



CITY OF CAYCE, SOUTH CAROLINA

FAÇADE IMPROVEMENT PROGRAM

For questions contact Kelly McMullen, kmcmullen@caycesc.gov

THE FAÇADE IMPROVEMENT PROGRAM

is a commercial storefront improvement grant initiative administered by the City of Cayce. The purpose of the program is to encourage and assist property and business owners located in the City's Program Area (see map for program boundaries) to restore and improve the appearance of the facades of their buildings. Applicants are eligible to receive up to 50% of the project cost (max \$5,000), depending on the scope of the project. This grant program may be used in conjunction with other programs.



Applications are due no later than May 31, 2024

Grant Award Period: July 1, 2024 to June 30, 2025

ONCE YOU HAVE COMPLETED THE FULL APPLICATION:

Please submit finished applications by email to Kelly McMullen, kmcmullen@cayecs.gov.

Attn: Kelly McMullen
City of Cayce
1800 12th Street
Cayce, SC 29033

Visit www.caycesc.gov for more information





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ELIGIBLE IMPROVEMENTS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Exterior Signage
- Restoration of historic features
- Improvements to commercial entranceways. (building or parking lot)
- Storefront modifications
- Architectural features
- Iron Bar Removal/Disposal
- Removal and/or installation of decorative fencing
- Full scale landscaping plan
- Outdoor lighting
- Removal and/or installation of awnings, canopies, sunshades, etc.
- Cleaning and/or repainting of building exteriors
- Exterior masonry repairs
- Exterior carpentry repairs
- Replacement of deteriorated windows, doors and/or framing visible from the street
- Other general façade improvements as approved by the City's board

All eligible improvements must be conducted on the exterior of the building and visible to the general public. Improvements must visually enhance the building or property on which it is situated.

All improvements must be approved by the Façade Improvement Grant Program Board prior to beginning work in order to be eligible for reimbursement. Board members are comprised of the City Building Official, Fire Marshall, Planning Director, City Engineer, and a member of the City's Planning Commission.

INELIGIBLE IMPROVEMENTS:

- Roofs
- Parking lots
- Landscaping not attached to the building
- New construction
- Interior improvements
- Equipment or Inventory
- Overpowering signage and backlit awning
- Sidewalks
- Deferred Maintenance
- Projects completed prior to the approval of the application
- Any work that is not completed by a licensed contractor or subcontractor
- Unapproved designs: written approval from the City is required prior to beginning work to be eligible for reimbursement

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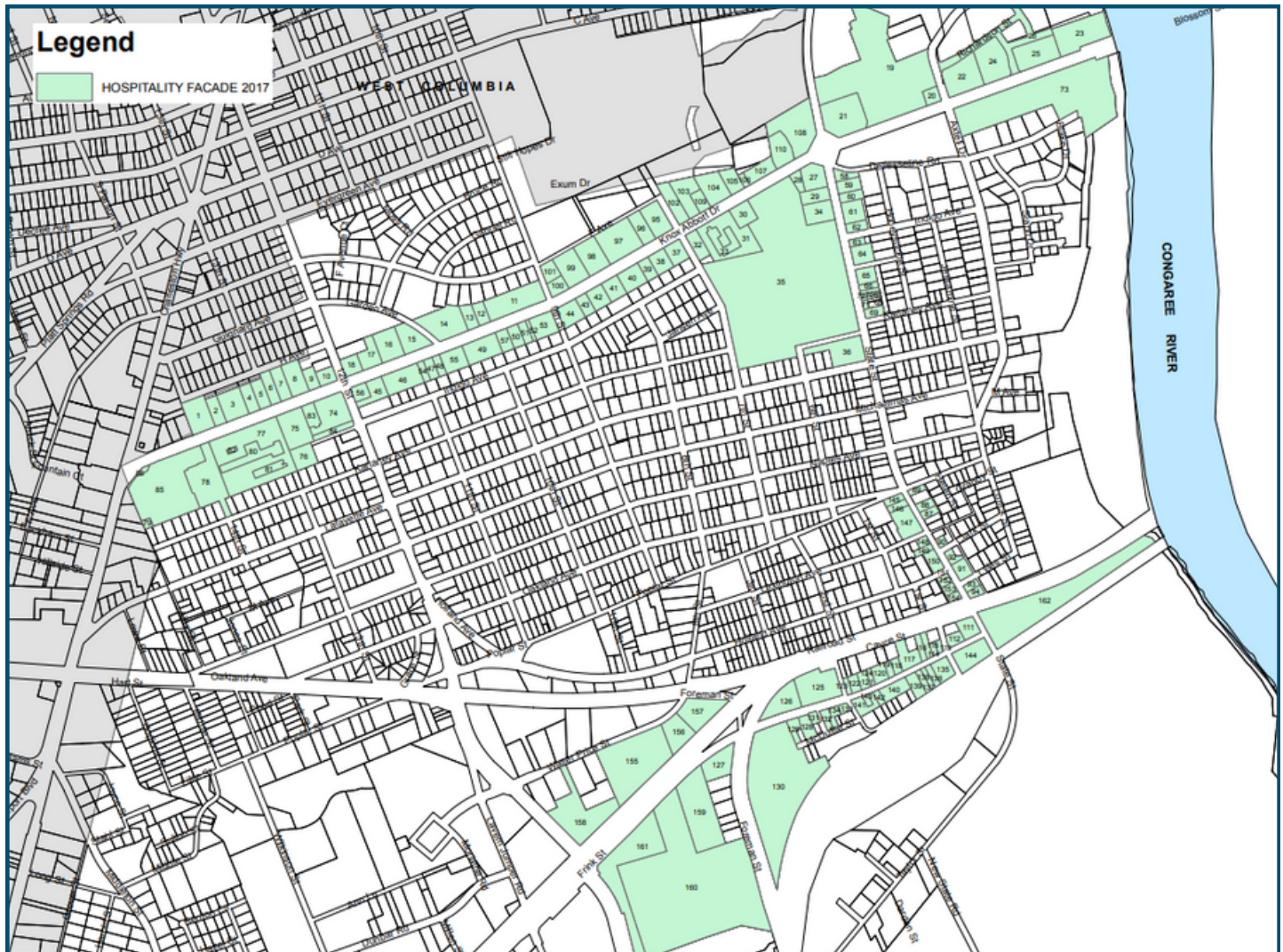
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ELIGIBLE PROGRAM AREA:

