



“Project Restore” Grant Application

Calendar Year 2024

GRANT APPLICATION DEADLINE: 4:30 p.m. on Friday, April 19, 2024

Applications will be considered to be complete only if ALL of the required documents are included. Incomplete applications will be deemed ineligible and will be disqualified from further consideration.

Checklist – Your application must include:

- ✓ A fully completed and signed Grant Application (including all pages).
- ✓ A complete description of the project and work proposed.
- ✓ At least two photographs showing the “Before” (current) condition of the property where the work will be performed, along with a description of each photo. These photos will facilitate the Maryland Historic Trust’s review and approval of your project, even if the property is not categorized “Historic.” The photos, when later compared to photos of the completed work, will also be used to verify that the work proposed was indeed completed.
- ✓ If you are awarded a grant, and your property is located in the flood zone, you will be required to provide evidence of flood zone insurance coverage for the property before your project can begin.
- ✓ A copy of each contractor(s) cost estimate(s) which includes the location of the project AND a detailed explanation of the work they will perform.
- ✓ A copy of each contractor’s business license for year 2024-2025. The proposed contractor(s) must be licensed to conduct business in Maryland, Delaware or Virginia.

The purpose of this grant is to activate vacant buildings, support small businesses, create jobs, improve commercial corridors, and increase local economic activity.

Identified spaces must be vacant at the time the Town of Snow Hill submits the Project Restore 2.0 grant application. Vacant is defined as a space that does not have an executed lease for the space and that a business is not operating in.

Funds must be spent and business operating in the identified space by December 2025.

Eligible Uses of Grant Funds:

- Rent payments;
- Renovation and fit out of the building (interior and/or exterior);
- Furniture, fixtures and equipment;

At the time of completion, all construction will be subject to applicable building, electrical, and/or plumbing permit processes with the Town of Snow Hill, Worcester County and any other permitting agencies. Permissions from property owners and the Snow Hill Historic Commission will be required as well. For any questions about Licensed Contractor requirements or permits please contact Town Hall.

We encourage you to read over and familiarize yourself with all pertinent information found at this link before starting your application:

<https://dhcd.maryland.gov/Pages/ProjectRestore/default.aspx>

The information contained on this website includes crucial material you should know before applying for this grant.

When completed, your application – and all required attachments – must be delivered to the Town of Snow Hill’s municipal office in one of three ways:

1. Delivered in-person to the address below, OR
2. Color-scanned as a PDF-file, and the file emailed to the Grants Administrator, Paul Bessette, at grantsadmin@snowhillmd.com OR
3. By mail via the U.S. Postal Service to:

Town of Snow Hill
Attn: Grants Administrator
103 Bank Street
Snow Hill, MD 21863

GRANT APPLICATION

PROPERTY INFORMATION

Property Owner

Name(printed): _____

Signature: _____ Date: _____

Mailing address: _____

Email address: _____

Phone number: _____

Company affiliation: _____

Property Address: _____

Is the subject property on the list of *Maryland Inventory of Historical Properties*? If Yes, provide the MIHP number and official property name: _____

Total rentable square footage: _____

Rent per sq. ft. or sale price: _____

Most recent use – *please circle*

Light Manufacturing

Hotel/Lodging

Mixed Use

Office

Restaurant/Café

Retail (other than restaurant/café)

Other (describe) _____

Vacant Since (date): _____

Describe the property condition (add additional pages if needed):

BUSINESS INFORMATION

Business Name: _____

Applicant Name: _____

Business address: _____

Email address: _____

Phone number: _____

Company position: _____

Business type – *please circle*

Light Manufacturing Hotel/Lodging Mixed Use Office

Restaurant/Café Retail (other than restaurant/café)

Other (describe) _____

Is this business currently operating? _____

Please attach Business Plan, including cash flow projections.

