



Main Street Clinton
A Mississippi Non-Profit Corporation
**Business Development
Grant Guidelines**

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Main Street Clinton

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Business Development Grant Guidelines

I. Introduction

The Main Street Clinton (MSC) Business Development Grant (BDG) is a reimbursement grant program established to stimulate investment in the Main Street Clinton districts by providing monetary assistance to help fund physical improvements to commercial property. The grant is administered by Main Street Clinton, a Mississippi Non-Profit Corporation, Economic Vitality Committee (EVC).

II. Objective

The Grant is available to both business and property owners, and is intended to be used for improvements to the physical appearance and functionality of commercial buildings. As funding sources are limited, priority will be given to projects that have been targeted by MSC for recruitment and:

- Bring business types targeted by Main Street Clinton to the districts,
- Demonstrate significant visual and/or functional improvements to a single stand-alone building or a group of contiguous spaces or buildings,
- Permit a new business to locate within the structure or allow an existing business to expand,
- Increase the level of improvement beyond what would have been possible without the Grant, and/or
- Remove a blighting influence.

III. Grant Funds

Funding is limited, and the amount awarded for a project is at the discretion of the MSC EVC and the MSC Executive Committee as further explained herein. Funding shall be provided on a reimbursement basis following completion of the project scope, as further detailed in the MSC BDG Contract.

IV. Eligibility

- A. The program is available to any property or business located in the Main Street Clinton districts.

- B. If the Applicant does not own the property, he/she must present a letter from the property owner granting permission for the proposed improvements.
- C. Funds will only be provided for projects that conform to all City of Clinton zoning, permitting, and licensing requirements. All projects must be approved by the City of Clinton's Architectural Review Board or Historic Preservation Commission where applicable; Planning and Zoning Board and Mayor and Board of Aldermen.
- D. Preference will be given to applicants who begin work **after** the grant is approved by the EVC. Work in progress or performed before a complete application is approved will be considered at the discretion of the EVC Committee. Projects completed over 90 days prior to application date will **not** be considered.
- E. The following types of property are **not** eligible:
 - Exclusively residential buildings.
 - Tax exempt property
 - Tax delinquent property
 - Property in litigation, mediation, condemnation, or receivership.
 - Property with outstanding orders to correct building code violations, unless these are corrected as part of the project.
- F. In accordance with eligibility requirements noted above, the MSC EVC and the MSC Executive Committee reserve the right to determine what is or is not an eligible improvement.

V. Application Process

- A. Applicant meets with Main Street Clinton Director to discuss the proposed project and obtain an application.
- B. Applicant must contact the City of Clinton regarding regulations and permits for building alterations, awnings, and/or signage. Applicant must complete all permitting and approval processes as required by the City of Clinton.
- C. Applicant obtains a bid from a licensed contractor. This contractor may be of the Applicant's choosing, as long as the choice is acceptable to the EVC. If Applicant does not have a previous working relationship with a contractor, the EVC strongly recommends receiving bids from more than

one contractor to ensure that Applicant has a reasonable estimate of the cost of work to be completed.

D. Applicant submits an application to the EVC. The items submitted as part of an application must include:

- A completed application form.
- Photographs of the existing conditions.
- Representative drawings of the proposed improvements.
- Samples of materials and colors to be used.
- At least one (1) bid/proposal from a licensed contractor.
- Any other documents necessary to demonstrate the impact and/or viability of the project.

NOTE: Documents submitted as part of the application process become the property of the EVC and, with the exception of material samples, will not be returned to the Applicant.

E. MSC staff will determine if the application is complete and will forward to the EVC for review.

F. The EVC will review the application, and if approved, will forward an award recommendation to the MSC Executive Committee for review and final approval. Nothing contained herein shall prevent the EVC from seeking additional documents or information from the applicant.

G. Applicant executes the Business Development Grant Contract with MSC.

VI. Project Financing and Award Disbursement

Applicant is expected to pay 100% of the cost of the project. The grant award will be disbursed to the Applicant upon completion of the full project scope and based on the requirements specified in the Main Street Clinton Business Development Grant Contract.

VII. Program Administration

Contact: Tara Lytal
Director
Main Street Clinton,
a Mississippi Non-Profit Corporation

P. O. Box 156
Clinton, MS 39060
Phone: 601-924-5472
Fax: 601-924-0837
Email: tlytal@clintonms.org