

City of Cayce Façade Improvement Program



The Façade Improvement Program is available to owners and tenants of buildings used for commercial purposes along the Knox Abbott, State Street and Frink Street (from State to 12th) Commercial Corridors. Properties are eligible to receive up to a \$4,000 grant. This is a reimbursement program and shall be administered on a first come first serve basis, until available funding for the program is expended. Please refer to program guidelines for eligibility requirements. To apply for a grant, please complete all three sections of this application.

I. GRANT APPLICATION

1. APPLICANT INFORMATION

Applicant Name: _____

Home Address: _____

Email Address: _____

Phone Number: _____

Business Owner: Yes No

Building Owner: Yes No

Owner Type (Check one): Individual Proprietorship Partnership Corporation LLC

2. BUSINESS INFORMATION

Business Name: _____

Business Address: _____

Mailing Address (if different from above): _____

Tax ID Number: _____ DUNS Number: _____

Insurance Agent Name & Contact Information: _____

3. PROJECT INFORMATION

Proposed Project (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Exterior signs | <input type="checkbox"/> Façade improvements |
| <input type="checkbox"/> Awnings, canopies, sunshades etc | <input type="checkbox"/> Outdoor lighting |
| <input type="checkbox"/> Painting or exterior surface treatment | <input type="checkbox"/> Fencing |
| <input type="checkbox"/> Masonry/Carpentry Repairs | <input type="checkbox"/> Iron bar removal/disposal |
| <input type="checkbox"/> Architectural features | <input type="checkbox"/> Entrance improvements (building/parking lot) |
| <input type="checkbox"/> Restoration of historic features | <input type="checkbox"/> Storefront modification |
| <input type="checkbox"/> Windows and doors (removal/replacement) | <input type="checkbox"/> Full-scale landscaping plan |

Brief Project Description (discuss materials, colors proposed, etc.):

4. LANDLORD INFORMATION (If applicant is a tenant)

Full Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

LANDLORD ACKNOWLEDGEMENT

I am the landlord of the building address noted in this project application and my address and phone number is noted correctly in this document. I have been informed of the Applicant's intention to perform the improvements described in this application, and I hereby authorize the tenant to apply for the proposed improvements.

Landlord Signature

Date

II. APPLICANT CERTIFICATION

The undersigned agrees that by signing and submitting this application that he, she or they will be bound by the terms and conditions contained in the City of Cayce Façade Improvement Program guidelines available on the City's website at www.caycesc.gov.

Applicant Signature

Date

Name of corporation (if applicable)

III. APPLICATION SUBMISSION CHECKLIST

With this grant application, I have attached the following:

- Verification of property ownership: copy of title or deed of trust (if owner)
- Copy of building lease (if tenant)
- The organization's operating agreement or letter signed by all board members authorizing applicant to sign legal documents on behalf of the organization (if business is owned by an LLC/corporation)
- Copy of a valid City of Cayce business license
- Project plans, specifications or other appropriate design information
- Project scope of work, completion timeline (not to exceed 3 months) and total estimate of project budget
- Three third party written quotes for work to be completed with the reimbursable grant funds
- Description of the source of private funding (if applicable. Note: if source is other than applicant's readily available funds, provide a letter of commitment or similar indicating availability of committed funds)

Additionally:

- I have emailed 2 electronic color photos of the existing building, including abutting buildings (front and side elevations) to jrabon@caycesc.gov

Grant applications and attachments can be submitted via email, mail or in person:

jrabon@caycesc.gov | City of Cayce, 1800 12th Street, Cayce, SC 29033