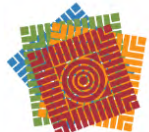
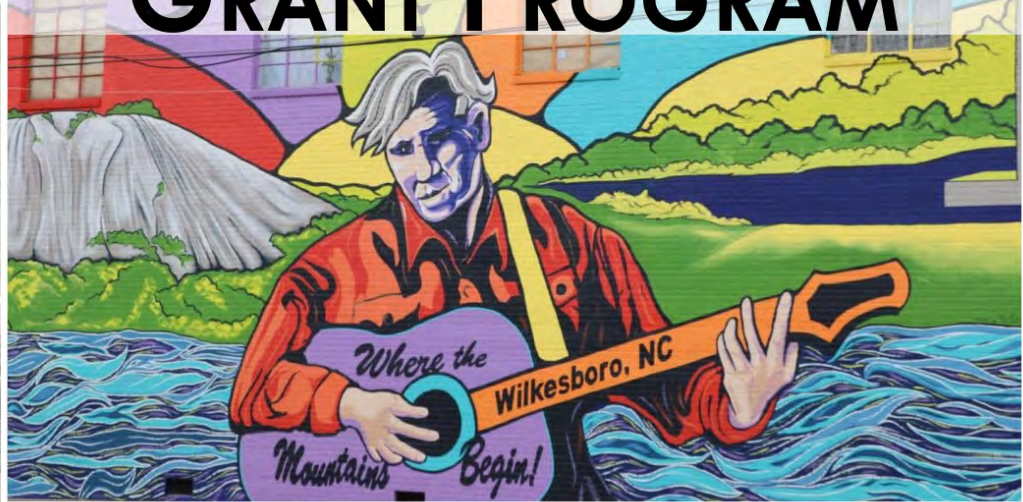


HISTORIC DOWNTOWN WILKESBORO GRANT PROGRAM



North Carolina
SMALL TOWN MAIN STREET
Community



The Value of Main Street



Main Street has changed the definition of “economic development.” Today it is widely understood that the reason we do downtown revitalization is the same reason we do the industrial park – jobs, new businesses, expanded businesses, loan demand, increased tax revenues, additional local income. But here’s the kicker – while a successful industrial park doesn’t make a downtown more successful, a successful downtown is a great asset for the industrial park.

- Donovan D. Rypkema



HISTORIC DOWNTOWN WILKESBORO GRANT PROGRAM SIGN GRANTS

The Town of Wilkesboro and the Wilkesboro Historic Preservation Commission are pleased to announce the continuation of the sign grant category. In response to the challenging economic times that we face and following the adoption of the Town's new sign ordinance, this grant opportunity will allow businesses to apply for up to \$3,000 in funding for sign fabrication, window decals, lighting, brackets, and other related expenses.

Businesses and property owners within the historic and central business districts are eligible to apply for signage assistance through June 30, 2024. This special category provides modified requirements from the rest of the grant program as noted below.

- Project Scope: Sign fabrication, window decals, lighting, brackets, and other related expenses
- Maximum Award Amount: \$3,000.00
- Match Ratio: 40% match by business / 60% max. coverage by grant program
- Required Quotes: One (1) quote required per product
*Design must be coordinated with staff and approved by HPC COA process.
- Eligibility: Applicants can apply for this grant even if they have been awarded a grant within the past six (6) months.
- Review Meetings: Applications must be submitted at least 15 business days in advance of the meeting.
- Project Completion: Projects must be completed within three (3) months of awarding and all receipts must be submitted with reimbursement request.



HISTORIC DOWNTOWN WILKESBORO GRANT PROGRAM FAÇADE, CAPITAL, & ARCHITECTURAL SERVICES

The Town of Wilkesboro, as part of the North Carolina Main Street Program, sets aside annual funding to stimulate investment and re-investment in and around Historic Downtown Wilkesboro. The funding described in this document is focused on restoration and preservation projects. To be eligible for funding, properties must be located within the Historic Downtown Wilkesboro and/or Central Business District.

Architectural Design Services are available to encourage good design that meets current building code before a project begins. It can either be used to capitalize on the rehabilitation of existing properties and/or the introduction of a new building design that is appropriate to the historic character of the district. The Town of Wilkesboro highly encourages property owners to seek architectural design services before beginning a façade or capital improvement project. The NC Main Street Center offers design services free of charge to Main Street communities. These services are competitive and dependent upon current workload. Please contact town staff to explore options for architectural services as well as Main Street Center design services.

The Façade Improvement component of the program is designed to encourage improvements to the exterior façades of buildings. This incentive-based measure will spur, encourage, and provide economic inducement for restoration and preservation of building facades in order to provide more aesthetically appealing Main Street storefronts and associated streetscapes.

The Capital Improvement component is designated for improvements that would enhance the functionality of the building. These improvements include but are not limited to: roof repair or replacement, electrical work including upgrading HVAC, equipment repairs and replacement, energy efficiency upgrades, improving restroom facilities, flooring, and structural repairs.

All three components of the program have a maximum request of \$7,000 per project per component. Different components of the program can be used in conjunction with each other in order to meet architectural, façade, and/or capital needs of a property. Any grant request over \$10,000 requires Wilkesboro Town Council approval.



WHO IS ELIGIBLE?

HISTORIC DOWNTOWN WILKESBORO GRANT PROGRAM GUIDELINES FAÇADE, CAPITAL, & ARCHITECTURAL SERVICES

Property and/or business owners located in Historic Downtown Wilkesboro and the Central Business District are eligible for grants described in this document. Either the property owner or the business tenant of a building may submit an application. An applicant may request up to \$7,000 per grant component (Façade, Capital, & Architectural Services) in a single application. Applications that combine components and exceed \$10,000 are subject to Town Council review and approval. On a case-by-case basis, applications for architectural services or façade improvements to residential properties will be reviewed by the Town Council. These residential properties must have a substantial impact on downtown streetscapes. No capital improvement grants will be awarded to single family residential properties.

REQUIRED RETURN ON INVESTMENT RATIO

An application must include a scope of work which encompasses all improvements anticipated during the project, not just those covered by the grant request. The inclusion of all work will enhance the project's return on investment and in turn make the application more competitive and favorable during the review process. An investment ratio of at least 2:1 is required. Properties along secondary streets, not located on Main Street, are required to show at least a 3:1 investment ratio.

QUARTERLY REVIEW OF APPLICATIONS

The Grant Review Committee will review applications during the following months: February, May, August, and November. It is the discretion of the committee to approve multiple applications at any given time as long as grant funds remain for the current fiscal year. Applications must be submitted at least 15 business days in advance of the meeting. At the discretion of the Committee, the review and decision of a grant application may be continued to a special called meeting to be held as listed in the Grant Application Hearing Schedule.

GRANT AWARD LIMITATIONS

Grant awards for an eligible property must be separated by no less than six months from the date of award letter.



ARCHITECTURAL SERVICES

Architectural Design Services are available to encourage good design that meets current building code long before a project begins. It can either be used to capitalize on the rehabilitation of existing properties and/or the introduction of a new building design that is appropriate to the historic character of the district. The Town of Wilkesboro highly encourages property owners to seek architectural design services before beginning a façade or capital improvement project.

EXAMPLES OF ARCHITECTURAL DESIGN SERVICES:

Architectural Design Services may include, but are not limited to, the following:

- Feasibility studies
- Measured drawings
- Schematic design
- Rendered sketches of interior and/or exterior
- Floor plans drawn to scale
- Preliminary scope of work and cost estimates
- Construction documents
- Code review
- Pro forma



FAÇADE IMPROVEMENT

The Façade Improvement component of the program is designed to encourage improvements to the exterior façades of buildings. A facade is defined as the public face of a building regardless of the number of stories. Each storefront of a building can be considered a façade depending on the building and business setup. This incentive-based measure will spur economic inducement for restoration and preservation of building facades in order to provide more aesthetically appealing Main Street storefronts and associated streetscapes.

EXAMPLES OF FACADE IMPROVEMENTS

Facade Improvements may include, but are not limited to, the following:

- Removal of false fronts (metal canopies and additions that detract from a building's historical and architectural character)
- Safe cleaning of brick storefronts (chemical stripping, scraping, power washing, and sand blasting are not recommended)
- Exterior painting (no initial painting of unpainted masonry is covered by grant funds)
- Historic reconstruction (storefront, door, or window repair or replacement, masonry re-pointing, etc.)
- Awning installation or repair
- Structural repairs to façade of building
- Exterior lighting
- Landscaping installation and maintenance (eligible but by themselves will be given low priority)
- Frames, hangers, borders, and/or other decorative elements housing signage



CAPITAL IMPROVEMENT

The Capital Improvement component is designated for improvements that would enhance the functionality of the building. No capital improvement grants will be awarded to single family residential properties.

EXAMPLES OF CAPITAL IMPROVEMENTS:

Capital Improvements may include, but are not limited to, the following:

- New HVAC system
- Energy efficiency measures
- New electrical systems and wiring
- Roof replacement
- Flooring improvements
- Structural repairs
- Installation and repair of accessible and/or fire safety features, including but not limited to:
 - Stairwells
 - Elevators
 - Sidewalks
 - Ramps
 - Handrails
 - Restrooms
 - Doors and windows
- Up-fitting the interior which could include:
 - Lighting replacements and upgrades
 - Installation
 - Re-installing walls that have been removed
 - Repairing stairways or re-installing stairways
 - Up-fitting or putting back into use an elevator

Proposed projects shall:

- Meet applicable zoning and code requirements.
- Comply with the grant guidelines.
- Receive approval from the Grant Review Committee prior to beginning work.
- Receive Certificate of Appropriateness (COA) approval from the Wilkesboro Historic Preservation Commission (HPC) prior to beginning work (*if located in Historic Downtown District).
- Adhere to the guidelines and suggestions made by the Grant Review Committee and HPC.
- The property owner's written consent for any improvement must be submitted with the application.

Projects Not Eligible for Grant Awards:

- Improvements made prior to grant approval
- Routine maintenance: Routine maintenance includes inspecting, cleaning, or servicing (including replacement of parts or patches) for existing systems, structures, cosmetic applications and/or machinery associated with the building and property. Routine maintenance associated with historically significant elements will be considered for grant funding.
- Interior décor, furnishings, or other personal property which does not become part of the real estate
- Property acquisition
- Working capital
- Inventory acquisition



APPLICATION PROCESS

APPLICATIONS:

If the tenant is applying for the grant, he/she cannot be approved until the property owner has submitted in writing approval of the project and has agreed to the terms and conditions of paying for the improvements. If a building has multiple units, each tenant may apply separately. A property does not have to be occupied at the time a grant application is submitted. The applicant takes full responsibility to ensure all work and reimbursement requests are done in the manner and spirit in which this program was intended.

In cases where the business and/or property owner seeks to make improvements themselves, grant funds can only be used for materials, not labor. Labor performed by business and/or property owners cannot be used as required match.

Exterior improvements must not be to the detriment of architectural features and should in fact be improvements which will help preserve the architectural integrity of the property. Priority consideration will be given to proposals that make highly visible and significant design contributions, and which contribute to the program goal of preserving the architectural, historical, and commercial character of Historic Downtown Wilkesboro and the Central Business District.

Applications shall include before photographs, proposed plans, sketches, specifications, color choices, method of cleaning, property owner approval signature, copies of two itemized cost estimates (covering labor and materials), and a detailed scope of work. If the project involves future phases, an outline of anticipated future work should be included in the scope of work document. At the request of the applicant, the Minor Works Committee will review the project proposal for exemption from the two-quote requirement due to project complexity and/or specialty products. This request must be submitted at the time of application and prior to the deadline listed in the Grant Application Hearing Schedule.

In addition to the items outlined above, the application must contain the signed and notarized "Certification by Grant Applicant to Wilkesboro Historic Preservation Commission" document. This certification acknowledges that the applicant

has no business or familial connection to any bidder and no “bid rigging” or “bid fixing” has occurred. All applicants and investors in a property and/or business must submit this document.

The Historic Preservation Commission will act as the Grant Review Committee. Each applicant is encouraged to seek the services of the State Historic Preservation Office (SHPO) (919. 814.6570) before an application is completed and designs are planned. Each applicant will receive a letter notifying him/her of the commission’s decision and notification of any permit requirements. Applicants have 90 days to then apply for required permit(s), if applicable, or begin work.

