



“Community Legacy” Grant Application

Calendar Year 2024

GRANT APPLICATION DEADLINE: 4:30 p.m. on Wednesday, April 24, 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 (this document including all pages).
- ✓ A complete description of the project and work proposed, with an explanation of how the scoring criteria apply to the project (see p. 4 of the “Grant Application Guidance Document”).
- ✓ 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 2023. The proposed contractor(s) must be licensed to conduct business in Maryland, Delaware or Virginia.
- ✓ 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 by the State 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.

We encourage you to read the Town’s four-page document named, “Grant Application Guidance Document” before completing this application. Reading it will increase the likelihood that your final application will be complete and in line with the 19 General Conditions listed on pages 5 and 6 of this document.

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

All applicants must recognize that Community Legacy grant funds will be awarded on a reimbursement basis (not “up front payment”).

Grant Application

Property Description

Business name (if applicable) _____

Property Owner’s name (as shown on property deed) _____

Location of 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: _____

SIGNATURES

Property Owner's signature, (if different from the Applicant) consenting to the work proposed in this application (mark "N/A" if not applicable):

Property Owner signature: _____

Property Owner name (printed): _____

Owner's home address: _____

Owner's phone number: _____

Date of Owner's signature: _____

Applicant's signature: I, the applicant, have read and understand the Town of Snow Hill's "Grant Application Guidance Document" and I agree to abide by the General Conditions as set forth in this application document.

Applicant's signature: _____

Applicant's name (printed): _____

Applicant's home address: _____

Applicant's phone number: _____

Applicant's e-mail address: _____

Date of Applicant's signature: _____

General Conditions

If the undersigned is awarded a Town of Snow Hill Rehabilitation Grant for Commercial Building Improvements, they hereby certify that they will abide by the following conditions of the grant award:

1. Grant applicants must own the property they wish to improve. Commercial tenants who wish to apply for these rehabilitation funds must have written signed/notarized approval from 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 uses 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 elsewhere in this Grant Application Guidance document.
5. It is critical that each application submitted provides detailed information and provides ALL of the application documents listed elsewhere in this Grant Application Guidance document. 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 from 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 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. The applicant agrees to return a pro-rated amount of the grant money received if the improvements are removed within five years of funding award, or if the property is sold to another owner (timeframe determined by the date of such property title transfer).

16. The Town of Snow Hill shall have the right to refuse reimbursement to 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 a grant-funded reimbursement, the Property/Business Owner shall provide to the Town evidence of payment(s) made to each contractor/vendor. This evidence of payment typically includes a copy of the contractor(s) invoice, and a copy of cancelled check(s) and/or a copy of a credit card monthly statement that includes the credit card charge made to pay contractor(s) cost(s), and photographs of the work completed in either PDF form or color photographs printed on paper.

19. The Town will withhold a project's reimbursement payment until: 1) the project is completed; 2) inspected by Town staff; and 3) the property owner provides complete payment documentation to the Town (as described in clause 18 above).