

Henderson-Vance Downtown Development Commission, Inc
Building Incentive Grant
Letter of Intent
(Part 1)

Please type or print in ink

Return to HVDDC, 207 N. Garnett Street, Henderson, NC 27536

Business Name: _____ Address: _____

Current Use: _____ Proposed Use: _____

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant email: _____

Applicant website (if available): _____

Owner / Tenant (circle appropriate response) Tax ID: _____

Name of Building Owner if different than Applicant: _____

Building Owner Address and Phone Number: _____

City/County taxes paid two years prior to application date:

Tenant ___ (Y) ___ (N) Landlord ___ (Y) ___ (N)

Description of Proposed Renovation (attach summary if needed): _____

Description of materials to be used: _____

Estimated total cost of Building Renovation: _____

Amount of grant money requested (No more than 10% of total project cost/15% if restaurant): _____

Funding source for remaining project costs: _____

Please attach "Before" pictures / drawings, sketches for project.

This grant application is a 2 part process. Part 1 of this application must be approved by HVDDC' S Economic Vitality Committee before the applicant is eligible for Part 2.

I understand this Building Improvement Incentive Grant application does not guarantee that any funds will be awarded until Part 2 is completed and approved.

Applicant Signature: _____ Date: _____

Property Owner Signature (if different): _____ Date: _____

FOR OFFICE USE ONLY (Part 1):

Project: _____

Project Address: _____

Applicant: _____

Tenant _____ Property Owner _____

Date received: _____ Date reviewed: _____

Action Taken: Approved: _____ Not Approved: _____ Date Approved/Not-Approved: _____

Explanation for Approval / Disapproval:

Phase 2 application sent (date): _____ By: _____

Phase 2 application deadline (date): _____

EVC Chair _____ Date: _____

HVDDC Chair _____ Date: _____

FOR OFFICE USE ONLY (Part 2):

Date received: _____ Date reviewed: _____

Action Taken: Approved: _____ Not Approved: _____ Date Approved/Not-Approved: _____

Explanation for Approval / Disapproval:

City/County taxes paid two years prior to application date: ___ (Y) or ___ (N)

EVC Chair _____ Date: _____

HVDDC Chair _____ Date: _____

**Henderson-Vance Downtown Development Commission
Building Improvement Incentive Grant Application Agreement
(Part 2)**

Please type or print in ink.

Return to HVDDC, 207 N. Garnett Street, Henderson, NC 27536

Business Name: _____ Address: _____

Applicant: _____

Has any information provided on the Building Improvement Incentive Grant Part 1 form changed, (address change, business name, building owner, etc...) if so note below:

Detailed Description of Proposed Renovation (attach additional pages if needed):

Budget Cost of Building Improvement Renovation: _____

Estimated completion date: _____

Checklist for Completed Application - Please indicate compliance:

1. ___ Copy of Part 1 approved application
2. ___ I have read the Building Improvement Incentive Grant Program guidelines and I fully understand the agreement.
3. ___ I have met with Henderson Code Enforcement and the Vance County Department of Planning and Development.
4. ___ I have complied with the Secretary of the Interior's Standards for Rehabilitation.
5. ___ If I am a Tenant, the Owner's notarized written permission is attached. Proof that the applicant is the legal owner of the business
6. ___ List of all business partners, projected number of employees and positions (exclusive of the owner)
7. ___ Signed copy of the lease (with both tenant and landlord signatures) or signed purchase agreement for the property (with both seller and buyer signatures)
8. ___ Two quotes for all contracted work as well as a timeline for completion
9. ___ Business plan
10. ___ Letter of financial stability and credit from their financial institution
11. ___ Engineering/architectural drawings, when appropriate
12. ___ Copy of all approved City & County permits

I understand the Building Improvement Incentive Grant Program must be used in the manner described in the application brochure and the application must be reviewed and approved by the Economic Vitality Committee of the Henderson-Downtown Development Commission, Inc. prior to commencement of work. I understand that failure to comply with the approved application may result in the forfeiture of grant funds.

Applicant Signature: _____ Date: _____

Owner Signature (if different): _____ Date: _____

Henderson-Vance Downtown Development Commission Building Improvement Incentive Grant Program