



## **SMALL GRANTS PROGRAM PROGRAM DESCRIPTION AND REQUIREMENTS**

### **PROGRAM GOALS**

- Encourage new business and the expansion of existing businesses
- Facilitate the sensitive, historic rehabilitation of downtown buildings and enhance their appearance and the appearance of our National Register Historic District.
- To help with new construction that is shown to be appropriate to downtown Brevard.

### **FUNDING SOURCE & AVAILABILITY**

- The program is structured as a forgivable loan program, which means that if the improvements stay in place for a period of three years the interest-free loan is forgiven, and becomes a grant. However, if the business closes, the loans become due to HOB.
- The grant can fund up to a maximum of a 50% of the project cost. This means if the project is \$1,000 then HOB may fund up to \$500 and no more, but may also choose to fund less than \$500.
- The Maximum grant for replacement of awning fabric is \$750.
- This Small Grants Program is supported by funds from the Heart of Brevard General Fund and other economic development partners.
- Grants may be awarded for eligible projects on a funds-available basis and at the discretion of the Board of Directors of Heart of Brevard.

### **ELIGIBILITY**

Downtown Property and Business Owners located within the boundaries of the Heart of Brevard tax district are eligible to apply for the Small Grants Program.

### **GRANT CYCLE SCHEDULE**

Grant applications are reviewed quarterly with deadlines of March 20<sup>th</sup>, June 20<sup>th</sup>, September 20<sup>th</sup>, and December 20<sup>th</sup>. This is a competitive grant and requests are reviewed by the HOB Design and/or Economic Committee(s), and the HOB board will review their suggestions to make a final decision.

## **GRANT PROGRAM EXAMPLES, GUIDELINES AND REQUIREMENTS**

### **EXAMPLES OF POTENTIAL PROJECTS:**

- Interior building improvements such as
  - Improvement of architectural and building systems with preference given to projects which restore the historic character of the publicly visible interior space (such as uncovering historic flooring, restoring tin ceilings, or other historic elements.)
- Exterior Façade: All facades visible from the street will be eligible with preference given to front facades. Expenses on buildings which contribute to the historic district must follow the Secretary of Interior Standards (see #5 below) and can include projects such as:
  - Exterior painting and/or paint removal, cleaning and repair of masonry, repair & replacement of architectural details, certain window repairs, removal of inappropriate materials (such as vinyl siding), appropriate rehabilitation or reconstruction of storefronts, new or recovered awnings (no logos, or signage on awnings), City impact fees and building permit fees, and other projects and costs.

## **GRANT PROGRAM GUIDELINES**

1. Projects must begin no later than three months after approval of the grant and be completed within six months, unless otherwise noted in the application and as approved by HOB.
2. If an application is rejected, the HOB will give reasons for rejection and what, if any, steps can be taken to receive approval upon re-submittal of a revised application.
3. By signing the application, Applicant agrees to be bound by the terms and guidelines of this agreement.
4. All work performed must be in keeping with the documentation submitted by the Applicant and as approved by HOB.
5. All proposals and work must meet the requirements of the Secretary of the Interiors' Standards for Rehabilitation, which gives guidance for building preservation & rehabilitation work within National Register historic districts. <http://www.nps.gov/tps/standards/rehabilitation.htm>.
6. All proposals and work shall meet applicable City of Brevard and North Carolina building codes and regulations, including signage regulations.
7. Any delinquent taxes must be satisfied prior to filing an application.
8. Any changes or modifications to the proposed work must be approved in writing by HOB prior to undertaking the work.
9. The Applicant must maintain Heart of Brevard membership in good standing throughout the duration of the project.
10. Ineligible work includes improvements made prior to approval of a grant; installation of new materials covering historic or original features; inappropriate work that removes or damages historic building fabric; and general maintenance.
11. Decisions regarding the eligibility of proposed work will be made by HOB and be final.

## **APPLICATIONS**

Applicants need to provide the following information:

- Application Form
- Photos: For grants that are proposing building renovations, please attach pictures that show the building or space from all relevant angles.
- Plans, drawings, specifications or other design documentation.
- Bids/Cost Estimates: Be sure to attach at least two bids for any sub-contracted work.
- Building permit or signage permit indicating the proposed work meets current regulations.
- Business Description.
- Financial statement or proof of funds from a lending source if requesting more than \$5,000.
- Proof of Ownership: If you are a property owner please show proof of ownership, in the form of a deed of trust or a certificate of insurance.
- Lease: If you are a tenant, please show proof of lease and Owner's letter of approval for the project.

# Heart of Breard

**SMALL GRANTS PROGRAM  
APPLICATION**

**INSTRUCTIONS**

Please type or print clearly and include applicable attachments as listed below. HOB reserves the right to request additional information about the proposed work for review of the application if needed.

**DEADLINES & SUBMITTAL REQUIREMENTS**

Grant applications will be reviewed monthly, and will be competitive in nature. The Economic and Design Committees will be first to review the applications, the HOB board will make final decisions. *Grant applications are reviewed quarterly with deadlines of March 20<sup>th</sup>, June 20<sup>th</sup>, September 20<sup>th</sup>, and December 20<sup>th</sup>.*

**APPLICANT INFORMATION**

Amount Requested:		Total Project Cost:	
Applicant Name:			
<i>Co-Applicant Name:</i>			
Mailing Address:			
Business Phone:		Cell Phone:	
Email Address:			
Subject Property Address:			
Business Name:			

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

**CHECKLIST**

- Application Form (this page)
- Photographs
- Plans, drawings, specifications or other design documentation
- Bids/Cost Estimates
- Building permit or signage permit
- Business Description
- Financial statement or proof of funds from a lending source if requesting more than \$5,000
- Proof of Ownership or Lease
- Owner's Approval Letter