

CITY OF KINGS MOUNTAIN

2019-2020 Downtown Awning Grant Program

KEY PROGRAM DETAILS

DOWNTOWN AWNING GRANT PROGRAM

Application Deadline: Rolling
Awards Announced: Ongoing
Maximum Grant Amount: \$750.00
Match Ratio: 1:1 (grant: business owner)

I. PROGRAM SUMMARY

The City of Kings Mountain, with the support of Kings Mountain Main Street (KMMS), has established a Downtown Awning Grant Program to provide financial assistance to downtown business owners located within the established Downtown District (see *attached map*) who wish to install new business awnings on the exterior of their buildings.

II. FUNDING AND ADMINISTRATION

Funding for Downtown Awning Grants will come from the General Fund of the City of Kings Mountain. The administration of the Downtown Awning Grant Program will be carried out by Kings Mountain Main Street, a Department of the City, according to the procedures and guidelines outlined in this document. The administration and operation of the Program shall conform to all federal, state, and local codes.

III. PROGRAM GUIDELINES & ELIGIBILITY

1. Awning Grants will be offered on an ongoing basis each fiscal year (July to June) until all funding has been expended for that year.
2. Grants are available for up **to 50% of the total cost** of the improvement project and therefore must be matched at a ratio of 1:1 (grant: business).
3. One awning grant per business per visible facade is allowed.
4. A tenant must have the property owner's signed approval of the proposed awning.
5. An Awning Grant may only be made to a business located within the defined Downtown District (see map).
6. All successful applications will be reviewed by the Kings Mountain Main Street Director with assistance and input from the Design Committee for design approval.
7. The applicant will be reimbursed for the amount of the grant award only upon completion of the project, confirmation that the finished project complies with the pre-approved plans, and submission of paid invoices and/or cancelled checks.

IV. . SELECTION

CRITERIA Mandatory

Criteria

- You **MUST** submit the attached Awning Grant Application Form, along with cost estimates, and any available photos and design sketches. **Incomplete applications will not be accepted.**
- You **MUST** agree to comply with the Required Design Guidelines. **Proposed improvements that do not comply with these guidelines are not eligible for grant funding.**

V. APPLICATION PROCESS & TIMELINE

- 1) **To apply for an Awning Grant, complete the attached form and return it to the KMMS office (103 W. King Street).** All available drawings, descriptive information on the design of the awning(s), and the materials to be used is required at the time of application.
- 2) The KMMS Director will review each application within 1 week of receipt and will notify the applicant of grant award within 2 weeks. The KMMS Director and Design Committee members will work with applicants on this process.
- 3) Successful applicants may begin installation any time after receiving official grant award notification and design approval.
- 4) Upon completion of an Awning Grant project, the business owner shall submit paid bills/invoices for the work to the KMMS office. The Director and members of the Design Committee will then perform an inspection to determine that the work was completed in accordance with the original grant application and cost estimates.
- 5) Upon a satisfactory inspection, the KMMS Director will submit an approved reimbursement request to the City of Kings Mountain.
- 6) Reimbursement will be processed within 2-4 weeks.

PLEASE NOTE: The amount of grant fund reimbursement shall be up to 50% of the actual total up to \$750 UNLESS the actual total is greater than the estimated total, in which case the grant fund reimbursement shall be up to 50% of the estimated total up to \$750.

**2019-2020 Downtown Kings Mountain
Awning Grant Application Form**

1. Name of Applicant (e.g., Joe Smith): _____

2. Please check one: _____ Landlord _____ Tenant

3. Have you received prior grant funding from a City of Kings Mountain Grant Program? ____ Yes ____ No
If Yes, then when and for what? _____

4. Business Name, if applicable (e.g., Joe's Furniture): _____

5. Property Address: _____

6. Mailing Address (if different from above): _____

7. Daytime Phone/Cell Phone: _____ / _____

8. E-mail: _____

9. Please provide a written description of your proposed signage project. Include materials to be used, dimensions of the proposed sign, color palette, method of attaching the sign to the building, and plans/specs for any exterior lighting in applicable:

10. You MUST attach current photo(s) and design sketch(es) to illustrate your proposed signage.

11. Estimated Cost* of Improvements: _____

* Please attach at least one quote from a sign vendor.

12. Property Owner's Signature (if Applicant is a Tenant): _____

I am submitting a complete application packet by including the following:

- _____ A COMPLETED and SIGNED application
- _____ The property owner (if the applicant is a tenant) has approved this application by signing this application.
- _____ A written description of the proposed sign including materials, construction, colors, method of installation and specification on lighting (if applicable) is attached.
- _____ "Before" photos of the building's façade and drawings of the proposed sign is attached.
- _____ At least one quote from a sign vendor is attached.

I have read and understand the attached guidelines. I also understand that this is a matching grant program, and that money is granted on a reimbursement basis, following completion of work and submission of all paid invoices/receipts. I also understand that improvements not formally approved by the KMMS Director and Design Committee will not be funded.

Applicant's Signature: _____

Date: _____