



Town of Yadkinville  
Development & Planning Department  
PO Box 816  
Yadkinville, NC 27055  
Phone (336) 679-8732

## **Town of Yadkinville Business Improvement Grant**

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### **Overview**

As the Town of Yadkinville values its' business owners and entrepreneurs operating in our community, the Business Improvement Grant was created to provide matching grants to encourage improvements to commercial & industrial buildings within the corporate limits of Town.

### **Eligible Properties**

Any commercial or industrial property located within the corporate limits of Town.

### **Eligible Applicants**

Eligible applicants would include commercial property owners and business owners who currently lease space from another individual or entity.

**Note: Business owners leasing property must have a minimum of two years remaining on the lease.**

**A letter from the owner of the property endorsing the improvements is also required.**

**Note: Nonprofits entities are not eligible for funding.**

### **Matching Requirements**

The Business Improvement Grants have a matching requirement. Applicants are required to invest at least one dollar for every dollar received by grant funds.

### **Award Amounts**

The maximum award for each grant is five hundred dollars (\$500). The minimum award amount is one hundred dollars (\$100).

### **Eligible Projects**

#### Interior Improvements

- Accessibility improvements for handicapped persons
- Energy conservation improvements
- Electrical work, including service upgrades
- Fire alarm systems
- Fire sprinkler system installation or upgrade, including any needed water service improvements
- Heating, ventilation and air conditioning
- Lighting
- Painting
- Plumbing
- Restoration of historic interior architectural features, including ceilings, light fixtures, floors and architectural detailing.
- Tenant improvements for a new, expanding or relocated business
- Utility service upgrades, including water and sewer
- Flood or water damage repairs

### Exterior improvements

- Repair and restoration of architectural detail
- Painting
- Cleaning
- Materials Costs
- Labor Costs, except for applicants serving as their own contractor
- Window repair
- Masonry work
- Structural repairs (foundation work)
- Repair and replacement of signs and awnings
- Design services, including architectural and interior design (cannot exceed 10% of the total project)

### **Ineligible Projects**

- Projects and expenses such as the following are not eligible:
- Building or land acquisition
- Emergency or safety-related demolition expenses
- Furnishings, equipment or personal property not affixed to the real estate
- Legal fees
- Maintenance work (i.e. general repairs that maintain existing conditions)
- New construction
- Parking lot resurfacing
- Pest extermination
- Work begun prior to application submittal or done without a required building permit; work done after application submittal may be eligible for grant funding at the discretion of the YAC
- Work proposed on property with an active code compliance citation

### **Application Review & Evaluation**

The Yadkinville Appearance Committee (YAC) and the Director of Development & Planning will administer the program. All grants must be submitted to the Director of Development & Planning, and the Director will present the applications to the YAC for consideration. The YAC will meet as needed to review applications. Once applicants receive YAC approval, they can start their projects.

### **Contractors**

The Town encourages all work involved with the grant project to be completed by licensed contractors (This is not a requirement). Applicants with the appropriate licenses may serve as their own contractor, but only the cost of materials will be considered as an eligible expense funded by the grant.

### **Payment**

Applicants will be reimbursed after the YAC reviews and approves the completed project. Grant reimbursements will be based on the actual costs of the project. Applicants must submit all receipts and paid invoices to receive grant funds.

### **Application Procedures**

- 1). Applicants shall contact the Director of Development & Planning to establish the feasibility of proposed improvements.
- 2). A complete application form shall be submitted to the Director of Development & Planning, including:

### **Application Procedures - Continued**

- a) Appropriate drawings
- b) Budget estimates
- c) Two current bids for the proposed work
- d) Proof of ownership or executed lease with the owner's written consent.
- 3). Grant applications may be submitted at any time, as funds are available.
- 4). Applicants shall submit at least two formal written bids for all work being proposed in the project.

Please include the following:

- a. Names and license number of contractors (if applicable)
- b. Copies of all bids
- c. Anticipated dates to begin construction and for project completion

***NOTE: Sole source bidding may be approved by the YAC for specialized work if reasonable attempts to obtain a second bid have been unsuccessful.***

***NOTE: Contractor Applicants shall submit copies of estimates for all materials, along with anticipated dates of construction and completion, as part of the application.***

- 5). The Town encourages applicants or a designated representative to attend all YAC meetings to answer questions and provide feedback to Board members.
- 6). Revised plans shall be submitted to the Director of Development & Planning immediately. To be reimbursed, the applicant must have any changes approved by the YAC.
- 7). If the YAC recommends approval of the application, a Grant Agreement shall be signed by the Applicant and the Mayor of the Town of Yadkinville
- 8). Applicants shall apply for and receive a building permit prior to undertaking any work requiring a permit under the Building Code.
- 9). Construction shall proceed according to the approved plans and subject to periodic inspections. Construction must be completed within six months of execution of the Agreement, unless a written extension is granted by the YAC.
- 10). Applicants shall submit final receipts to the Director of Development & Planning to request reimbursement.
- 11). Applicants shall maintain the property without changes or alterations to work funded by the Yadkinville Business Improvement Grant Program for a period of two years from the date of completion.
- 12). An applicant can only receive one grant from YAC funds per fiscal year- July 1st - June 30th, unless the YAC approves such a request.
- 13). BAG policies and procedures can change occasionally during the year. Check with the Director of Development & Planning to ensure if any alternations have occurred before applying for grant funds.

### **Administrative Procedures**

- 1). Upon submittal, the Director of Development & Planning will review the application to ensure that it contains all necessary information, including drawings and specifications, preliminary cost estimates, bids and proof of ownership or executed lease with owner's written consent. The Director will prepare written notification to the Applicant confirming receipt of the application. If the application is incomplete, a detail of all remaining items will be included. When the application is complete the Director will notify the Applicant of the date of the YAC meeting when the application will be discussed.
- 2). The Director of Development & Planning shall present complete applications to the YAC for review.

**Administrative Procedures - continued**

- 3). The YAC shall review each application and make a recommendation for approval or disapproval. The Director of Development & Planning shall inform applicants of the status of their application- after each YAC meeting.
- 4). If the YAC recommends approval, the Director of Development & Planning shall prepare a Business Improvement Program Grant Agreement. The Agreement shall be signed by the Applicant and the Mayor of the Town of Yadkinville.
- 5). When the project is completed, the Director of Development & Planning shall inspect all work done and document that the Applicant has made the improvements as per the Agreement and approved plans.
- 6). Upon determination that the work has been satisfactorily completed, the Director of Development & Planning shall inform the Finance Director for the Town of Yadkinville to release a check in the amount of the approved grant to the Applicant.
- 7). The Director of Development & Planning shall maintain a record of each complete application.



Itemized Description of Work					
Contractor # 1:			License No.		Bid Amount:
Contractor# 2:			License No.		Bid Amount:

Itemized Description of Work					
Contractor # 1:			License No.		Bid Amount:
Contractor# 2:			License No.		Bid Amount:

**(Provide Contractor License Information Only if Applicable)**

**(Please include additional pages as needed)**

**Pre-Construction Photos of Existing Conditions: (Please insert photos of proposed project area)**

**Building Permit: (Please insert a copy of the building permit, if required for project)**

**Proof of Ownership: (Please insert a copy of property deeds or property tax information)**

