



Overview

The Downtown Business Improvement District (BID) was established by the Downtown Development Authority for revitalization purposes. A special tax assessment on property within this District provides the funds that are used to back this grant.

Applications are submitted on an annual basis to the Board of Directors for approval. Payment of grants is subject to fund availability and the number of requests under consideration. Approved grants for the prior year are awarded at the beginning of the following year at the annual meeting.

Guidelines:

Façade improvements, changes, repairs, and signage installation in the DBD are eligible for grant funding subject to guidelines and restrictions established by the City of Cartersville and the Historic Preservation Commission. Grants under this program are only available for exterior signs and façade improvements which include the front, side or rear façade provided the façade faces a public street or parking area.

Specific information on design guidelines and ordinances can be found on the City of Cartersville web site under Departments → Planning and Development. Look for links to Historic Preservation, DBD Guidelines, and DBD Sign guidelines. All applicable sign and zoning restrictions for the DBD should be followed, which are also available on the City's web site.

Payment of grants is done on a matching basis after improvements are completed and required documentation submitted. Funds for the prior year will be disbursed at the DDA annual awards banquet during the first quarter of the next calendar year. Fund availability and number of requests received will determine final amount of payments.

Current policy provides for matching 50% of cost incurred up to \$2,500 for design improvements. No single business or property may receive more than \$2,500 in any two year calendar periods even if multiple projects are undertaken during that time. All grants are subject to fund availability so there is no guarantee that funds will be available to reimburse up to the \$2,500 amount.

The application for a grant must first be submitted to the Design Committee of the DDA for review and recommendation to the Board of Directors. Proposed project plans may be

submitted prior to incurring any cost to ensure compliance with grant guidelines.

The Board of Directors of the DDA is the determining authority for the amount to be paid for each grant but will apply a consistent methodology to ensure grant recipients are treated fairly. The Downtown Development Authority office is located in the Train Depot. Please contact the DDA for additional information or with questions on the grant program

Cartersville Downtown Development Authority
1 Friendship Plaza
Cartersville, GA 30120
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Phone (770)607-3480
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Downtown Cartersville Design Improvement Grant Program

Application Process:

- The application for the Design Improvement Grant should be submitted to the Design Committee of the Cartersville's DDA for review.
- Grant application must include the following:
 - ❖ Copy of approved Certificate of Preservation or Administrative Review from Historic Preservation Commission
 - ❖ Copy of approved Building Permits from City of Cartersville
 - ❖ Copy of design plans, including the materials, colors, awnings, etc.
 - ❖ Itemized receipts showing
- Project must be located within the Downtown Business District – Map of designated area is available on City of Cartersville website at www.cityofcartersville.org/DocumentCenter/Home/View/162
- The project must comply with Cartersville Historic Preservation Commission (HPC) design guidelines, available online or at City Hall www.cityofcartersville.org/DocumentCenter/Home/View/13 for facade projects and at www.cityofcartersville.org/DocumentCenter/Home/View/1176 for signage projects
- The project must be submitted to the Historic Preservation Commission for a Certificate of Preservation for façade projects or an Administrative Review Approval for signage.
- Appropriate building permits must be obtained from City of Cartersville and are required as part of the HPC process. Information on sign and zoning ordinances are also available at City Hall, 2nd floor and on the City web site at www.cityofcartersville.org/index.aspx?nid=23
- Design help is available for the Georgia Department of Community Affairs at www.boomtowngeorgia.org/general/designlinks.aspx

Completion of Project:

- Verification of Completion of Project including pictures should be submitted to Design Committee.
- The project must be completed according to the design submitted, including the materials, colors, awnings, etc. and in accordance with the building permit and the HPC certificate which was received before you commenced demolition, or repair or construction.
- All expenditures must be documented. Submit copies of invoices and cancelled checks along with the final expense total to the DDA office.

The DDA can match 50% of cost up to \$2,500 for design improvements subject to fund availability and number of grants received. Grants are awarded annually at DDA Awards Banquet in first quarter of calendar year.

Downtown Cartersville Façade and Sign Grant Program

Applicant _____

Phone: Business _____ **Cell** _____

Email _____

Name of Business: _____

Property Street Address: _____

TYPE of Project: ___ **Sign** ___ **Painting** ___ **Facade**

Brief description of proposed work: _____

**Date of HPC Certificate of Preservation
and/or Approval of Administrative Review
(COP) or (COA)** _____

Projected Completion Date _____

Total Cost of Sign Project _____

Total Cost of Façade Improvements _____

Total Projected Cost _____

Grant Funds Requested _____

Please attach copy of approved application from Historic Preservation Commission



For office use only:

Received for Review By: _____ Date _____

Submitted to Board for approval at meeting date _____

Board of Director Action: Approved _____ Denied _____

Grant Amount Paid: _____ Date Paid: _____ Check # _____