



Town of South Berwick

Economic and Community Development

Denise M. Clavette, Director

180 MAIN STREET

SOUTH BERWICK, MAINE 03908-1535

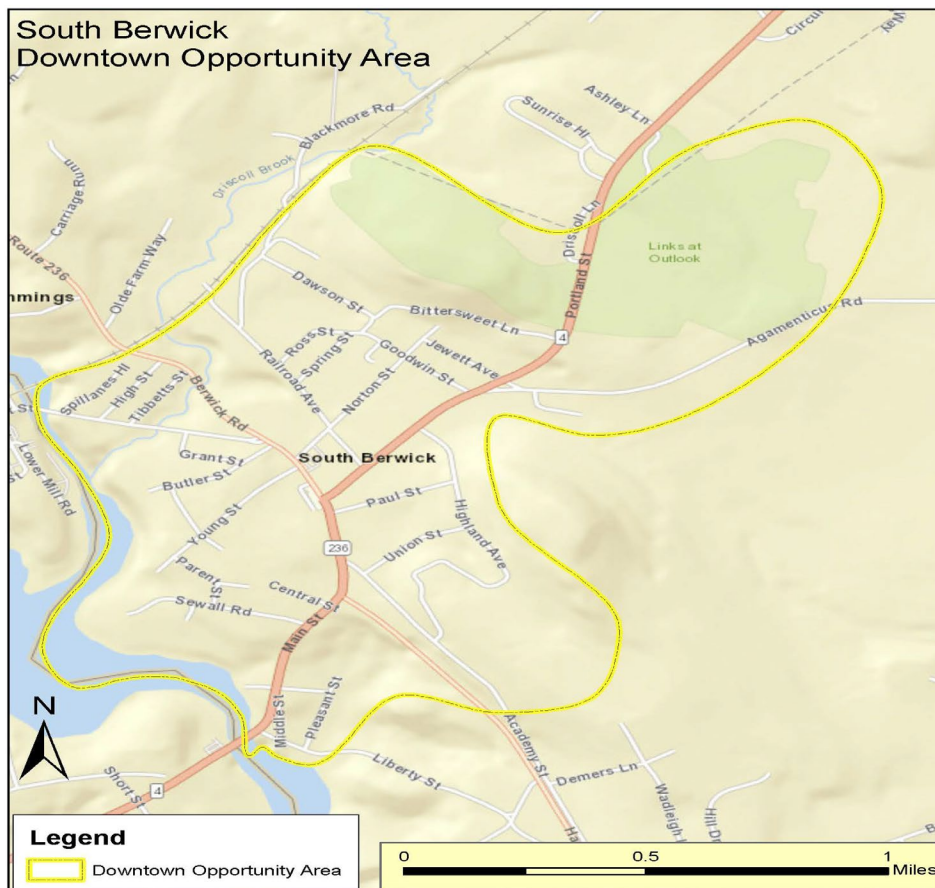
TEL: 207-384-3005

Downtown Façade Grant Program Overview

The Town of South Berwick, through the Transit-Oriented Tax Increment Financing (TIF) District has established a Downtown Façade Grant Program to support economic development and downtown and community revitalization efforts. The Downtown Façade Grant Program offers matching funds for a variety of façade improvement activities, including painting, window or door repairs or replacements, signage, awnings, and storefront restorations. Our goal is to assist as many qualified projects as funds allow, and the grant will be offered on an ongoing basis as funding permits. The award amount is based on available resources, the number of qualified applicants, and other evaluation criteria.

Eligible locations

Façade projects within the greater Downtown opportunity area, as defined in the Market Analysis, that was completed in June 2023, are eligible.



Key Program Details

- Grants are available for up to \$10,000 and require at least a **1:1 match**.
- The applicant will be **reimbursed** for the amount of the grant award or 50% of the total project cost, whichever is less, **upon completion of the project**.
- No improvements begun prior to award notification will be eligible for reimbursement.
- All projects must be completed within one (1) year of grant approval.
- The applicant is responsible for obtaining all permits and land use approvals, including Site Plan approval when appropriate, prior to construction.

Grant Application and Deadline

To apply for a Downtown Façade Grant, submit a complete application to Denise Clavette, Economic and Community Development Director via email dclavette@sbmaine.us

Application deadline: **Rolling deadline as funding is available.**

Eligible Projects

A Downtown Façade Grant application must pertain to business / commercial use within the Downtown opportunity area. The grant applicant may be the property owner or the tenant, but tenants must have the property owner's signed approval of the proposed building improvement.

