



# Building Improvement Grant Program

## ABOUT THE PROGRAM

The Building Improvement Grant program (BIG) is available to owners of buildings and business owners that are located in the Municipal Service District (MSD) in Downtown Sanford. The purpose of the grant program is to provide financial incentives that will encourage appropriate, attractive improvements to downtown buildings. This will increase their longevity and raise property values. The grant program is administered by Downtown Sanford, Inc. (DSI). Grant funds are provided by the City of Sanford.

Downtown Sanford, Inc. (DSI) has a total of \$20,000 available for building grant assistance for the fiscal year – July 1 of current year to June 30 of the next year. Grants must be matched with private dollars at least on a 1:1 basis, with the maximum grant eligible for each applicant \$5000. Applications are accepted July 1 - September 30 with a second application period of November 1-December 30 (if funds are available for a second round). Awarded applicants will have six (6) months to complete their project. If they have not shown substantial progress in six (6) months, grants will be de-obligated to those unfinished projects and DSI will review new applications. It will be the discretion of the Design Committee of DSI to determine if the project is eligible based upon the criteria below as well as the amount awarded. Award limits apply to the combination of all projects for a specific building or business in any fiscal year. The property and business owner may apply no more than once per year for any single property or business.

Projects that will be looked most favorably upon will be those that are highly visible, those that promote historic preservation, those that help create new jobs as a result of renovation/expansion, those that help bring a building up to code, and those that encourage revitalization in blighted areas of downtown.

## GRANT CONDITIONS

Examples of Improvements Eligible for Funding (Soft costs not included):

- Removal of aluminum covered facades and mansard roof attachments.
- Improvements — such as repair or improvement to foundations, electrical, plumbing, etc. — needed to bring building up to code, as required by the City of Sanford.
- Infill design and construction.
- Paint removal from brick surfaces by chemical and water wash methods only.
- Exterior window replacement, additions or repairs when alterations exceed the normal expectation for building maintenance or results in a significant improvement in appearance.
- Awnings
- Restoration of historic painted wall signs.
- Public Art Projects and additions.
- Efforts to list property on National Historic Register.
- Landscaping that adds or improves green space.
- Upgrading parking areas with new pavement.
- Removal, consolidation or burial of phone or power lines from building to a power pole.
- Projects aligned to incentives approved by Downtown Sanford Inc.



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## Submittal Checklist

1. Applicant meets with DSI executive director to review renovation plans.
2. Applicant completes application, providing design plans, sketches, color scheme and/or photos as needed.
3. A project may require a building permit; therefore, the applicant must meet with a City Building Inspector to make sure the proposed project is in compliance with the Building Code and that the proper building permits have been attained if needed.
4. If project is within the Downtown Sanford local historic district, the applicant must meet with the City Historic Preservation Planner to make sure the proposed project is in compliance with Downtown Historic District guidelines and that a Certificate of Appropriateness has been attained if needed.
5. After submitting an application, the DSI Design Committee reviews the application and holds a meeting.
6. Dependent upon the scope of the project as determined by the Executive Director, the applicant and/or representative of the applicant may be required to be present at that meeting. The Division will then mail a decision letter at a later date. DSI reserves the right to withhold approval of grant application if color, design, sign design, or other façade component is not deemed appropriate to the historic and architectural integrity of the structure and/or the Downtown as a whole.
7. The DSI Executive Director will notify the applicant of the DSI Design Committee's decision. Applicant may begin work after notice of approval by the Executive Director. The applicant pays the invoice in its entirety. The grant will be made on a reimbursement basis only.
8. The applicant pays the invoice in its entirety. The grant will be made on a reimbursement basis only.
9. Upon completion of work, copies of applicant's canceled checks and contractor's paid statements must be sent to the DSI office.
10. DSI executive director will inspect the work and determine the project's completion. If complete, the grant is funded.

# BIG APPLICATION

## APPLICANT INFORMATION

APPLICANT NAME

BUSINESS NAME

BUSINESS ADDRESS

PHONE

EMAIL

TYPE OF BUSINESS

DATE BUSINESS  
OPENED

## PROPERTY INFORMATION

PROPERTY OWNER

OWNERS ADDRESS

PROPERTY OWNER EMAIL

PROPERTY OWNER SIGNATURE

Proof of property owner's permission for the project is required. Property owner can sign above to indicate their permission OR you may attach written proof of permission from property owner.

# BIG APPLICATION

## PROJECT INFORMATION

PROJECTED COST  
OF IMPROVEMENTS

OWNER'S FUNDING  
SOURCE

APPLICANT  
SIGNATURE

DATE

SIGNATURE OF DSI  
DIRECTOR

AMOUNT  
APPROVED FOR:

DATE SUBMITTED TO DSI  
FOR REIMBURSEMENT

## DESCRIPTION OF PROJECT

USE THE SPACE BELOW TO DESCRIBE YOUR PROJECT. ATTACH SUPPLEMENTARY INFORMATION INCLUDING  
DRAWINGS, COLORS AND MATERIAL SAMPLES

  
  
  

I, the undersigned, certify that all information presented is truthful and accurate, to the best of my knowledge and belief. I hereby accept and agree to all terms and conditions presented above. I understand that grant funds applied for under this program must be used for the project described above and that funds will be disbursed on a reimbursement basis only, after successful completion and inspection of the project. I understand that projects are based on merit, not financial need. I agree to pull permits and to attend appropriate meetings with city officials before commencing work. I understand that all work performed must be in compliance with state and local building codes including the 2006 NC Rehab Code, and must commence within six months of grant approval. I further understand that Downtown Sanford, Inc. reserves the right to reject any or all grant applications and to waive informalities. Failure to comply with the approved application may result in the forfeiture of grant funds.