



CITY OF HOPEWELL Legacy Business Grant Program (LBGP) Guidelines

APPLICATION DEADLINE: MONDAY, MAY 2, 2016
ANNOUNCEMENT OF AWARDS WILL BE MADE ON MONDAY, MAY 16, 2016

Introduction:

In the interest of furthering the economic prosperity of our City and our business owners, the Hopewell City Council would like to continue a commercial business grant program aimed at improving the business properties. -City Council has appropriated a total of \$20,000 for this second round of awards.

Who is Eligible:

1. Any business located in one of the designated Business Zones (B-1, B-2, B-3 and B-4)
2. The business must have been in operation for a minimum of one (1) year from the time applications are submitted.
3. Business owner does not have to own the property or the building the business is run from. If property is being rented the business owner is required to have written approval from the property owner submitted with the grant application.
4. Business defined as retail (e.g. grocery store, discount store, furniture store, auto parts, restaurant, etc.) or service (accountant, attorney, banking, transportation, etc.).

General Program Guidelines:

1. This is a competitive grant process. Applications will be reviewed, and selections made by, the CBGP Committee that will consist of 1 Staff member, 2 local business people, 1 Chamber of Commerce member, 1 EDA Committee member, and the City Attorney.
2. Application must come from the business owner, but the applicant may either own or rent the property where the business is located. If renting the property, landlord approval must be granted.
3. Proposals will be rated for their ability to improve economic development for the City. Funds will be allocated toward ideas that meet the grant criteria until the annual fund limit is met.
4. Requests must be no less than \$500 and not exceed \$10,000.
5. **The business must pre-pay the expense and receive reimbursement upon completion of the awarded grant amount work, certification of work completion by staff, and receiving documentation proving payment made for supplies and/or labor.**
6. The applicant must meet or have a plan to meet minimum building and Life Safety Codes.
7. **An applicant must gain all applicable building and trade permits before commencing work.** Please inquire with the Department of Development at (804) 541-2220 to determine if permits are needed for your project. These permits can be obtained in Room 321 (3rd floor) of the Municipal Building located at 300 North Main Street.
8. **All** Hopewell City taxes (Machine and Tool tax, Personal Property tax, etc.) must be current.
9. No funds will be provided to government owned properties, to tenants in government owned properties, or non-profit organizations.
10. Any work requiring a building permit or other trade permit such as plumbing or electrical must be completed by a licensed contractor.
11. The applicant can complete work that does not require a building permit, such as painting. The grant will cover the cost of materials but not labor.

12. Work must be completed within twelve (12) months from notification of selection. Upon review and approval by the CBGP Committee, the business will receive reimbursement at the approved grant amount.

Program Design Parameters:

1. Improvement is defined as “permanent”. The improvement should stay with the structure that is located in the City. Examples given, but not limited to, air ventilation system (HVAC & Cooking), lighting, booths affixed to the floor, flooring, painting, windows, counters, walls (or repair of walls), etc. Small list of fixes excluded, but not limited to, tables, chairs, removable floor covering, landscaping, and signage.
2. Improvements can be for either inside or outside.

Program Application Requirements:

Grant application must include **all** of the following documentation.

1. Completed program application form.
2. Abbreviated business plan which should include:
 - a. Narrative description of the business.
 - b. Evidence of business insurance.
 - c. Narrative description of how the requested improvements will aid in improving business for the applicant’s company.
3. Narrative description of improvements that will be performed if grant is awarded.