



## **DOWNTOWN INTERIOR UP-FIT GRANT PROGRAM**

### **Purpose:**

The Downtown Interior Up-fit Grant is directed at existing businesses located within the Downtown Orangeburg Historic District. The Grant is to be used only for repairs or up-fits to the interior of a building that will either repair or restore original architectural or structural elements of the building or up-fits that cause the building to be “retail ready”. Generally, all up-fits must be permanent improvements to the building and may include but not be limited to:

- Display windows;
- New construction such as bathrooms or changing areas;
- Certain electrical, mechanical and plumbing work; and
- Interior repairs to walls, windows and flooring.

### **Origin of Grant Funds**

Funding for the Downtown Interior Up-fit Business Grant Program will be provided from the annual Downtown Orangeburg Privatization Association budget.

### **Who is eligible to apply?**

DORA Business Partners that operate within the Downtown Orangeburg Historic District.

### **Application Process:**

The Downtown Orangeburg Revitalization Association (DORA) will accept rolling applications for the Downtown Interior Up-fit Grant Program. The DORA Executive Director will act as administrator of the Downtown Business Interior Up-fit Grant Program. The Economic Development Committee of DORA will review and score applications and then report to the DORA Board of Directors. However, if all available funds have been expended for the fiscal year, the application will not be considered until the next fiscal year.

### **Application Requirements:**

The applicant must be using the building for the operation of a business. A copy of the lease is required to be included with an application.

The applicant must provide sufficient documentation/detail to provide an understanding of the project. Documentation may include but is not limited to building plans (architectural, electrical, plumbing, or mechanical); business development plans; photographs or other evidence that gives a description of work; pending or executed leases; description of a scope of work from a contractor with pricing information.

Only one price quote is required with the application, however, prior to awarding the grant, DORA reserves the right to require two additional price quotes. All quotes must be from licensed contractors.



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### **Reimbursement Requirements:**

The Downtown Interior Up-fit Grant is on a reimbursement basis. DORA shall either reimburse applicant after the administrator has inspected and approved the specified work or reimburse the contractor directly. Upon completion of the work the grant recipient shall submit a "Request for Reimbursement Form" complete with all invoices and other supporting documents to DORA Office, located on the second floor of the City of Orangeburg Public Works, 152 Market Street, Orangeburg, SC 29115.

### **Guidelines:**

Unless otherwise agreed in writing, all work must commence within ninety (90) days of the awarding of the grant and must be completed in a timely manner. Requests for extensions must be submitted in writing at least ten (10) days prior to the expiration of the ninety day period. DORA reserves the right to revoke the grant if work does not commence or is not completed per the terms of the grant.

### **Grant Amount:**

The maximum grant amount is two thousand dollars (\$2,000) and will be awarded annually to eligible business locations that have met the required specifications.





## DOWNTOWN INTERIOR UP-FIT GRANT PROGRAM APPLICATION

Applications may be submitted by email to [croberson@orangeburg.sc.us](mailto:croberson@orangeburg.sc.us) or by US Mail to DORA, PO Box 808, Orangeburg, SC 29116-0808.

Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Street Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

Applicant is:  Building Owner  Building & Business Owner  Business Owner

*If applicant is not the building owner, please provide the following:*

Building Owner Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell \_\_\_\_\_

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

*Important: If applicant is not the building owner, please include a letter from the building owner providing endorsement and permission for the proposed renovations.*

How long has the present building owner owned the property? \_\_\_\_\_

Has any improvement costing more than \$2,500.00 been made to the building in the past 3 years? \_\_\_\_\_

If yes, please give a brief description and approximate cost:

Brief Description	Amount Spent



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Applicate Name \_\_\_\_\_

**Description of Proposed Work:**

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Include the following items with application:

- Photographs of the building to be up-fitted
- Current Business Plan

Cost of Project: \$ \_\_\_\_\_

Estimated date that project will begin if grant is awarded \_\_\_\_\_

Estimated completion date for project \_\_\_\_\_

**Certification**

I certify to the Downtown Orangeburg Revitalization Association that all the information contained in this application is true and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date