City of Charleston
Small Business Investment Fall Grant Program

GUIDELINES AND APPLICATION
Small Business Investment Fall Grant Program

Grant Guidelines, Requirements & Application

The City of Charleston’s Small Business Investment Grant program is designed to aid small businesses and merchants in the community. It is intended to incentivize and motivate small business owners to:

1. repair/renovate a building’s exterior or interior and make physical enhancements in a manner that keeps with the historically appropriate feel of the surrounding area; or

2. aesthetically enhance the small business making it more attractive for current and future customers; or

3. enhance a small business’s marketing and customer service capabilities via e-commerce, web development, social media marketing, etc.

Under this program, an eligible small business in the City of Charleston is defined as having no more than 25 full-time employees or $1 million in annual gross revenues. Grant funding will be provided on a reimbursement basis, and all grant awards must be matched by 25%. No business may be awarded more than $5,000.

**GRANT PROGRAM OVERVIEW**

1. A total of $80,000 in grants may be awarded under the Fall 2020 program, and grant awards may be prioritized based on documented opportunities to grow a small business’s profitability and enhance sustainability.

2. The maximum annual grant award for any one business is $5,000, and grant recipients must match any award by 25%. Grant funds will be issued on a reimbursement basis once the approved project is completed, and sufficient project documentation is reviewed and accepted.

3. An applicant must submit a written request summarizing the original budget, previously received funds, and a brief description of the project. Project must be approved by the City before work can be completed. Upon request for the final (total) distribution, applicant shall also include (as applicable) before and after photos of the project.

4. A review committee will receive and consider all grant applications. The review committee will make award decisions based on established program criteria and objectives.
GRANT PROJECT ACTIVITIES

An application will outline one of three project activities:

Construction/repair projects: These projects are defined as any outward facing surface or interior surface of a building, or any exterior elevation impacting a public space or right-of-way.

Examples of elements eligible for funding are:

<table>
<thead>
<tr>
<th>Doors</th>
<th>Pilasters</th>
<th>Painting</th>
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</thead>
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<tr>
<td>Windows</td>
<td>Plinths</td>
<td>Siding Repair</td>
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<tr>
<td>Framing</td>
<td>Columns</td>
<td>Stucco Repair</td>
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<tr>
<td>Kick Paneling</td>
<td>Capitals</td>
<td>Removal of Retaining Walls</td>
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<td>Entryway Ceilings</td>
<td>Accent Bands</td>
<td>Ramps/Lifts</td>
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<td>Lighting</td>
<td>Belt Courses</td>
<td>Awnings</td>
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<tr>
<td>Cornices</td>
<td>Masonry Repair</td>
<td>Tile Repair</td>
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<tr>
<td>Fences</td>
<td>Stairs</td>
<td>Signage</td>
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<tr>
<td>Repair of Historic Materials</td>
<td>Roof</td>
<td>Flooring</td>
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</tbody>
</table>

Demolition Projects: A demolition project must include a contract outlining work to be performed, rehabilitation of affected property, and prior review and approval from all necessary City agencies – including any applicable State and City historic preservation reviews. Residential structures are ineligible.

Broadband Connectivity or Marketing and Advertising Enhancement Projects: This project shall be a one-time need and must include a description of service specifications and an explanation of how this will benefit the small business in its operations, web development, e-commerce/marketing, customer service, etc.

GRANT STIPULATIONS

All applicants must be in good standing with the City Collector’s Office. If you have questions regarding your status, call the City Collector’s office at 304-348-8024.

1. General Design Considerations for Construction/Repair Projects:
   a. The visual prominence of the building and its location;
   b. The aesthetic quality and historic accuracy of the design proposal;
   c. The potential impact on the attractiveness of the city streetscape, the particular building, and the economic development of the designated project area; and
d. The comprehensive approach of the design and the long-term maintenance plan.

e. Grant monies or matching monies shall not be used for foundation and structural work, administrative/operational costs or inventory purchases.

f. Where applicable, proposed designs must comply with a CURA district Renewal Plan of the City of Charleston and must be approved by the City.

g. All storefronts and lighting shall be designed, constructed and maintained to complement and accentuate the architectural features of the building. All accessories, signs and awnings shall likewise harmonize with the overall character of the building and the area around it.

