

DOWNTOWN BOONE DEVELOPMENT ASSOCIATION SIGN INCENTIVE GRANT PROGRAM INFORMATION SHEET 2010-2011

The purpose of the DBDA Sign Incentive Grant (SIG) Program is to encourage property owners and lease holders in the municipal service district of Boone to improve the appearance of downtown buildings. Any type of signage improvement is eligible for funding, but priority is given to those projects which will make the most highly visible contribution to the overall appearance of the downtown district. Grants may be used for exterior renovations only.

I. PURPOSES

- a) Provide economic incentive to renovate building signage in the municipal service district.
- b) Encourage good design projects which rehabilitate existing properties in keeping with the Secretary of the Interior's Standards for Rehabilitation whenever possible or introduce new design which is in keeping with the existing properties.
- c) Preserve the unique historic character of the municipal service district.

II. ELIGIBILITY

- a) The owner of any building, structure, located within the boundaries of the Downtown Boone Municipal Service District Official Map of July 2010 may submit an application for SIG funding. Owners and tenants may apply for SIG funding separately; however, any tenant must have the owner's/owners' written permission to carry out any renovation described in SIG application.

III. RULES

- a) Grants shall be awarded on a reimbursement basis only following the satisfactory completion as detailed in SIGN INCENTIVE GRANT APPLICATION. Up to one-half of the total cost for a sign may be approved with a maximum award of \$1000.00 per sign.
- b) All applications must include architectural drawings and/or explanations of work and construction bids.
- c) All projects must meet the code requirements of the Town of Boone.
- D) All projects must be completed within the time specified on the SIG AGREEMENT document.
- e) When the project is completed, the applicant must submit a written request for payment and include receipts, cancelled checks, invoices, or other proof of funds spent for the project. When the request for payment is received in

the DBDA office, the Economic Restructuring Committee will review the request for payment. The Economic Restructuring Committee shall report and present the SIG for approval by the DBDA Board of Directors and the Board will authorize DBDA Staff to draft a voucher for payment. The amount of reimbursement shall not exceed the terms outlined in these rules.

- f) A business will only be eligible for this grant award every five years.

IV. Timeline

- a) A grant period will be determined and announced by the DBDA Board of Directors, using electronic notices.
- b) Grant notifications will be made on a semi-annual basis during the calendar year.
- c) Grants awards will be dispersed on a reimbursement basis only.

CHECKLIST FOR SIGN INCENTIVE GRANT APPLICATIONS
2010-2011

_____ Complete application, including design plans or architectural drawings, owner's permission/signature, etc.

_____ Return three copies of the completed application to the DBDA office either by mail or by leaving the package for Mary Baker, Director for the DBDA at 736 West King Street, 262-4532

_____ The Economic Restructuring Committee will review the application as to cost, quality of proposed construction, materials, etc. If the application is approved by the Committee, it will be presented for approval by the DBDA Board of Directors. After review by the DBDA Board of Directors, DBDA Staff will be authorized to either: 1) If the application is approved, draw up a SIG Contract for agreement to be signed by the chair of the Economic Restructuring Committee and the applicant/applicants, or 2) If the application is not approved, draft a letter notifying the applicant of the final decision.

_____ The applicant completes the project as specified in the SIG Contract.

_____ The applicant submits a request for payment and the necessary documentation of expenses to the DBDA office within six months of completion of the project. The Economic Restructuring Committee reviews the request for payment and inspects the completed project. If the project has been completed satisfactorily, DBDA Staff will draft a voucher for payment and will mail it to the address on the grant application. Voucher authorization is subject to approval by the DBDA Board of Directors.

The applicant shall be responsible for reporting and paying any applicable federal, state, or local taxes on funds received through the SIG Program.

DOWNTOWN BOONE DEVELOPMENT ASSOCIATION - SIGN INCENTIVE GRANT APPLICATION

Please complete in ink and submit three copies to the DBDA office at 736 West King Street or mail to: *PO Box 362, Boone, NC 28607*

Property Owner Information

1) Property Owner's Name:

2) Mailing Address: _____

3) Phone: _____ Email: _____

Business Owner Information

1) Business Owner's Name:

2) Mailing Address: _____

3) Phone: _____ Email: _____

Property Information

1) Address of Property for which sign will be done:

2) Current Use of Building:

3) List names of all non-residential tenants – business and business owners/contact:

