



APPLICATIONS DUE  
SEPTEMBER 14, 2018  
5:00PM

The appearance of every town is largely determined by the condition of its buildings. Because this appearance also forms the basis of the public's overall impression, the upgrade and preservation of its buildings is crucial to the continued prosperity of Clover. The Town of Clover, Greater Clover Chamber of Commerce, and the Clover Economic Development Board would like to encourage all commercial property owners to participate in this program. The Clover Chamber of Commerce manages the Main Street Makeover Grant program for the Town of Clover.

## **PURPOSE**

Provide financial assistance to property and/or business owners to promote small improvements to a building's appearance so as to improve the overall appearance, quality and vitality of Clover's Main Street and commercial areas.

## **ELIGIBILITY**

Any tenant or property owner of commercial, for-profit property in Clover is eligible. Special consideration will be given to commercial properties with businesses that have been open less than 3 years. Buildings with commercial occupancy on the ground floor, and residential or offices above the main floor are eligible.

Only one application per property will be accepted. Properties are only eligible to receive this grant every three (3) years. Properties are not eligible for this grant and the Town of Clover Façade Grant during the same grant year.

Non-conforming structures are eligible provided that the proposed project remedies the non-conformity. All real property taxes must be paid in full (proof required).

## **GUIDELINES**

Improvements must conform to the Town of Clover's zoning ordinance, Historic and Corridor Overlay District requirements, all state building codes and the Town's business license ordinance. As appropriate, the work may be required to be performed by a licensed contractor.

Grant funds may only be used to finance exterior physical property improvements. Qualifying projects are eligible for a grant of up to \$1,000 per property.

All work must be completed within 180 days from approval date. One extension may be granted by the Town Administrator for extenuating circumstances. There is no carry-over of funding and all projects must be completed and supporting documentation sent in by June 1 to receive reimbursement.

The program does not reimburse for any work performed prior to application approval and agreement signing.

Plans must be consistent with and visibly improve the original or historic character of the building. Projects that do not meet this standard will not be funded. Suggested improvements include: painting,

signage, awnings, doors, windows, lighting, landscaping and restoring the original materials and finish. The Secretary of the Interior's Standards for Rehabilitation shall be followed on façade improvements of historical buildings.

The Town of Clover, Chamber of Commerce, and Clover Economic Development Board will not be parties to negotiations between the applicant and any contractor(s) employed by the applicant.

## **APPLICATION PROCESS**

Applicant completes application which shall include the following:

- Design plan with sketches, color and material samples, and/or plant selections;
- "Before" pictures – printed copies and digital copy submitted by email to [aharvey@cloversc.org](mailto:aharvey@cloversc.org) or on a CD or other data storage device attached to the application.

The Grant Advisory Board, comprised of representatives from the Town of Clover, Chamber of Commerce and Economic Development Board, review the applications and decide projects which will be funded. Factors considered in the selection of projects include the location of the property, the quality of the proposed project, the visual impact of the project on the street and in the community, and the ratio of private investment to public investment.

The applicant will be notified that the project has been accepted as outlined, accepted with described conditions and/or changes, or rejected.

Any deviation from the approved budget and plan must be reviewed and approved by the Advisory Board. The Advisory Board reserves the right to deny payment if completed work is inconsistent with the contents of the original application or approved amendments.

An agreement between the applicant and the Town of Clover must be signed prior to beginning any work for which the applicant wants reimbursement. The program does not reimburse for any work performed prior to application approval and agreement signing.

## **REIMBURSEMENT PROCESS**

Upon project completion, copies of paid invoices and two-sided cancelled check copies must be submitted along with the Reimbursement Request. Reimbursement Requests must be submitted by June 1. The work will be inspected and the statements reviewed. Work must be done in accordance with the signed agreement for reimbursement to occur.

## **FOR MORE INFORMATION, CONTACT:**

Allison Harvey  
Town Administrator  
Town of Clover  
116 Bethel Street  
P.O. Box 1060  
Clover, SC 29710  
803-222-9495  
803-222-6955 fax  
[aharvey@cloversc.org](mailto:aharvey@cloversc.org)



# Application and Agreement

Due September 14, 2018

Send to: Main Street Makeover, Town of Clover, PO Box 1060, 116 Bethel St, Clover, SC 29710 or aharvey@cloversc.org

Name of Business(es): \_\_\_\_\_ Business License # \_\_\_\_\_

Project Physical Address: \_\_\_\_\_ Years in Business \_\_\_\_\_

Applicant: \_\_\_\_\_ Property Owner: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Names & Contact info for all tenants, if applicable: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Total Cost of Project \$ \_\_\_\_\_

Amount Requested (\$1,000 max) \$ \_\_\_\_\_

### Acknowledgements

- Work completed prior to grant approval is not eligible for funding.
- Façade changes will be as approved by the Grant Advisory Board; deviations must be pre-approved.
- All required permits are the responsibility of the owner/applicant.
- \*The project will be completed within 180 days of approval and no later than **June 1** to be eligible for reimbursement.\*
- Reimbursement will occur after project completion and upon submission of Reimbursement Form and required documentation, e.g. invoices, cancelled checks/proof of payment, etc.

By signing below, the Applicant and/or Owner acknowledges that he/she has received and read the program guidelines for the Main Street Makeover Grant Program. Also, the Applicant and/or Owner acknowledges that he/she is duly authorized to act on behalf of the Business and that the Business is properly organized and licensed to conduct business in the state of South Carolina and in the Town of Clover. The Applicant and/or Owner assure that the above information is true and correct and agrees to comply with all Town of Clover guidelines applicable to this program. The Applicant and/or Owner also agree that in the event of his/her/their breach of any condition or provision, or whenever deemed to be in the interest of the Town, the Town of Clover has the right to terminate the program agreement. The Applicant and/or Owner authorizes the Town to use his/her/its name, likeness, photos and/or information about the applied for project for promotional purposes.

Signed: \_\_\_\_\_  
Property Owner (required) Date

Signed: \_\_\_\_\_  
Applicant Date

*Applications must also include the following documentation; if not included, the application will be deemed incomplete and may not be funded:*

- Sketches, color & material samples, plant selections, etc.
- "Before" pictures must be submitted digitally to aharvey@cloversc.org or on CD attached to this application.
- Proof of payment of property taxes.

Date of Grant Advisory Board Review: \_\_\_\_\_  Approved  w/Conditions  Denied