



**CITY OF WESTMINSTER**

**Commercial Building Improvement  
Grant Program**

**APPLICATION AND AGREEMENT**

City of Westminster  
100 E. Windsor Street  
PO Box 399  
Westminster, South Carolina  
[www.westminstersc.org](http://www.westminstersc.org)

# City of Westminster

## Commercial Building Improvement Grant Program

The City of Westminster, in its continuing effort to support the development of the Downtown Business District, and enhance commercial activity has created a Commercial Building Improvement Grant Program. The Commercial Building Improvement Grant Program will encourage economic growth and help create a more inviting character for the downtown area. The following outlines the details of the Commercial Building Improvement Grant Program.

### Program Oversight and Funding

The City of Westminster Local Development Corporation (LDC) is responsible for administering the Commercial Building Improvement Grant Program, intended to stimulate improvements to the exterior or interior of commercial buildings in the Downtown Business District, in commercial corridors located along major state highways, or commercial structures that are reasonably expected to provide an increase in commerce within the City limits.

The funding of this program is provided through the City of Westminster and the LDC. All activities relating to the funding of improvement projects will be reported to the Westminster City Council.

### Grant Amount

Grants may be awarded up to 50% of the total project with a maximum amount of \$5,000 per property per year. *(For example, if total project costs are \$11,000 the applicant is to match 50% (which would be \$5,500) the LDC will award 50% of the project cost (\$5,500) but will not exceed \$5,000.)* Projects must begin within 45 days of grant approval and be completed within six (6) months of start date. The grantee will be reimbursed after completion and inspection. No work completed prior to receipt and approval of the application is eligible.

### Eligible Properties and Applicants

1. Eligibility is limited to buildings or structures located within the downtown business district, commercial corridors located along major state highways or commercial structures that are reasonably expected to provide an increase in commerce within the City limits.
2. Owners or tenants may apply for the grants; however, a letter of consent from the property owner is required.
3. Businesses whose existing use is allowable by the City's current codes and regulations. The LDC reserves the right to deny funding to applicants who are delinquent on payment of fines or fees.
4. The Property must be subject to the 6% assessment and the property must be subject to property taxes under the current levy. Tax exempt properties are not eligible.

### Eligible and Ineligible Improvements

Eligible expenditures shall include expenses detailed below:

Improvements must be consistent with recommendations set forth in the City of Westminster Comprehensive Plan. Unless otherwise approved, all work shall be completed by a licensed contractor, legally operating in the City. Applicants should contact the City for assistance with permitting and business licensing. Contractors must supply a detailed written estimate to accompany the application. In some cases, self-contracted projects may be approved. These projects will require an itemized list of materials. Reimbursement of self-contracted labor costs are subject to approval.

1. Examples of **eligible** improvements include:
  - a. Removing of false façades
  - b. Cleaning of brickwork, which includes chemical stripping, water wash, or scraping.
  - c. Exterior painting or surface treatment

- d. Interior work for code requirements ADA/DHEC
  - e. Repair/replacement of windows and doors
  - f. Installation of canvas awnings
  - g. Decorative awnings
  - h. Structural repair/roof repair
  - i. Drainage
  - j. Underground Utilities
  - k. Historical reconstructions and replacement of original architectural details
  - l. Window and/or door replacements or modifications
  - m. Storefront enhancements
  - n. Outdoor patios and decks
  - o. Exterior wall lighting
  - p. Decorative post lighting and architectural features
  - q. Electrical improvements interior and/or exterior to meet building code
  - r. Plumbing improvements interior and/or exterior to meet building code
2. Examples of **ineligible** improvements include:
- a. Sandblasting
  - b. Demolition of historic features
  - c. Illuminated Signs
  - d. Parking Lot improvements

### **Time Expectations**

Project must begin within 45 days of grant approval and be completed within six (6) months of approval and will be reimbursed after final inspection. A reasonable extension may be granted, based upon the good faith efforts of the applicant, through written notification to the City Administrator. Work must not be started by or on behalf of the applicant prior to the date of the grant award.

### **Guidelines**

1. All proposals shall meet the zoning, building, and fire code requirements of the City.
2. Top priority will be given to projects which make a highly visible contribution to revitalization of commercial structures.
3. Colors should be chosen to coordinate with neighboring buildings.
4. Retention and repair of existing cornices is strongly encouraged wherever possible.
5. Side elevations and rear façades should be treated as seriously as main façades. The development of rear or side entrances with appropriate design is encouraged.
6. Applicants are responsible for all aspects of the project, any relationships with contractors and suppliers, and securing all necessary City permit approvals before the project begins.

### **Application Deadline**

Applications accepted on a rolling basis and considered as funding is available.

### **Application Process**

1. Applicant submits the application and attaches the following information:
  - A minimum of two (2) photographs of existing building façade
  - Photos, plans, or sketches of proposed improvements
  - Quotes, fee proposal, and any other back up that supports the proposed budget
  - Owner's permission, if applicant is not the owner
  - Business Type
  - Rent/Lease Agreement
2. Owner/tenant submits the Application to the City Administrator.

3. The LDC considers the application. The LDC reserves the right to deny an application. A notification letter is sent to the applicant stating whether the project has been accepted as described in the application, accepted with conditions, or rejected. If the application is rejected, it may be resubmitted with modifications within 30 days.
4. The Commercial Building Improvement Grant Agreement is upon approval and prior to beginning work. Parties in the agreement will be the applicant, building owner (if other than applicant), and the City Administrator, who is authorized to sign on behalf of the City.
5. Any changes to the approved design must be submitted for consideration.
6. Upon project completion, copies of all of the applicant's dated statements or invoices shall be submitted to the City Administrator.
7. A representative of the LDC and/or a city representative will inspect the completed work, Grant funds are dispersed to the applicant.

### **Grant Policy**

The LDC will not use race, sex, age, or religion as grounds for refusing a grant to an eligible applicant.

Grant recipients will agree to place a *City of Westminster Commercial Building Improvement Grant Recipient* sign at the construction site, during the time of improvements and in their storefront window for 180 days after the completion of the project.

### **More Information**

More information may be obtained: or have questions about the Commercial Building Improvement Grant Program, please contact the Westminster City Clerk:

- by phone at (864).647.3202
- by email at [info@westminstersc.org](mailto:info@westminstersc.org)
- by mail at City of Westminster, PO Box 399, Westminster, SC 29693
- in person at City Hall, 100 E. Windsor Street
- online at [www.westminstersc.org](http://www.westminstersc.org)

**City of Westminster**  
**Commercial Building Improvement Grant Program**  
**Application**



**Designated Property**

Address: \_\_\_\_\_

**Applicant Information**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Applicant Relationship to Designated Property:

\_\_\_\_\_ Own \_\_\_\_\_ Rent \_\_\_\_\_ Other

\$\_\_\_\_\_ Rent/Lease

\_\_\_\_\_ New or Existing Business

**Owner Information (if different from applicant)**

(A letter of consent from the property owner is required.)

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Scope of Proposed Project:** Include a summary of the building's current condition, areas to be improved and how, as well as any proposed materials or colors. (Attach additional sheets if necessary)

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# Commercial Building Improvement Grant Program

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## Financial Information

Estimated Project Cost: \$ \_\_\_\_\_  
(Attach an itemized budget.)

Grant money applied for: \$ \_\_\_\_\_  
(Maximum 50% of total cost - maximum \$5,000)

## Application Check List

- \_\_\_\_\_ Application must be complete
- \_\_\_\_\_ Budget summary/Cost estimate attached
- \_\_\_\_\_ Letter of consent from property owner (if leasing/renting)
- \_\_\_\_\_ Architectural sketch of proposed project (if necessary)
- \_\_\_\_\_ A minimum of two (2) photographs of building with existing conditions
- \_\_\_\_\_ Paint and awning samples (if applicable)
- \_\_\_\_\_ City permits applied for (if applicable)

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I agree to comply with the guidelines and standards of the City of Westminster Commercial Building Improvement Grant Program and I understand that this is a voluntary program, under which the City has the right to approve or deny any project or proposal or portions thereof.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Submit application to:

City of Westminster  
PO Box 399  
100 E. Windsor Street  
Westminster, SC 29693

### For additional information, contact:

City Clerk  
864-647-3202  
[info@westminstersc.org](mailto:info@westminstersc.org)

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### Grant Committee Use:

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Application: \_\_\_\_\_ Granted \_\_\_\_\_ Denied

Comments \_\_\_\_\_  
\_\_\_\_\_

# City of Westminster

## Commercial Building Improvement Grant Agreement

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the CITY OF WESTMINSTER (City) and \_\_\_\_\_ (Grantee), whose address is \_\_\_\_\_.

WHEREAS the City has approved a façade improvement grant to Grantee subject to the execution of this Agreement, and Grantee desires to accept the grant and to abide by the terms of this Agreement, and

WHEREAS the City has approved a grant in an amount not to exceed Three Thousand and No/100 Dollars (\$5,000.00) for commercial building improvements at \_\_\_\_\_, Westminster, South Carolina,

NOW THEREFORE, the parties agree as follows:

1. Grantee reaffirms that all information provided to the City in its Commercial Building Improvement Grant Application is correct and accurate.
2. Grantee has read and agrees to abide by the provisions and requirements of the City of Westminster Commercial Building Improvement Grant Program.
3. All work performed by Grantee will be consistent with the approval by the City. If Grantee desires to make any changes in the project, Grantee will obtain written approval from the City before implementing such changes. Grantee understands that the City is not required to approve any changes.
4. Grantee agrees to complete the improvements within six (6) months from the date of this Agreement and understands that failure to complete the improvements within such period will result in forfeiture of the grant.
5. Grantee understands that the grant will be paid to Grantee only upon completion of the work, submission of all dated statements or invoices to the City, and approval by the City of the completed work.
6. Grantee will notify the City immediately if Grantee's interest in the subject property changes in any way. This Agreement is not assignable by Grantee without prior written approval of the City, which will not be unreasonably withheld.
7. Grantee hereby grants to the City the right to use pictures, renderings, or descriptions of the work for any and all promotional purposes desired by the City.

IN WITNESS WHEREOF, the parties have signed this Agreement on the day and year first written above.

WITNESSES FOR THE CITY

CITY OF WESTMINSTER

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

\_\_\_\_\_  
By: \_\_\_\_\_

WITNESSES FOR THE GRANTEE

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

GRANTEE

\_\_\_\_\_  
By: \_\_\_\_\_

WITNESSES FOR OWNER

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

OWNER (if other than Grantee)

\_\_\_\_\_  
By: \_\_\_\_\_



**Substitute W-9  
Request for Taxpayer Identification Number & Certification**

In order to comply with the Internal Revenue Code, we are required to obtain your Federal Identification Number to be used in reporting the payments we make to you. Please complete the following information and return to the address below. Please type or print your information on the form below. Your cooperation in this matter is greatly appreciated.

Vendor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Please mark the Type of Entity:

<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Governmental Unit
<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC or other

_____ Company Name	_____ Employer Identification #
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If individual or sole proprietor, also give name and SSN.

_____ Name (print)	_____ SSN
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Authorized Signature \_\_\_\_\_

Title _____	Date _____
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Telephone # \_\_\_\_\_

_____ Email Address	_____ Name of Primary Contact
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