Qualifying and non-qualifying grant projects are listed below:

Qualifying projects

- Signage
- Awnings
- Storefront Improvements
- Restoration of original/historical windows, doors, and trim where possible
- Repair or replacement of windows, doors, and trim
- Cleaning and/or painting of wood surfaces
- Cleaning, re-pointing, and/or re-painting of surface brick, stone, or cement
- Removing paint from brick or stone
- Exterior lighting
- Removal of “modernization” efforts and/or inappropriate non-historic alterations/additions
- Cleaning and repair or installation of approved siding
- Roofing visible from street-level
- Removal or repair of fire escapes
- Hardscapes

Non-qualifying projects

- Interior repairs of any kind
- Purchase of commercial property / equipment
- New construction

Baseline Criteria

To be eligible to receive a grant, the applicant must meet the following:

- All local, state and federal taxes have been paid.
- The applicant does not owe the city any money, including taxes, impact fees, fines, etc.

Selection Process and Evaluation Criteria

All applications will be reviewed by a grant review committee, consisting of the Economic and Community Development Director, Assistant Town Manager, a member of the Town Council, and two (2) business owners. Applications will be accepted on a rolling basis and evaluated monthly. The Codes Enforcement Officer, or designee, shall review the grant application submittal and narrative and shall report findings to the grant review committee. Applications will be ranked and selected based on a clear and documented set of evaluation criteria. Preliminary approval will be granted to those applications receiving a score of at least 75% until the grant fund is exhausted. Depending on the number of applications, the Town of South Berwick may assign “waiting list” status to projects that qualify for selection once the grant fund has been exhausted. The Grant Selection Committee reserves the right to deny funding to any applicant.

Evaluation Criteria

- **Impact (60%)** – Overall impact of the project on the Town. Does the project seek to restore the historical or architectural significance of the building? Will the project contribute to the retention or addition of a business downtown? Will the project help bring the building up to code? Will increased pedestrian traffic result? Will the improvements contribute to the safety of the building and its surroundings?
- **Sustainability/Permanence (30%)** – How permanent are the improvements and is there a maintenance plan for improvements? Does the business own the building? If not, how long have they been there and how much time remains on the lease?
- **Community Contribution (10%)** – Does the applicant actively promote downtown and their own business? Does the business participate in community-based activities and promotions? Is the area around the business kept clean and free of debris on a consistent basis?

Final Approval

Final approval will be granted once the following financial documents have been received and approved by the Town’s Finance Department:

- Most recent financial report for the past year to establish a baseline, such as end of year audited financials, tax filing with cash flows, or bank statement;
- Detailed budget for use of funds;
- Proof of business liability insurance;
- Completed W9

