



Carrollton/Johnson Revitalization District - Incentive Grant Program – PHASE II

The Incentive Grant Program provides financial assistance for exterior appearance improvement projects on buildings located in the Carrollton/Johnson Revitalization District. The standard for design is based on the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings. The intent of the grant program is to encourage appropriate revitalization to as many private properties in the District as possible. Projects for structures located on Johnson Street or Carrollton Avenue between Fulton Street and the AmTrak Station are eligible to apply for grant funding.

Inside:

- Grant Guidelines
- Application
- Acknowledgement & Agreement
- Application Checklist
- Certificate of Appropriateness Checklist

MAIN STREET GREENWOOD INCENTIVE GRANT PROGRAM GUIDELINES

Current October 9, 2012

I. GENERAL

The Incentive Grant Program provides financial assistance for exterior appearance improvement projects on buildings located in the Carrollton/Johnson Revitalization District.

II. ELIGIBLE PROPERTIES

- A. Projects for structures located in the area from Fulton to Lamar Streets on Carrollton Avenue and Johnson Street are eligible to apply for grant funding.
- B. The legal owner of the property as listed in the County Property Records must provide permission for the work and must agree to the maintenance of the property regarding the grant-assisted work.
- C. Grant applicant must be current members of Main Street Greenwood in good standing. If not currently a member, a two year commitment is required with application.

D. Main Street Greenwood, Inc. Dues Structure:

Business

\$130 1-5 employees
\$250 6-10 employees
\$380 11-20 employees
\$620 20-100 employees
\$1,300 100-500 employees
\$2,500 500 + employees

Financial Institutions

\$620 <\$35 million local deposits
\$1300 >\$35 million local deposits

Friends of Main Street

\$130 civic clubs
\$360 churches
\$60 residents

III. GUIDELINES

- A. Approval by the Greenwood Historic Preservation Commission is required for projects within the Central Commercial and Railroad Historic District.

- B. Grants are issued on a first-come, first-served basis subject for funding availability.
- C. Projects must commence within 60 days of grant approval and must be completed within no more than 6 months from start of work.
- D. The amount of the grant for approved projects is 80% of the project total with a maximum of \$8,000 per property owner, subject to funding availability.
- E. The required 20% or \$2,000 match from the property owner may be in the form of cash or in-kind contribution.
- F. A separate \$500 must be allocated from property owner for an architectural consultation and rendering of the project.
- G. Grant cannot be reapplied for within 24 months from project start date.

IV. APPLICATION PROCESS

- A. Submit application to Greenwood Historic Preservation Commission if applicable. See attached checklist for certificate of appropriateness.
- B. Upon receipt of certificate of appropriateness, submit
 1. Incentive Grant Application and Agreement with 2 separate contractors' bids.
 2. Maintenance Covenant Agreement
 3. Before photos of property to be improved

V. PROJECT

- A. Construction projects require building permits.
- B. Signs require permits.
- C. These items may be obtained from the City of Greenwood; 453-2246.

VI. REIMBURSEMENT PROCESS

Reimbursement will occur after:

1. Project completion and final inspection by a member of the grant committee.
2. Submission of paid invoices.
3. If progress payments are requested, reasonable invoices must be shown and inspection of progress is required. 20% of grant funds will be retained until completion of work. Payment of invoice may be requested paid by joint check to contractor and property owner.



**CARROLLTON~JOHNSON REVITALIZATION DISTRICT
INCENTIVE GRANT APPLICATION
PHASE II**

Applicant: _____ Property Owner: _____

Applicant Address: _____

Telephone: _____ E-mail: _____

Project Physical Address: _____

Name of Business: _____

Type of Business: _____

Existing Business: _____ **OR** New Business: _____ Number of years in Business: _____

What effect do you think this project will have on your business? (may attach separate sheet)

Why do you want/need this grant? (may attach separate sheet)

Project Start Date: _____ Project Completion Date: _____

Project Description:

Date of Historic Preservation Commission Certificate of Appropriateness:

Contractor & Contact Info: _____

Total Cost of Project (attach bid) \$ _____

Amount Requested (90% of total not to exceed \$10,000 per project) \$

Acknowledgement and Agreement

My signature acknowledges the following:

- Façade changes will be in accordance with appropriateness as determined by the City of Greenwood Historic Preservation Commission.
- The project will begin within 60 days of grant approval, and will be completed within 6 months of beginning work.
- Reimbursement will occur after project completion and upon submission of appropriate forms and documents as outlined in the guidelines.
- Work completed prior to grant approval is not eligible for funding.
- All required permits are the responsibility of the owner/applicant.
- It is expressly understood and agreed that the applicant will not seek to hold Main Street Greenwood, Inc., and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Carrollton~Johnson Revitalization District Incentive Grant Program.

Signed _____
Property Owner(s) Date

Signed _____
Applicant Date

Send all materials to: Brantley Snipes, Main Street Greenwood
PO Box 8236,
Greenwood, MS 38935
mainstreetgreenwood@gmail.com
662-453-7625

CHECKLIST

All of the following must be included in order to be considered for the grant.

Certificate of Appropriateness

- € Contact Victor Stokes with the City Inspection Department to apply for a Preservation Commission hearing. 455-7613

Take with you to the meeting:

- € Photo or sketch of existing façade and sketch or rendering of proposed façade renovation
- € Historic photographs if available
- € Written description of the changes including materials to be used

Process following the meeting:

- € Preservation Commission Approval
- € City Council Approval
- € Certificate of Appropriateness issued

Grant Submission Package

- € Certificate of Appropriateness
- € Completed Grant Application
- € Photo or sketch of existing façade and sketch or rendering of proposed façade renovation
- € Historic photographs if available
- € Written description of the changes including materials to be used
- € Signed Acknowledgement and Agreement
- € Contractor's Bid