FUNDING:

Different components of the program can be used in conjunction with each other in order to meet architectural, façade, and/or capital needs of a property. Any total grant request over \$10,000 requires Wilkesboro Town Council approval. The final reimbursement amount is based on documentation of actual costs. Grants are paid only when the approved project is completed in accordance with the approved plans and specifications submitted with the application.

POST-APPROVAL:

All façade, capital, and architectural services work must be completed within six (6) months of application approval unless otherwise approved. All sign grant work must be completed within three (3) months of application approval unless otherwise approved. Applicants are encouraged to contact the Planning & Community Development Department, who will inform the Grant Review Committee, if the original scope of the project changes (either the project components, the projected cost of the project, or selected vendor). If additional time is needed, the applicant must provide a written statement requesting extension for review and approval prior to the deadlines noted above.

The Planning & Community Development Department will inspect and sign-off on work prior to issuance of the grant award. Reimbursement checks will be processed by the Town of Wilkesboro within thirty (30) days. Work completed that differs from the approved application or Certificate of Appropriateness will be disqualified for reimbursement. Upon completion and sign-off of work, copies of the approved application along with documentation of: 1) a signed paid invoice copy from the contractor; 2) a copy of a cleared check/proof of payment (credit card statement, bank statement, etc.); and 3) the signed and notarized “Certification of Bidder to Wilkesboro Historic Preservation Commission” document. The certification acknowledges that the bidder has no knowledge of bids submitted by other bidders, that no “bid rigging” or “bid fixing” has occurred, and the bidder is not related by blood or marriage to the applicant nor does the applicant or applicant’s family have any ownership or financial interest in the bidder’s business.

HISTORIC DOWNTOWN WILKESBORO GRANT PROGRAM APPLICATION

Date: _____ Type of Application: Architectural Services Façade Improvement Capital Improvement
 Signs

Applicant Name: _____
Last First MI

*Note: Please list all applicants and investors related to this project on an attached page.

Relationship to Property: Property Owner Business Owner Both

Physical Address of Property: _____

Business or Building Name: _____

Applicant Phone: _____ Applicant Email: _____

Project Information

Project Description: Please attach a detailed description of the proposed project to this application.

Estimated Start Date of Work: _____ Estimated Date of Completion: _____

Total Cost of Project: \$ _____ Amount Requested (max. \$7,000): \$ _____

Acknowledgement of Grant Program Guidelines

Applicant: _____
Signature Printed Name Date

Property Owner: _____
Signature Printed Name Date

For Wilkesboro Planning & Community Development Dept. Use			
Application Number: _____	Date Received: _____	Staff Initials: _____	
Quarterly Review: <input type="checkbox"/> February	<input type="checkbox"/> May	<input type="checkbox"/> August	<input type="checkbox"/> November
Notes: _____			

For Wilkesboro Historic Preservation Commission Use	
<input type="checkbox"/> Approved as Submitted	<input type="checkbox"/> Approved with Modifications or Conditions (See Reverse)
_____ Review Date: _____	
Andrew Carlton, Planning Director	

Reimbursement Information	
<input type="checkbox"/> Approved for Reimbursement	<input type="checkbox"/> Rejected for Reimbursement
Documented Cost of Project: \$ _____	
Town of Wilkesboro Reimbursement: \$ _____	
Andrew Carlton, Planning Director	

*** All documentation must be attached for reimbursement. No reimbursement can be given without documentation. ***

For Wilkesboro Historic Preservation Commission Use	
<input type="checkbox"/> Approved with Modifications or Conditions:	_____

<input type="checkbox"/> Denied:	_____

Grant Program Checklist

Application Checklist

- Contact the Wilkesboro Planning & Community Development Department to determine if your project is eligible for the grant program.
- Do not begin work prior to receiving approval of grant funds or your application will be disqualified.
- Contact the State Historic Preservation Office (919.814.6570) for guidance with plans and designs (Encouraged, but not required).
- "Before" photographs of building and project area.
- Description of proposed project.
- Project Details (if applicable):
 - Plans
 - Materials
 - Sketches
 - Color Choices
 - Specifications
 - Method of Cleaning
- Signature of Property Owner on application and written approval of the project and terms/conditions of paying for improvements.
- Two (2) itemized cost estimates (covering labor and materials).
- Signed and notarized "Certification by Grant Applicant to Wilkesboro Historic Preservation Commission" by all applicants and investors.
- Submit application to the Planning & Community Development Department.