2. Work started prior to receiving a written grant award notice will not be included in the reimbursement.

3. Grant recipients must demonstrate project expenses incurred prior to receiving reimbursement.

4. The Grantee must provide proof of financial match.

5. The applicant may be the property owner or tenant. Tenants must submit the property owner’s signed consent (see attached Owner Authorization form).

6. If project work has not commenced within six months of a grant award, the award will expire. Moreover, if any project is not complete within one year of a grant award, the grant will expire.

7. Appropriate building permits must be obtained from the City of Charleston, and building code violations must be corrected prior to grant reimbursement.

8. By submitting an application, the applicant grants permission to the City to take and use before and after photos of the project for publicity, educational and promotional use.

9. The completed project must be left in its approved design and colors for a period of two years from the date of completion, or as otherwise agreed up between the grant recipient and the City.

**APPLICATION DEADLINE**

All applications must be received in the MOECD office by Friday, October 30, 2020.

For more information please contact: Larry Malone, Director, Mayor’s Office of Economic & Community Development, at 304-348-8035 or Lawrence.Malone@cityofcharleston.org.
Small Business Investment Grant Program
Fall 2020
APPLICATION FORM

Applicant Information:

Name: ____________________________________________

Business: _______________________________________

Address: _______________________________________

City: __________________________ State: ________ Zip: ________

Phone: ( ) - _________ ( ) - _________

Year business was established ________________________________

Project (please select only one)

☐ Construction/Repair Project

☐ Demolition Project

☐ Broadband Connectivity or Marketing and Advertising Enhancement Project:

Property Information:

Name and/or address of property to be renovated:

________________________________________________________

________________________________________________________

☐ Own  ☐ Lease

(If lease, please provide proof of building owner approval by having the attached Owner Authorization form completed and notarized.)
**Project Information:**

Please briefly describe the project and how this grant will impact your ability to enhance business in the city of Charleston, WV. (use additional pages if needed.)

Proposed time schedule for the project:

Start Date: ___/___/______     Estimated Date of Completion: ___/___/______

I hereby submit the attached plans, specifications and details for this proposed project, and I understand they are subject to the approval of the review committee of the city of Charleston. I have read and understand the attached requirements. I understand this is a matching grant program. I understand that no work should begin before my request for funding has been approved. I also understand that money is granted on a reimbursement basis, following completion of work and that design changes not approved by the city will not be funded. I agree to turn in receipts and a written report accounting for the total reimbursement amount to the city.

Signature of Applicant: _________________________________

Date of Application: ___/___/______

All applications must be received in the MOECD office by Friday, October 30, 2020

Mail to:
Lawrence Malone
MOECD
105 MacFarland Street
Charleston, WV 25301
RELEASE AND HOLD HARMLESS AGREEMENT

Release execute on the ______ day of ____________________ 20____
by (Property Owner) ________________________________________

And (Tenant – if applicable) __________________________________

Of (street address) __________________________________________

City of Charleston, County of Kanawha, State of West Virginia, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releasor(s), understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with City of Charleston regulations. The Releasor(s) waives, releases, discharges, and covenants not to sue the City of Charleston, its employees, contractors, officers, agents, volunteers, or affiliates for loss or damage, and claims or damages therefore, on account of any work that has been performed as part of the Small Business Investment Grant Program.

Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of West Virginia and that if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Releasor(s) further states that Releasor has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor’s obligations and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Dated this ________ day of ____________________

_________________________ ____________________________
Property Owner Signature Witness

_________________________
Property Owner Name Printed

_________________________
Tenant Signature (if applicable) Witness

_________________________
Tenant Name Printed
OWNER AUTHORIZATION
for Tenant to Carry Out Small Business Improvement and/or Rehabilitation Project

I, _________________________________ (property owner) hereby authorize _________________________________ (tenant) to carry out improvements as specified in the accompanying Small Business Investment Grant Program application, on my property located at: __________________________________________________________

I also agree to and have signed the Release and Hold Harmless agreement included in the application packet that releases the city of Charleston staff, volunteers, and affiliates from legal action pertaining to this project.

_________________________________________  __________________________
Property Owner Signature                  Date

State of West Virginia

County of __________

This record was acknowledged before me on _________________ by _____________________
(date)                                  (name)

_______________________________________
Notary Public

My commission expires ____________________
(date)