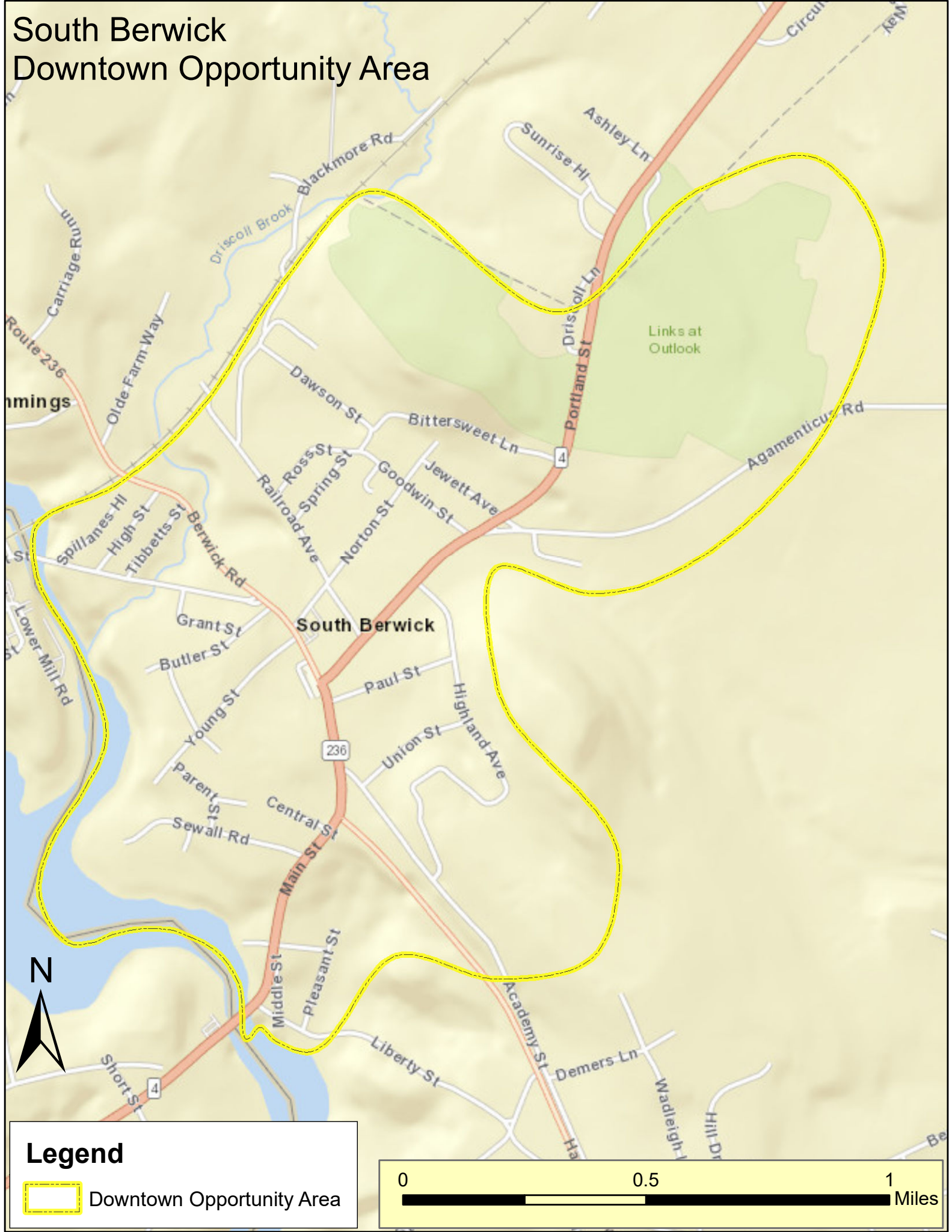
Grant Payment/Reimbursement

The grant will be paid in full as a lump sum upon completion of the Downtown Façade Grant project. The business/property owner shall submit the following to the Economic and Community Development Department:

- Current financial report for the past year, such as end of year audited financials, tax filing with cash flows, or bank statement;
- Paid bills/invoices for the work completed.

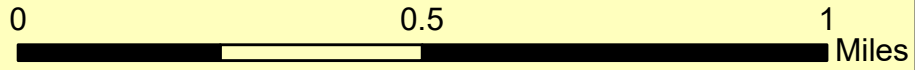
The Town will then perform an inspection to determine that the work was completed in accordance with the original grant application and cost estimates. Upon satisfactory inspection, reimbursement will be processed within one (1) month.

South Berwick Downtown Opportunity Area



Legend

 Downtown Opportunity Area





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Denise M. Clavette, Director

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SOUTH BERWICK, MAINE 03908-1535

TEL: 207-384-3005

Downtown Façade Grant Program

Application

Instructions

Applications deadline: **Rolling deadline as funding is available**

Submit complete application via email to Denise Clavette, Economic and Community Development Director,

dclavette@sbbmaine.us

General Information

Name of Applicant: _____

Name of Business: _____

Type of Business: _____

Project/Business Address: _____

Phone Number: _____

Email address: _____

Applicant is: Property Owner Business Owner Other: _____

How long has the business been at the current location? _____

If applicable, when does your current lease expire? _____

Do you have the option to renew your lease, and do you intend to do so? What are the terms? _____

Property owner's name (if different from applicant): _____

Property owner's address: _____

Property owner's phone number/email: _____

Note: If you are not the property owner, the property owner or an authorized representative must co-sign this application where indicated in the "General Conditions" section of this application.

Project budget

Expected TOTAL project budget: \$ _____

Grant request amount: \$ _____

Note: The grant request amount cannot exceed \$10,000 or 50% of the total project budget.

Estimated start date: _____

Estimated completion date: _____

Note: Any project submitted for funding should be completed within twelve (12) months of the grant award.

In conjunction with this project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)? No Yes

If yes, describe the additional work, including a cost estimate: _____

Project Details

Submit the following information/responses as a PDF attachment:

- At least two (2) color photographs that show existing building conditions
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- Description of proposed improvements (e.g., new doors/windows, signs, lighting, paint, etc.):
- Describe how this project will enhance the downtown, including how it will:
 - Improve your business or increase your chances for success
 - Facilitate the retention or expansion of an existing business downtown
 - Facilitate the establishment of a new business to downtown
 - Improve public safety or access
 - Enhance downtown South Berwick (beautification, foot traffic, tourism, etc.)

Signature of Applicant: _____

Date: _____

General Conditions

- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold The Town of South Berwick and/or its agents, employees liable for any property damage, personal injury, or other loss relating in any way to the Downtown Façade Grant Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Downtown Façade Grant Program.
- The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti and trash, and sweeping and shoveling in front of the property.
- Applicants awarded grants must consent to the publication, use and re-use of their image in any and all forums and media
- The applicant has read and understands the “Façade Grant Program Overview” document outlining program guidelines and procedures.
- The applicant understands that the Town of South Berwick reserves the right to make changes in conditions of the Downtown Façade Grant Program as warranted.

Signature of Applicant: _____

Date: _____

Owner Authorization

If applicant is not the property owner, the property owner or an authorized representative must review and co-sign this application below.

As owner of the property (insert address): _____ I have reviewed the above application and authorize operator of _____ at said address to perform the improvements described above as part of the Town of South Berwick Downtown Façade Grant Program.

Signature of property owner or authorized representative: _____

Date: _____