

Town of Pageland



Business Improvement Grant

2024

Business Improvement Grant

Town of Pageland

Business Improvement Grant (BIG) Application Form

RETURN COMPLETED APPLICATION TO:

Shane Sligh, Administrator - Town of Pageland
307 East McGregor Street
Pageland, SC 29728

Email: ssligh@townofpageland.com
Phone: (843) 672-7292

Application Available: February 7, 2024

APPLICATION DUE DATE:
March 15, 2024

Grants Awarded: April 2, 2024

WORK COMPLETION DATE:
AUGUST 16, 2024

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, a completed Owner Consent Form is required.**

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 Application Proposed Façade Improvements (Please provide as much detail as possible):

Anticipated Start Date: _____ Anticipated Completion Date: _____

Anticipated Total Cost of Project (Including all improvements): \$ _____

Anticipated Total Cost of **GRANT ELIGIBLE*** Façade Improvements: \$ _____

*For a list of eligible expenses, see the *Program Guidelines* Total Façade Grant Amount Requested (Maximum \$2,000): \$ _____

ADDITIONAL SUBMITTAL REQUIREMENT CHECKLIST:

Please attach the following to the completed application:

- 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>)

ACKNOWLEDGEMENT OF PROGRAM RULES

I have completed this form to the best of my knowledge and authorize the Town of Pageland, its Staff, and the Business Improvement Grant (BIG) Committee to process this application and review the submittal according to the *Program Guidelines* and all governing standards. I acknowledge that the Town reserves the right to require additional information if requested. I acknowledge that the submittal of this application shall not guarantee approval or awarding of funds. I acknowledge that I have reviewed the Program Guidelines and agree to follow those guidelines and applicable governing standards. Furthermore, I acknowledge that the Town of Pageland, its Staff, and/or the Business Improvement Grant (BIG) Committee shall not be party to, nor accused of, nor be held liable for any legal or financial disputes that may result between myself and any other parties acting upon this application.

Applicant Name	Applicant Signature	Submittal Date
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Business Improvement Grant

2024 Agreement

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.

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 2024 Agreement

Completion and Reimbursement Process

All projects must be completed on or before August 16, 2024 at close of business. Submissions shall be submitted to The Town of Pageland by the close of business on August 16, 2024 to 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 or August 16, 2024 whichever comes first. 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.

By Signing this agreement, I am consenting to the terms of this agreement to be eligible to receive funds established as the 2024 Business Improvement Grant.

If an owner has been awarded for more than one business, this form will need to be completed for each business.

Name Of Business

Business Address

Name Of Business Owner

Date

Signature Of Business Owner

Town Official Receiving Form

Date Received

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) 2024 Quick Reference

Grant Overview

- BIG Grant applications are due March 15, 2024 by close of Business.
- Grants maximum up to \$2,000. 80% reimbursement.
- Improvements for grant purposes cannot begin until after the grant is awarded.
- The grant is for improving the aesthetic and functionality of downtown businesses.
- The business must be open a minimum of 3 days per week for a minimum of 4 hours per day.
- Leased businesses must have Owner Consent form turned in with application.
- W9 is required with all applications.
- Eligible expenses examples: signage, outdoor lighting, landscaping, storefront enhancements/restorations, exterior painting, decorative awnings, streetscape, etc.
- All projects must be in compliance with state hospitality laws.
- The grant award is non-transferrable.
- All Town Ordinances and building codes will apply.
- April 2, 2024 – Council will Award Grants.
- August 16, 2024 – All work must be complete and invoices remitted for payment.

Eligible Locations

- 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 - 500 Blocks of West McGregor Street
- 100 - 200 Block of North Maple Street
- 100 Block of South Maple Street
- 100 Block of West Evans Street
- 100 – 500 Blocks of North Elm Street

Read the Business Improvement Grant 2023 Guideline for a more extensive grant procedure. This document is for reference only.

Additional Information may be obtained at Pageland Town Hall or www.townofpageland.com.

Business Improvement Grant (BIG) 2024 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.) Improvements which are to be considered for the Business Improvement Grant will not begin before the award has been granted by Pageland Town Council.

Business Improvement Grant (BIG)

2024 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 - 500 Blocks of West McGregor Street
- 100 - 200 Block of North Maple Street
- 100 Block of South Maple Street
- 100 Block of West Evans 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)

2024 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.
- Work that was started before Business Improvement Grant is awarded.
- Corporate/franchise chain stores are not eligible.

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. Award by the committee, but no submittal by the applicant is still considered an award granted.

Business Improvement Grant (BIG)

2024 Guidelines

Application and Selection Process

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.

Review Process: The applications that are received are compiled by staff. Staff reviews the applications for completeness, compiles the application in a spreadsheet, and distributes the spreadsheet and copies of the applications to the BIG Grant Committee for their review. The applications will be graded by the committee as follows:

- **Location** – The applicant will receive a yes or no as to if the location is within the eligible area.
- **Fiscal Responsibility** – The applicant must have an active business license, and no delinquent hospitality tax due.
- **Qualified Project** – Does the project qualify as described in this document and within state law.
- **Weighted** – Applications are graded by the last awarded grant. If an applicant location/business has not received a grant within the past five years they are given priority. Each year since the last award the applicant location will receive an additional 20% weight.

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 ten business days following Town Council's decision.

Assignment: Any awarded Business Improvement Grant cannot be reassigned or transferred to any other person and can only be paid to the awardee.

Business Improvement Grant (BIG) 2024 Guidelines

Reimbursement Process

Completion of Work: The applicant should attempt to have 2 bids prior to commencing any improvements. Use of local vendors in the business improvement is encouraged. The applicant shall have until August 16, 2024 to complete all work and remit invoices for grant payment; 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.

Dates of Importance

- February 7, 2024 – BIG Grants open for the 2024 grant cycle.
- March 15, 2024 – BIG Application due at Pageland Town Hall by close of business.
- April 2, 2024 – Council to award grants.
- August 16, 2024 – Improvements complete and invoices remitted for reimbursement. All items due by close of business.

The Town of Pageland and the Town Administrator reserves the right to extend dates and deadlines, within a reasonable time, due to unforeseen circumstances. A written request must be remitted on or before the August 16, 2024 deadline for extension consideration

For More Information

For more information about the Town of Pageland's Business Improvement Grant (BIG) Program, please contact Shane Sligh by phone at (843) 672-7292 or by email at ssligh@townofpageland.com.