The City of Cayce’s Façade Improvement Program encourages the revitalization of and reinvestment in the commercial corridors of Knox Abbott Drive, State Street, Frink Street, Charleston Highway, and Airport Boulevard. The program is designed to retain and attract businesses, strengthen the City’s commercial corridors, increase utilization of commercial buildings, restore economic vitality and enhance property values.

A program map has been provided below to aid businesses in determining eligibility. For specific questions, please contact Kelly McMullen at kmcmullen@caycesc.gov.



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TO BE ELIGIBLE FOR REVIEW, PLEASE ATTACH ALL RELEVANT DOCUMENTS:

- **Proof of building ownership, such as a copy of the recorded deed with owner name matching applicant name (if leasing property, written approval from building owner is required).**
- **Proof of current property and casualty insurance.**
- **Two (2) to four (4) photographs of current façade(s) conditions including close up and panoramic shots (electronic photos are preferred and can be emailed to kmcmullen@caycesc.gov).**
- **Conceptual design plans (if available) and an outline of proposed improvements, including a materials list.**
- **Two (2) written cost estimates/bids from licensed construction professionals.**
- **Detailed line item budget from a registered/licensed contractor or licensed architect.**
- **Contractors must include their business license or tax ID numbers as proof that they are eligible to do work in the City of Cayce.**
- **Accurate color samples (required for painting approvals).**
- **Pictures that indicate quality of finishes.**
- **Signage renderings that graphically indicate sign lettering style, size and sign dimensions.**
- **License numbers for any contractors and subcontractors involved in project.**

NOTE OF FUNDING:

Every year, City Council reviews the continuation of the program as a part of the annual budget process. There is no guarantee that City Council will renew the program each year, and the amount allocated may vary from year to year. Please note that submitting an application does not guarantee that the funds will still be available when you complete your project. Reimbursements are made only after work is complete, and are issued on a first-come, first-served basis determined by work completion.

All approved applications will receive a Façade Grant Reimbursement Application that must be submitted at the completion of the project and within the grant award period. City staff reserves the right to inspect all improvements prior to reimbursing the applicant for work completed. Please be sure to retain copies of all invoices and cashed checks related to the work being performed, as this will documentation will be required to apply for reimbursement.

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PROGRAM APPLICATION:

PART 1 - APPLICANT INFORMATION

APPLICANT NAME:		
BUSINESS NAME:		
ADDRESS:	CITY:	STATE, ZIP
PHONE:	EMAIL:	
CURRENT # OF EMPLOYEES:	ANTICIPATED NEW EMPLOYEES:	
PROPERTY OWNER NAME:	PROPERTY OWNER PHONE:	
PROJECT CONTACT NAME (IF DIFFERENT):		
PROJECT CONTACT PHONE:	PROJECT CONTACT EMAIL:	
BUSINESS WEBSITE:		

