



Downtown Kinston Revitalization
Building Improvement Grant (BIG) Application
Fiscal Year 2024

Mission Statement:

*The mission of Downtown Kinston Revitalization is to spearhead historic commercial district revitalization **using the Main Street approach** that promotes economic development within the context of historic preservation.*

PURPOSE OF THIS GRANT

Downtown Kinston Revitalization (DKR) offers a limited number of Building Improvement Grant (BIG) opportunities each fiscal year. These \$10,000 matching grants are available for as long as the budgeted funding lasts. The purpose is to assist property owners and businesses with the restoration/rehabilitation/improvement of buildings within the designated Municipal Service District (MSD) in downtown Kinston, North Carolina and to support reinvestment and economic development within the district. While the primary focus of the grant is exterior with sensitivity to the historic architectural characteristics of the structure, interior restorations of original architectural design features such as, for example, exposing and restoring pressed metal ceilings are also included.

In the interest of safety and preserving the historic commercial district, this grant may also be used to offset costs of installing fire-suppression systems.

For Fiscal Year 2024, the DKR Board of Directors has voted to focus building improvement efforts and funding along the Queen Street corridor of the MSD. This focus does not eliminate other areas of the MSD from grant consideration but be advised the Queen Street corridor will receive priority consideration. (Note: MSD areas of focus are subject to change with BOD approval with each fiscal year and as revitalization progress is made.)

BIG application period is open from February 1, 2024, through March 31, 2024.

Grant recipients will be announced no later than April 26, 2024.

Scope of work and any grant stipulations must be complete by April 25, 2025.

NOTE: Things typically regarded as routine maintenance and remodeling are not funded by this grant nor are furniture, fixtures, equipment (including HVAC), plumbing, electrical, new flooring, roof leaks and the like.

EMERGENICES: Building emergencies sometimes happen. We will review emergency requests for financial consideration promptly on a case-by-case basis.

BUILDING ELIGIBILITY

- Your property must be located within the boundaries of the MSD. A map can be found at this link: <https://www.downtownkinston.com/about>.
- Your property must be up to date on property taxes.
- This grant is funded from MSD property taxes. Therefore, tax exempt properties are ineligible.
- A building that appears unified and/or functions essentially as one building inside regardless of how many entries, utility meters or property tax cards may be associated with the property will be considered as one building/one application. In other words, if a portion of the building cannot be sold today as an individual, stand-alone building it will be considered as one building for the purposes of this grant and the limited resources dedicated to the MSD Building Improvement Grant.
- On occasion the local Historic Commission and/or State Historic Preservation officer may require consulting, particularly where the use of historic tax credits or certain inappropriate building materials and alterations are being proposed. (For example: window replacements on historical buildings)
- Applicants are limited to one grant per Fiscal Year.
- An applicant may apply for either exterior or interior assistance but may not combine the two.

THE GRANT PROCESS

- This **matching grant** caps at a **\$10,000 maximum** award for a **\$20,000+ spend** for the application's scope of work.
- Applications are reviewed by the DK Design Committee, whose decision is final.
- Applicants will be notified of a decision no later than April 26, 2024.
- Once approved, **work must begin within 60 days**, or you are to notify the DKR office immediately of the delay and the circumstances surrounding the delay.
- The specific scope of work associated with this grant application may NOT begin until the grant application is reviewed and approved.
- Work already underway or completed is not applicable for reimbursement.
- Scope of work and any grant stipulations must be complete by June 30, 2024.
- Invoices must be submitted for grant disbursements once all work is complete. Funds can be paid directly to the applicant's vendor or contractor.
- Funds can be reimbursed directly to the applicant should they decide to pay for the project out of pocket. Copies of cancelled checks for expenses will be required for reimbursement.
- For all disbursements, the Director will review the completed work for compliance with the grant and your letter requesting payment along with copies of relevant receipts.
- The recipient is responsible for any tax liabilities associated with receipt of this grant award.

Building Improvement Grant (BIG) Application

Applying for this grant indicates the applicant has read, understands, and agrees to abide by the conditions of this application process. **Application period is open from February 1, 2024, through March 31, 2024.**

Name:

Mailing Address:

Job Site Address:

Phone: _____

Email: _____

Checklist:

____ Schedule an initial design consultation with the DK Executive Director prior to submitting the application packet to ensure your proposed scope of work meets grant expectations.

Date of consultation: _____

Applications must be complete for consideration and include the following:

____ Application

____ Detailed scope of work

____ Detailed contractor quotes

____ A current insurance declarations page for the property concerned

____ Proof of current, up-to-date payment of property taxes on this property

____ Include any relevant photos or architectural drawings to illustrate your project.

Email, mail, or drop off your completed application and the required documentation with DKR's Executive Director or Office Assistant.

Email: **leonsteele17@suddenlinkmail.com**

Mailing address: **327 N. Queen St, Kinston, NC 28501**

***If you have any questions during the application process, please reach out to the DKR Executive Director for assistance and guidance. The phone number at the DKR office **(252) 525-6144**.