



Main Street Program

## **Hartwell Main Street Community Improvement Grant Program Guidelines**

### **Overview:**

A Community Improvement Grant Committee, organized under and funded by the Main Street Design Committee, determines the amount of matching funds based on the proposed project, grant funds available and the number of requests under consideration. The Community Improvement Grant Committee will work with a grant applicant to gain approval for a grant application and to guide the applicant through the necessary steps for approval by the City and the Historic Preservation Commission (HPC).

### **Facade Grant Eligibility Criteria:**

- Eligible projects must be located in the Hartwell Downtown Development Authority (DDA) boundary. For information regarding district boundaries, contact the DDA office at 706-376-4756.
- Eligible participants include commercial and mixed-use property owners and business owners who are Partners of Hartwell Main Street. If the property is leased, the property owner must consent to the proposed project. This consent will be provided in the application form.
- All improvements must be in accordance with City of Hartwell ordinances and building codes, must meet the Historic Preservation Commission's (HPC) design guidelines if located within the Historic District, and have an approved Certificate of Appropriateness (COA) application and building permit (if needed).
- All improvements must be in harmony with preservation design guidelines outlined in the U.S. Secretary of the Interior's Standards for Rehabilitation found in its entirety at <http://www.nps.gov/typ/standards/rehabilitation/rehab/stand.htm>.
- Projects must result in improvements that:
  1. are appropriate for the building and consistent with business use.
  2. positively contribute to the appearance and vitality of downtown Hartwell.

### **Grant Limitations:**

- Grant payment is made on paid receipts at a rate of 50 cents on the dollar up to a maximum of \$1000 per grant.
- No funds will be awarded for work that is covered by insurance.
- Only one renovation project will be eligible per property in a 2-year time period.
- No grants are available for past projects or for work stated on the application that was completed before application approval.
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### **Grant Guidelines:**

- It is encouraged those applicants seeking design services in conjunction with this application. Hartwell Main Street can help coordinate services available at Georgia Mountain Region Commission at applicant's expense.
- Participants assume full responsibility for all aspects of the project, relationship with contractors and suppliers, and securing all necessary municipal approvals.
- Funds are only available for exterior improvements.

### **Application Guidelines:**

Applicants interested in the program should consult with **Alan Daniel, Building Inspector**, at **706-371-3233** to obtain appropriate city permits and, if necessary, a Certificate of Appropriateness (COA) from the Historic Preservation Commission.

Once completed the application form is to be submitted to:

**Hartwell Main Street c/o Nancy Hardigree 306 Athens St. Hartwell, GA. 30643**

Requested attachments to application must include:

- a picture of the project property.
- a description of project or contractor/architect renderings.

Applicants are encouraged to solicit local bids.

***Please note: Any work performed on the applicant's project before the decision to make a grant award is ineligible for grant funding. All work should be pre-approved by the Hartwell Main Street Program.***

***Approved applicants who change the scope of work or elect to use a new contractor must submit new estimates and a revised proposal which must be reviewed and approved for the work to be eligible for reimbursement.***

### **Application Review:**

Applications will be reviewed by the Hartwell Main Street Community Improvement Grant Committee within thirty (30) days of receipt and in the order received. ONLY COMPLETE APPLICATIONS WILL BE REVIEWED. A complete application includes the attached application form and all supporting materials as specified in the instructions. Incomplete application packets will be returned to the sender within two weeks of submission.

The Hartwell Main Street Community Improvement Grant Subcommittee shall:

1. review each application packet for completeness.
2. make a determination regarding eligibility.
3. set a timeline for project completion based on scope of work of the project.
4. grant approval, denial or request additional information on the project.

Each application packet will be reviewed on the following standards:

1. Historic and architectural significance and/or visual prominence of the project
2. Compatibility with the Historic Preservation Commission's design guidelines and/or the characteristics of the downtown area
3. Impact upon downtown streetscape and pedestrian atmosphere
4. Quality of the work proposed
5. Any other relevant factors deemed by the Hartwell Main Street Program to be applicable.

The Hartwell Main Street Program reserves the right to table, deny or request modifications to any application packets. A letter will indicate the reasons for doing so. The applicant may choose to address any issues identified by the program and re-apply for a grant.

### **Reimbursement:**

The applicant is reimbursed with awarded grant funds upon satisfactory completion of the project with conformance to the approved plans. Grant payment is made on materials and labor based on receipts and proof of payment, including cancelled checks or credit card statements. Submitted paid invoices for work completed on approved projects will be reimbursed at up to \$.50 per \$1.00 of the project's approved project costs. The award will not exceed the Community Improvement Grant Program maximum grant of \$1000.

All reimbursement requests are to be submitted to:

**Hartwell Main Street c/o Nancy Hardigree 306 Athens St. Hartwell, GA. 30643**

**If there are questions, please contact Nancy Hardigree at [nancyhardigree@gmail.com](mailto:nancyhardigree@gmail.com) or 706-436-3031.**  
The Hartwell Main Street Program reserves the right to increase or decrease the grant award upon receipt of actual expenditures.

## Hartwell Main Street Community Improvement Grant Application

Date:

Applicant: \_\_\_\_\_

Check One: \_\_\_ Owner \_\_\_ Tenant:

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Property address for which this application applies: \_\_\_\_\_

Name and Contact Information of Owner of Property (if other than applicant):

Mailing

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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Space below is provided for a general description of your project; add attachments as needed.

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Estimated cost of Improvements: \$ \_\_\_\_\_

Grant Amount Requested: \$ \_\_\_\_\_

Note: Payment contingent on submission of paid receipts and proof of payment and approval of work performed.

Owner, if other than applicant:

I \_\_\_\_\_ hereby certify that I am the owner of the property for which this application is submitted. The applicant, in filing an application for the Hartwell Main Street Community Improvement Grant Program, is acting with my knowledge and consent. I, the undersigned, understand that the grant must be used for the project described in this application. I have read the requirements guidelines, agree to follow them and will adhere to the decision of the Hartwell Main Street Program.

Signature of applicant: \_\_\_\_\_

Signature of owner: \_\_\_\_\_

For office use only: Approved Amount: \$ \_\_\_\_\_

Date approved: \_\_\_\_\_ Required Job Completion date: \_\_\_\_\_