

Exterior Improvement Grant Program (EIGP)

PURPOSE

This incentive provides a matching grant to eligible businesses and property owners who complete qualifying exterior improvement projects to their building.

The policies and procedures contained within this document set forth the criteria by which the EDA may determine which economic development activities may be supported with funds made available through the EDA's Exterior Improvement Grant Program (EIGP).

TERMS AND CONDITIONS

The EIGP offers a matching grant equal to half of the project cost, or a maximum grant amount of \$20,000 per project located within the Enterprise Zone (EZ) or \$15,000 for non-EZ projects, whichever is less. Grant award amounts are at the discretion of the Economic Development Authority Board. Full grant award amounts are not guaranteed.

Grants are possible if the property is being leased or purchased under contract if all parties to the lease or contract agree to the improvements in writing.

Applicants should submit a completed grant application form with invoices and detailed descriptions of the completed work. All work must be performed by a licensed contractor.

Details of the completed project, including specifications of material type and contractors bid, must be enclosed with the application.

If an insurance claim is filed for the work requested in this application, supporting documentation including amount awarded is required at the time of the application.

APPLICATION PROCESS

Applications must be submitted after the work is completed but no later than six (6) months after the completion of all eligible work. Qualifying work performed in the preceding eighteen (18) months from the date of the application is eligible for coverage.

Applications with all required materials will be forwarded to the Finance Committee of the Winchester Economic Development Authority for preliminary review prior to a full board vote for approval. Grant approval and award amounts are at the discretion of the Economic Development Authority Board. Full grant amounts are not guaranteed.

Any information submitted by the applicant that is intended to remain confidential shall be noted with specificity. The EDA shall determine (with advice from legal counsel if needed) whether any such information qualifies for confidential treatment under applicable Virginia law. Any questions regarding confidential treatment should be discussed with the EDA prior to the submission of any information requested by the applicant to remain confidential.

Only one application may be approved per physical address, as determined by tax map ID, within a three-year period. Subsequent applications outside of the three-year interval may be considered if the work performed differs substantially from work previously approved.

All plans for properties located within the Primary or Secondary Districts must be approved by the Board of Architectural Review to ensure consistency with the architectural theme.

ELIGIBLE AREA

The incentive is available citywide; however, priority will be given to businesses located within the EZ.

ELIGIBLE APPLICANTS

Any business or property owner of a commercial, mixed-use*, and/or industrial property within the City of Winchester is eligible to apply. Only one grant will be awarded per business and/or physical address.

In order to receive incentives from the EDA, applicants must be in good standing with or otherwise recognized by the State Corporation Commission as eligible to transact business in Virginia, as well as recognized by the CoR and Treasurer for the City of Winchester as eligible to transact business in the City, in possession of a current business license to operate in the City (as applicable) and not be delinquent in paying any prior taxes.

The EDA shall not discriminate on the basis of race, religion, sex, color, age, sexual orientation or national origin in reviewing and approving applications and administering the incentive program.

*"Mixed-use" is defined as building incorporating residential uses in which a minimum of 35% of the usable floor space is devoted to commercial, office, or industrial purposes.

INELIGIBLE APPLICANTS

Non-profits organizations, banks, savings and loan associations, non-independently owned gas stations, used car lots, adult entertainment establishments, check cashing outlets, and furniture and appliance rental shops are ineligible for EDA incentives.

ELIGIBLE ACTIVITIES

Eligible projects include rehabilitation and restoration, as well as painting, awnings, and signage for the exterior façade of the building. The exterior façade is defined as the frontage of a building that faces a major roadway. Murals or exterior artwork outside of signage, landscaping, interior rehabilitation, purchase of inventory, promotions or business venture expansions does not qualify.

EIGP APPLICATION

Legal Name of Business:		Tax ID#:	
Property Address:		Telephone #:	
Website:		Date Established:	
Applicant:		Telephone #:	
Address:		Email:	
Co-Applicant:		Telephone #:	
Address:		Email:	
Property Owner:		Telephone #:	
Property Owner Address:		Email:	
Is this business new or existing?		Is this business in the Enterprise Zone (EZ)?	
New: <input type="checkbox"/>		Yes: <input type="checkbox"/>	
Existing: <input type="checkbox"/>		No: <input type="checkbox"/>	
Amount Requested: <i>(half of project cost not to exceed \$15,000 - \$20,000 depending on project location)</i>			

--

PROJECT

Describe the overall project that was completed. *If more space is needed, please continue on a separate sheet.*

PROJECT TIMELINE

When did the project begin? When was the project completed? If the project was carried out in stages, please list the approximate completion date of each stage.

FINANCIAL COMMITMENT

Please attach detailed invoices relating to the amount of capital investment that you leveraged for the project.

CERTIFICATION

I certify the above information and statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of receiving a grant. I authorize the Economic Development Authority of the City of Winchester to make inquiries as necessary to verify the accuracy of the statements made and to determine grant worthiness.

I give my consent for the Commissioner of the Revenue to divulge and the City Manager and his/her designee(s) to receive any and all information pertaining to the assessment, payment and/or collection of taxes paid by the applicant, such information to be used for the sole purpose of administering this incentive.

I authorize the EDA to investigate the applicant's and affiliated companies' credit and financial records including bank records. As part of the investigation, I authorize the EDA to request and obtain consumer credit reports on the applicant and affiliated companies' in connection with the opening, monitoring, renewal, and extension of this other grant requests with the EDA. I understand that the EDA may ask for additional information not listed as they deem necessary to complete my application.

Funds will not be disbursed if improvements do not comply with the project as approved. Applicant agrees to terms as set forth above and agrees to abide by grant policies.

Signed: _____

Title: _____

Date: _____

Applications can be submitted in person, by mail, or electronically to the Economic Development Authority located at 117 E. Piccadilly St., Ste. 301, Winchester, VA 22601. Applications may also be emailed to econ.dev@winchesterva.gov.

REQUIRED DOCUMENTS

Application Checklist	Check Off When Completed	For Office-Use Only
Completed EIGP Application.		
Dated invoices and receipts for all work included in the grant request.		
If the property is under lease, a copy of the lease with that shows permission to perform exterior improvements or a letter from the owner agreeing to the scope of the work performed.		
Financial Commitment. (A document detailing how much capital investment you will be leveraging personal equity and lending for the project.)		
Before/After photos of work completed.		

If applicable, details if you, or your business, is involved in any lawsuits, pending or otherwise.		
If applicable, details regarding any insurance claims for the work performed.		
If applicable, letters from all interested parties (if the building is under lease or contract) agreeing to the scope of the work.		

INTERNAL USE ONLY

Amount requested:
Amount suggested after review:
Approval by EDA (Y/N, amount, date):
Check issued (date):
Comments: