? ____Yes____No

17. If so, please explain. _____

18. Please write a summary of the complete project scope. You may attached additional pages. _____

Signature of Property Owner

Signature of Applicant

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION OR DO NOT PROVIDE COMPLETE APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM.

Submit completed application to Town Hall Attention FIG.

**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

Employer Identification #

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

Name (print)

SSN

Authorized Signature _____

Title _____

Date _____

Telephone # _____

Email Address

Name of Primary Contact

TOWN OF HEMINGWAY, SC
FAÇADE IMPROVEMENT GRANT AGREEMENT

This agreement is entered into this _____ day of _____, _____,
by and between the Town of Hemingway and _____, (Grantee) whose address
is _____.

WHEREAS, the Town has approved a façade improvement grant to Grantee subject to the execution of this Agreement, and Grantee desires to accept the grant and to abide by the terms of this Agreement; and ,

WHEREAS, the town has approved a grant in the amount of \$_____ {not to exceed Five Thousand and NO/100 dollars(\$5,000)} for façade improvements at _____, Hemingway, South Carolina.

NOW THEREFORE, the parties agree as follows:

- Grantee reaffirms that all information provided to the Town in its Façade Improvement Grant Application is correct and accurate.
- Grantee has read and agrees to abide by the provisions and requirements of the Town of Hemingway Façade Improvement Grant Program.
- All work performed by Grantee will be consistent with the approval of the Town. If Grantee desires to make any changes in the project, Grantee will obtain written approval from the Town before implementing such changes. Grantee understands that the Town is not required to approve any changes.
- Grantee agrees to complete the improvements within one hundred twenty (120) days from the date of this Agreement and understands that failure to complete the improvements within such period will result in forfeiture of the grant.
- Grantee understands that the grant will be paid to Grantee only upon completion of the work, submission of all dated statements or invoices to the Town and approval by the Town of the completed work.
- Grantee will notify the Town immediately if Grantee’s interest in the subject property changes in any way. This Agreement is not assignable by Grantee without prior written approval of the Town, which will not be unreasonably withheld.
- Grantee hereby grants the Town with the right to use pictures, renderings, or descriptions of the work for any and all promotional purposes desired by the Town.

IN WITNESS WHEREOF, the parties have signed this Agreement on the day and year first written above.

Town of Hemingway

Witness for the Town:

By: _____

Grantee:

Witness for the Grantee:

By: _____

Owner (if other than Grantee)

Witness of the Owner:
