

# Business Improvement Grant

## Town of Pageland

### Business Improvement Grant (BIG) Application Form

#### RETURN COMPLETED APPLICATION TO:

Cecil Kimrey, Administrator - Town of Pageland  
307 East McGregor Street  
Pageland, SC 29728

**APPLICATION DUE DATE: July 30, 2021**  
**COMPLETION DATE: December 1, 2021**

**Email:** ckimrey@shtc.net  
**Phone:** (843) 672-3027

#### APPLICANT INFORMATION

Applicant(s) Name: \_\_\_\_\_

Applicant(s) Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

What is your legal interest in the property?\*  Property Owner  Tenant  Other: \_\_\_\_\_

\*If you are not the property owner, please provide a completed Owner Consent Form

#### PROPERTY INFORMATION

Property Address(es): \_\_\_\_\_

Tax Map Number(s): \_\_\_\_\_

Property Zoning Classification(s): \_\_\_\_\_

Description of Property/Business(es): \_\_\_\_\_

Please provide the following information for ALL current and proposed tenants:

Business/Tenant Name(s)	Owner(s) / Manager(s)
_____	_____
_____	_____
_____	_____



# Business Improvement Grant

## Town of Pageland Business Improvement Grant (BIG) – Property Owner Consent Form

The undersigned owner of the existing building 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 Town of Pageland, Business Improvement Grant application (APPLICATION) dated: \_\_\_\_\_

The undersigned hereby waives any claim against the Town of Pageland (TOWN) arising out of the use of said grant funds for the purposes set forth in the APPLICATION. The undersigned agrees to hold the TOWN harmless for any charges, damages, claims or liens arising out of the APPLICANT's participation in the Business Improvement Grant program.

\_\_\_\_\_  
*Building Owner's Signature*

Sworn to (or affirmed) and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Official Signature of Notary*

\_\_\_\_\_, Notary Public  
*Notary's printed or typed name*

\_\_\_\_\_ County, South Carolina

My commission expires: \_\_\_\_\_

# **Business Improvement Grant (BIG) Guidelines**

## **Program Overview**

The Town of Pageland has developed and implemented a Business Improvement Grant (BIG) Program to encourage reinvestment in, and revitalization of, the downtown commercial district. This program provides reimbursable matching grants of up to \$2,000 to help offset the cost of exterior improvements to a property owner or tenant's commercial building. The Business Improvement Grant (BIG) Program is set-up as an 80/20 contribution rate where the Town of Pageland will provide up to 80% reimbursement for qualifying improvements to buildings located in the designated business districts. Grants will be evaluated by the BIG committee and recommendations will be presented to town council based on award criteria adopted by the committee. Business owners and/or building owners who wish to be considered for a grant must complete and submit a formal application based on the criteria set forth in this document.

## **Purpose**

The Town of Pageland's Business Improvement Grant (BIG) Program provides financial and technical assistance to eligible commercial property owners and tenants in the downtown commercial district. Funds may only be used for qualified facade improvements, as defined within these guidelines.

The primary objectives of the Business Improvement Grant (BIG) Program are to:

- 1) Encourage the revitalization of existing commercial buildings and districts by incentivizing private sector investment;
- 2) Expand the town's commercial tax base by attracting and retaining businesses within the downtown area;
- 3) Enhance property values in the downtown area by improving the visual aesthetic and functionality of existing buildings;
- 4) Preserve the integrity of the town's historic resources; and
- 5) Promote the general health, safety and welfare of the community.

## **Eligibility**

**Eligible Applicants:** Eligible applicants include owners of commercial properties and commercial tenants located in within a designated commercial area, as defined below. Commercial tenants who are leasing a building for which improvements are proposed must submit a BIG – Property Owner Consent Form with their completed application. All improvements must be in compliance with all town zoning restrictions and ordinances. The town reserves the right to deny funding to any applicant with delinquent taxes, permits, fines, fees, or fails to comply with the requirements listed in this document. (Note: Applicants who do not comply with the requirements listed in this document may be excluded from consideration in future application cycles.)

# **Business Improvement Grant (BIG) Guidelines**

**Eligible Buildings:** For the purpose of this program, an eligible building must be used, either exclusively or primarily, for commercial use. Eligible buildings must have a commercial use located at street level. Mixed use buildings, including those with second-floor apartments, shall be eligible to apply for the Business Improvement Grant, provided the area used for residential use(s) does not exceed 50% of the total building square footage. Condemned or businesses not open for normal business shall not be eligible for the grant program. (Normal business shall be defined as being open a minimum of 3 days per week for a minimum of 4 hours per day.)

**Designated Commercial Areas:** The Business Improvement Grant (BIG) Program is open to eligible applicants located within the following streets in the business districts listed below:

- 100 - 300 Blocks of North Pearl Street
- 100 - 200 Blocks of South Pearl Street
- 100 Block of South Sycamore Street
- 100 Block of East McGregor Street
- 100 - 200 Blocks of West McGregor Street
- 100 Block of North Maple Street
- 100 Block of South Maple Street
- 100 – 500 Blocks of North Elm Street

## **Expenditure Requirement**

**Eligible Expenditures:** For the purpose of this program, the following types of expenditures shall be deemed eligible for reimbursement:

- Exterior building improvements (cosmetic and/or structural), signage, lighting and landscaping, which are visible from a public street, alley, sidewalk, or parking area. Examples include, but are not limited to: storefront enhancements, storefront restorations, exterior painting or surface treatment, decorative awnings, window and door replacements, landscaping, irrigation, streetscape, outdoor patios and decks, exterior wall lighting, decorative post lighting and architectural features. Priority shall be given to projects which maintain, enhance and/or restore a building's significant architectural features to the greatest extent feasible.
- Fees for architects, engineers or other design consultants which are directly related to the façade improvement project.
- All work must be completed by licensed contractors (if applicable), legally operating in the Town of Pageland. The applicant is responsible for obtaining any necessary permits. Applicants should contact the Town of Pageland for assistance with the permitting process.