PART 2 - BUILDING INFORMATION

BUSINESS ADDRESS:			
WHAT IS YOUR LEGAL INTEREST IN THE PROPERTY?	Owner	Tenant	Other:
CURRENT BUILDING USE:	TOTAL SQ. FOOTAGE:	NUMBER OF FLOORS:	
PROPOSED USE AFTER IMPROVEMENTS:			
NUMBER OF BUSINESSES IN BUILDING:	TAX MAP #:		
ARE THERE ANY ACTIVE CODE VIOLATIONS?	No	Yes - Explain:	
ARE THE PROPERTY TAXES CURRENT?	Yes	No - Explain:	

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PART 3 - PROJECT OVERVIEW

PROVIDE A DETAILED DESCRIPTION OF PROPOSED IMPROVEMENTS:	
PROJECT START DATE:	PROJECT COMPLETION DATE:
HAS ANY PORTION OF THE DESCRIBED WORK ALREADY BEEN COMPLETED?	Yes No
FAÇADE PROJECT COST:	TOTAL PROJECT COST:
AMOUNT OF GRANT FUNDING BEING REQUESTED: (CANNOT EXCEED \$5,000 OR 50% OF ELIGIBLE COSTS)	

PART 4 - PROPOSED FINANCING

TYPE OF FINANCING	AMOUNT
CASH INVESTMENT	
BANK LOAN	
TOTAL	
FAÇADE PROGRAM REQUEST	

Note: Total should equal total project cost. Façade Program Request should equal **50%** of project cost, up to **\$5,000**.

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PART 5 - APPLICATION ATTACHMENTS

<p>THE FOLLOWING ITEMS MUST BE ATTACHED TO APPLICATION. THE APPLICATION WILL NOT BE PROCESSED UNTIL ALL ITEMS ARE PROVIDED.</p>	<p>CHECK IF ATTACHED</p>
<p>Two (2) to four (4) photographs of current facade(s) conditions including close up and panoramic shots (photos can be emailed to kmcmullen@caycesc.gov)</p>	
<p>Documentation outlining proposed improvements, budget, material lists, renderings (if available) and color samples. A detailed budget is required.</p>	
<p>Documentation confirming ownership, or permission from the owner, to alter building (current property tax bill, lease or letter from owner giving tenant authority to alter).</p>	
<p>Certificate of current property and casualty insurance.</p>	
<p>Proof that contractor and subcontractors can work in the City of Cayce (i.e. a license or tax ID number).</p>	

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CERTIFICATION & ACKNOWLEDGEMENT

BY SIGNING AND SUBMITTING THIS APPLICATION, THE APPLICANT AGREES TO THE FOLLOWING:

- That acceptance of this application does not commit Cayce to enter into a grant agreement, to pay any costs incurred in its preparation, to participate in subsequent negotiations, or to contract for the project.
- The undersigned hereby waives any claim against the City of Cayce arising out of the use of Façade Improvement grant funds as set forth in this application. The undersigned agrees to hold the City of Cayce harmless for any charges, damages, claims or liens arising out of participation in this grant program.
- That Cayce expressly reserves the right to reject any and all applications, portions thereof, or to request more information from the applicant.

IF GRANT IS AWARDED, THE APPLICANT AGREES:

- To comply with all applicable local, state and federal laws.
- To keep records as may be required by Cayce in relation to the Façade Improvement Program.
- To comply with all applicable local, state and federal statutes governing fair leasing practices and equal employment opportunities.
- That no employee of Cayce has any financial interest, direct or indirect, in the proceeds of any façade improvement grant.
- That any contractors (or subcontractors) must obtain all appropriate licenses and permits.

IN ADDITION, THE APPLICANT CERTIFIES UNDERSTANDING OF THE FOLLOWING:

- The Façade Improvement Program is a matching grant initiative. Grants are awarded at the discretion of the Façade Improvement Grant Board and may not exceed \$5,000 or 50% of eligible and approved costs.
- Applicants may only begin work on the property after receiving approval by the Façade Improvement Grant Board. Any work begun before receiving approval may be ineligible for reimbursement.
- Grant dollars are disbursed at the time of project completion, reimbursing the owner/business for 50% of eligible and approved costs AND only with all required project documentation on file with Cayce.
- A building owner can only participate in the Façade Improvement Program with a maximum of three projects.
- Properties found to be in arrears on real property taxes or special assessments will NOT be eligible.
- All projects awarded are subject to program funding at the time of project completion. Cayce will make a good faith effort to notify the Applicant should funding become unavailable.
- Projects must be completed within the grant award period.
- The City will only cover approved material costs and labor expenses conducted by a licensed contractor.
- If an application is denied, written appeals must be submitted to the City Manager within 30 days of receipt.

SIGNATURE

PRINTED NAME

COMPANY NAME

DATE