Approved Project Checklist

- Apply for necessary permits or begin work within 90 days of approval
- All work must be completed within six (6) months of application approval unless otherwise determined by the Grant Review Committee.
- When the project is complete, contact the Planning & Community Development Department for an inspection. The project must be inspected and approved prior to issuance of grant award.
- Submit "After" photographs of project area to the Planning & Community Development Department
- Submit copies of paid statements and receipts to the Planning & Community Development Department.
- Submit signed and notarized "Certification by Bidder to Wilkesboro Historic Preservation Commission" for all bidders who completed work on the project.
- Reimbursement checks will be processed by the Town of Wilkesboro within thirty (30) days.

Historic Downtown Wilkesboro
2023-2024 Downtown Grant Application & Hearing Schedule

	Application Deadline	HPC Review	Additional Review Meeting
Month	Applications must be submitted 15 business days prior to hearing	The Commission meets the third Tuesday of each month at 5:15 pm	The Commission reserves the following dates of grant review months for follow-up meetings.
August	July 25, 2023	August 15, 2023	August 24, 2023
November	October 31, 2023	November 21, 2023	November 30, 2023
February	January 30, 2024	February 20, 2024	February 29, 2024
May	April 29, 2024	May 21, 2024	May 30, 2024

CERTIFICATION BY GRANT APPLICANT TO
WILKESBORO HISTORIC PRESERVATION COMMISSION

The undersigned applicant for a grant from the Wilkesboro Historic Preservation Commission, hereby submits this application and certifies and verifies to the Wilkesboro Historic Preservation Commission that:

1. The Grant Applicant has no business or familial connection to any bidder.
2. Neither the Grant Applicant nor any person or entity on behalf of the Grant Applicant has engaged or will engage in any form of "bid-rigging" or "bid-fixing" with any person or entity with regard to the subject project.
3. In the event the Grant Applicant subsequently becomes aware of any form of "bid-rigging" or "bid-fixing" with regard to the subject project, the undersigned will promptly notify the Wilkesboro Historic Preservation Commission and the Town of Wilkesboro.
4. In the event any of the aforesaid representations are subsequently determined to be untruthful, the applicant will be required to make restitution to the HPC of all sums received from the HPC for any and all projects and also will be barred for a period of five years from making application for additional grants from the HPC with regard to any property now owned or subsequently acquired by the Grant Applicant.

This ___ day of _____, 20__.

Applicant

AFFIDAVIT

North Carolina
Wilkes County,

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document:

_____.

Witness my hand and notarial seal, this ___ day of _____, 20__.

Signature of Notary Public

Printed name of Notary Public

My commission expires: _____

CERTIFICATION OF BIDDER TO
WILKESBORO HISTORIC PRESERVATION COMMISSION

The undersigned bidder for a project on which a grant application has been submitted to the Wilkesboro Historic Preservation Commission, hereby certifies to the Wilkesboro Historic Preservation Commission and to the Town of Wilkesboro, that:

1. Prior to the undersigned's submission of a bid to the Wilkesboro Historic Preservation Commission, the undersigned certifies that the undersigned has no knowledge or information from any source, including, but not limited to the Grant Applicant or other bidders, regarding the amount of other bids that have been or will be submitted by other persons or entities who also have or will be bidding on the subject project;
2. The undersigned specifically represents that the undersigned has not and will not engage in any form of "bid fixing" and/or "bid rigging" either with the Grant Applicant and/or any other bidders with regard to the subject project.
3. The undersigned will promptly notify the Wilkesboro Historic Preservation Commission and Town of Wilkesboro if the undersigned subsequently becomes aware of any form of "bid fixing" or "bid rigging" by the Grant Applicant and/or any other bidders with regard to the subject project.
4. The undersigned is not related by blood or marriage to the Grant Applicant nor does the Grant Applicant or any member of the Grant Applicant's family have any ownership or financial interest in the Bidder's business.

This ___ day of _____, 20__.

Printed name of Bidder

Signature of Bidder

AFFIDAVIT

North Carolina
Wilkes County,

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document:

_____.

Witness my hand and notarial seal, this ___ day of _____, 20__.

Signature of Notary Public

Printed name of Notary Public

My commission expires: _____