**ALL PROJECTS MUST BE IN COMPLIANCE WITH STATE HOSPITALITY LAWS TO RECEIVE FUNDING.**

# Business Improvement Grant (BIG) Guidelines

**Ineligible Expenditures:** The following types of expenditures are not eligible for reimbursement:

- Interior renovations to a building or structure.
- Repair or replacement of any electrical, mechanical, plumbing, security or telecommunication system, unless such repair or replacement is a critical component of the façade improvement.
- Work that is generally considered ordinary repair and maintenance. Ordinary repair and maintenance is 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 as practicable to the original.” For the purpose of this program, roof repair and replacement shall be considered ordinary repair and maintenance.
- Improvements that are required as a result of a code violation or citation; however, improvements that are the result of voluntary compliance and the applicant’s desire to bring a property into conformance with the town’s current design standards will be considered.
- Site furnishings, amenities, non-permanent structures and movable equipment.
- Any work completed without obtaining necessary permits from the town.

## Grant Awards

**Maximum Award:** The Business Improvement Grant (BIG) Program provides for a one-time matching grant of up to \$2,000 per property for eligible façade improvements. All funds shall be disbursed to the applicant on a reimbursement basis. The reimbursement will be made to the individual listed on the BIG Application.

**Minimum Award:** The Town of Pageland has not established a minimum award for the BIG Program.

**Multiple Buildings/Parcels:** Improvements made to multiple buildings on a single parcel, multiple storefronts on a single building, or a single building located on multiple parcels (under the same ownership) shall be subject to the \$2,000 maximum award.

**Future Grant Awards:** Any applicant who receives a Business Improvement Grant award may be eligible to apply for a subsequent grant award the following year if funds are still available during a funded grant cycle. Priority will be given to applicants who have not submitted a request and received funding in the last 60 months.

# Business Improvement Grant (BIG) Guidelines

## Application and Selection Process

**Pre-Application Meeting:** Applicants are encouraged to attend annual Business Improvement Grant meetings that will be offered by the Town of Pageland. The pre-application meeting shall be used to discuss and review applications prior to the application deadline.

**Application:** All applicants must submit a formal grant application, using an official form prepared and distributed by the Town of Pageland. All applicants must submit the following information to be considered for a Business Improvement Grant (BIG):

- Completed Business Improvement Grant application form
- Owner Consent Form (if applicable)
- Photographs of all existing façades, including front, rear and side (if applicable)
- Sketch drawings of all proposed improvements (if requested)
- List and/or description of materials to be used
- Detailed cost estimates/bids for proposed improvements
- IRS W-9 Form (available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>)

The deadline for the submission of the grant applications shall be noted on the corresponding document. All grant applications will be reviewed and evaluated by the Business Improvement Grant Committee.

The committee shall have the authority to request modifications to a proposed design to ensure that the project will be compatible with the town's zoning ordinance and other related ordinances. The committee also reserves the right to request further information from the applicant, and to visit the applicant's property in an effort to evaluate the merit of a proposed facade improvement.

The BIG Committee shall make its funding recommendations to Town Council no later than two calendar months from the due date for the grant applications. The BIG Committee may request additional time for review from Town Council if needed.

**Grant Awards:** Business Improvement Grants shall be awarded by Pageland Town Council, upon recommendation of the BIG Committee. The Town Administrator will notify the applicants in writing regarding the status of their application within five business days following Town Council's decision.

**Grant Agreements:** All projects receiving a Business Improvement Grant from the Town of Pageland shall be subject to a written grant agreement between the town and the applicant. This agreement shall specify the purpose of the grant, stipulate the eligible and non-eligible expenditures, establish a timeline for completing the work, and outline the reimbursement process. Any applicant who fails to execute a grant agreement within sixty (60) days following the date a Business Improvement Grant has been awarded by Town Council shall be deemed to have forfeited his or her grant award.

# **Business Improvement Grant (BIG) Guidelines**

## **Reimbursement Process**

**Completion of Work:** The applicant should obtain at least two (2) bids prior to commencing any improvements. The applicant shall have one hundred and eighty (180) days from the date the grant agreement is executed during which to complete the work; provided, however, the Town Administrator may authorize a one-time extension of up to sixty (60) days. Any substantive modifications to the scope of work must be reviewed and approved by the Business Improvement Grant Committee. Non-permitted modifications shall not be eligible for reimbursement.

**Reimbursement Requests:** Applicants must document all expenditures and provide the Town Administrator with proof of payment (receipts, paid invoices, etc.) for all eligible improvements within thirty (30) days of completion. Once the improvements are completed, a town official will inspect the property to ensure that the work is consistent with approved plans and all appropriate building codes. The applicant will then be provided with a one-time reimbursement for the approved amount. Reimbursement checks will be issued by the Town Administrator.

## **For More Information**

For more information about the Town of Pageland's Business Improvement Grant (BIG) Program, please contact the Cecil Kimrey by phone at (843) 672-3027 or by email at [ckimrey@shtc.net](mailto:ckimrey@shtc.net).