



## Building Improvement Reimbursement Grant General Guidelines

### **Purpose**

Our Building Improvement Reimbursement Grant is an incentive-based measure. It is intended to facilitate, encourage, and provide an economic incentive for:

- Renovation and/or improvement of the building stock in the Williamston Central Business District
- Active property ownership in the Central Business District
- Business viability, healthy commerce, and pedestrian activity in the Central Business District

### **Grant Awards**

- The grant will provide a 1:1 dollar match for approved projects up to a ceiling amount of \$2,000.00 per project unless otherwise approved by the Williamston Downtown Board.
- Grant awards are paid only when the approved project is complete in accordance with the plans and specifications submitted. A preliminary dollar amount of the grant is determined at the time of application however, the final award amount is based on documentation of actual costs.
- A project that alters submitted plans without prior approval will be disqualified for payment. Designs not completed as submitted will also be disqualified.
- Any project related to building improvements are eligible to apply but, priority will be given to projects that improve the structural integrity of the building to sustain the building stock within the Central Business District. Desired improvements include structural repairs, electrical, plumbing, HVAC, and energy efficiency upgrades.

### **Eligibility Requirements**

- Any property owner or business tenant in a commercial building in the project area is eligible to apply. Government buildings and private dwellings are excluded from consideration.
- Applicant must be a member of Williamston Downtown, Inc. and the applicant must attend the Williamston Downtown, Inc. Board meeting to explain their project.
- Any property or business tenant that has received a Vibrancy Grant award or Building Improvement Reimbursement Grant may not apply again until 3 years after their last project was completed.
- Either the property owner or business tenant of a building may submit an application. Property owners and business tenants may apply jointly. In any case, only one application may be submitted for each building.
- A business tenant applicant must obtain the property owner's written consent for a project and submit it with the application. A property owner should attach any provisions for renovation undertaken while a property is occupied.

### **Criteria**

- All design proposals must adhere to all Town and County Building and Fire Codes.
- Renovation proposals of limited scope and cost are eligible subject to meeting guideline requirements.
- A property does not have to be occupied at the time a grant application is submitted. However, projects in vacant buildings should seek to complete projects that minimize the evidence of vacancy.
- An overall design improvement plan is strongly recommended for greater consideration of grant awards.
- All projects must be approved before work may begin. Any project that has already started or items that have already been purchased will not be eligible for Vibrancy Grant funds.
- Applicant must begin work within 90 days of grant approval with completion of approved work within 6 months of application approval.



## Secretary of the Interior's Standards for Rehabilitation

The following Standards for Rehabilitation are the criteria used to determine if a rehabilitation project qualifies as a certified rehabilitation. The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of historic buildings. The following Standards are to be applied to specific rehabilitations projects in a reasonable manner, taking into consideration economic and technical feasibility.

- A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site environment.
- The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Deteriorated historic features shall be repaired rather than replaced unless in cases where the severity of deterioration requires replacement. In such cases, the new feature shall match the old in design, color, textures, or other visual qualities and where possible, materials.
- Chemical or physical treatments that cause damage to historic materials shall not be used.
- New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and features to protect the historic integrity of the property.
- New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property would be unimpaired.

### General Notes

- All projects are subject to approval by the Williamston Appearance Commission, the Williamston Downtown, Inc. Design subcommittee, and the Williamston Downtown, Inc. board.
- Funds are limited and projects may be denied due to lack of funding but may be resubmitted at the beginning of the next fiscal year
- Grant funds will only be awarded after the project is completed and an invoice is submitted to the Williamston Downtown, Inc. Treasurer.
- Grant funds will only cover the 1:1 dollar match for the final invoice of a project. If the estimated project cost on your application was \$4,000.00 and the actual project only cost \$3,000.00, you will be awarded \$1,500.00. Funds greater than the 1:1 dollar match of the estimated project cost on your application will not be awarded.

For additional information or to apply for a Vibrancy Grant, please contact:

#### **Williamston Downtown, Inc.**

Cameron Braddy or Andrew Kuhn

P.O. Box 506

Williamston, NC 27892

(252)-792-5142

cbraddy@townofwilliamston.com or akuhn@townofwilliamston.com

## BUILDING IMPROVEMENT REIMBURSEMENT GRAT APPLICATION

The Williamston Downtown Inc. Board approves recommended applications once a month at its regular meetings on the third Wednesday of each month. Your application must be in the Williamston Downtown Coordinator's office by the first Monday to be considered at a Board Meeting. Decisions by the Board are final.

### Application and Review Schedule

- Applications must be received by, at least, the first Monday of any month. Any application received after the first month of any month will be processed the following month.
  - The Williamston Downtown, Inc. Coordinator will review your project application package for completion.
  - Applications, including attachments, must be complete. The project must first be approved by the Williamston Appearance Commission and Williamston Downtown, Inc. Design subcommittee which meets the first Wednesday of each month. They will give a recommendation to the Williamston Downtown, Inc. board.
- The Review Committee recommends applications for approval, or:
  - Will notify you why it did not recommend your application and specify changes.
  - The Committee may also recommend approval with minor changes attached.
  - Substantial changes will need to be resubmitted by the next deadline.
  - You will be notified if your project requires review by the Williamston Zoning and Planning office or by the Williamston Planning Board.
  - Use or building permits that may apply must be acquired before any project is started.
- Grant Completion Payments
  - The Williamston Downtown, Inc. Board awards façade grants *only* after an approved project is completed.
  - The amount of the façade grant is determined after documentation of your final costs.
  - When the project is finished you will need to contact the Williamston Downtown, Inc. Coordinator's office to verify completion as specified. You must provide cost documentation at this time.
  - The deadline for scheduling final site visits is the First Monday of any month.
  - The Williamston Downtown, Inc. Board authorizes payment of grant awards only at its monthly meetings.

### Return Completed Applications to:

Williamston Downtown, Inc.

Attn: Andrew Kuhn

P.O. Box 506

Williamston, NC 27892

Or

Drop off at Town Hall at

102 East Main Street

Williamston, NC 27892

Or

Email to: [akuhn@townofwilliamston.com](mailto:akuhn@townofwilliamston.com)

**BUILDING IMPROVEMENT REIMBURSEMENT GRANT APPLICATION FORM**

(Latest return date is the first Monday of any month. Any applications received after this day will be processed the following month.)

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Numbers \_\_\_\_\_

(Include Fax and E-Mail if available)

Address of Project \_\_\_\_\_

Building owner and address \_\_\_\_\_

(Only if different from applicant)

1. Describe your project- (Attach printout or extra page.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. When would you begin? \_\_\_\_\_ Expected Completion? \_\_\_\_\_

3. What is the project cost? (Attach quotes) \_\_\_\_\_

4. ATTACHEMENTS - Must be included with your complete application package.

- A design improvement plan is **strongly** encouraged.
- Photos of your project site (before and after) – digital photos are preferred.
- Sample of finishes – if applicable.
- Written cost estimates (if available).
- Written permission from property owner – if applicable.

Signature and date \_\_\_\_\_

Signature of building owners \_\_\_\_\_

(If applicant does not own building)

Contact the Williamston Downtown, Inc. office ahead of time about your project. A phone call may save you time and delay later on. There are no exceptions to the stated deadline. The Williamston Downtown, Inc. Board of Directors must approve all Façade Grants. Decisions are final.