GENERAL CONDITIONS

Grant sub-awardees hereby certify that they will abide by the following conditions of the grant award:

Provided that this application is accepted and approved after review by the Town of Snow Hill, the DHCD and the MHT, grant sub-awardees will be required to sign a grant agreement prior to the dispersal of any funds. In general, grant funds will be paid directly to contractors, vendors or landlords by the Town of Snow Hill.

1. Applications must be signed by the property owner.
2. Applicants must be up-to-date on their Town of Snow Hill water/sewer bills, and all real estate and personal property taxes.
3. The Maryland Historical Trust (MHT) must review the project for its impact on all structures, and if required, approve the project's architectural plans and specifications. Town staff will coordinate this approval process on behalf of each applicant. The Town will withhold awards until MHT approval is received.
4. The Town and DHCD use a competitive scoring process to award funding. Applicants must understand that submission of a grant application does not guarantee a funding award. Grants will be awarded based upon the merits of the individual project and the extent to which the proposed project satisfies criteria that are defined on the grant website.
5. It is critical that each application submitted provides detailed information and provides ALL of the application documents in this Grant Application. Applications must be submitted to the Town by the application deadline date. To uphold a fair application process for everyone, no exceptions to the delivery deadline will be granted.
6. If grant funds remain available following the grant application deadline and Scoring Panel determinations, the Panel may elect to award funding to an additional applicant(s) who received lesser scores during the initial review cycle. Such subsequent award(s) will be made until all grant funding is depleted.
7. It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations while conducting an approved project. If required, a building permit must be obtained from the Code Enforcement Officer in Town Hall of Snow Hill. Contact Town Hall for further information.
8. If an awardee conducts any project work prior to receiving a NOTICE TO PROCEED letter, after the appropriate grant agreement has been signed by the awardee and returned to the Town, that project and financial award will be retracted by the Town.
9. It is expressly understood and agreed that the applicant will not seek to hold the Town of Snow Hill, its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss related in any way to the approved project.

10. The applicant shall be solely responsible for hiring and executing an agreement with a general contractor who is licensed to operate in the State of Maryland, Delaware or Virginia. No application will be awarded unless a copy of the contractor's current state license is included. Applicant shall ensure that the contractor provides insurance coverage for comprehensive public liability, and property damage liability/builder's risk.
11. Applicant must certify that there are no hazardous materials located on the property, that it will not cause or allow any hazardous materials to be placed on the property, and that the property is in compliance with all applicable Federal and State environmental laws and regulations.
12. If grant funds are awarded for a specific renovation project, any modifications or changes to the scope of the project requires written permission from the Town of Snow Hill.
13. Upon completion of the project, all debris and construction materials are to be removed from the property and disposed of properly. The applicant agrees to maintain the property and improvements, including but not limited to promptly removing graffiti, sweeping and snow shoveling in front of the property, and otherwise complying with the Code of the Town of Snow Hill.
14. It is expressly understood and agreed that the property owner will allow periodic inspections including photographs of the project site by a representative of the Town government. Such inspections will be coordinated with the property owner in advance of such a visit.
15. If the awardee defaults on the rules and general conditions outlined in this document and the associated signed grant agreement, that awardee will be responsible for reimbursing the spent funds to the Town of Snow Hill.
16. The Town of Snow Hill shall have the right to refuse payment of an invoice for the property/business owner if the Town believes the work is unsatisfactory or the improvements are not being completed according to the approved application.
17. The Town of Snow Hill will not increase its stated grant amount should the scope of work, or the cost of a project increase due to economic inflation or unforeseen circumstances.
18. In order to receive grant funded payments, the Property/Business Owner shall provide to the Town invoice(s) from each contractor/vendor.
19. The Town will withhold a project's contractor, vendor or rent payment until: 1) the project is completed; 2) inspected by Town staff; and 3) the property owner provides complete payment documentation to the Town.
20. The Town of Snow Hill will retain the right to share award information, project information and pictures for marketing purposes.