



"The Countrie it selfe, I must
confesse is a very pleasant land,
rich in commodities; and fertile
in soyle..."

Samuel Argall. ca. 1609

Surry County
Economic Development Department
P. O. Box 65
203 Church Street
Surry, Virginia 23883

Economic Development
Department
Surry County
Renee Chapline
EDA Consultant

Greetings,

First and most importantly, I would like to thank you for operating your small business in Surry County Virginia. Many of our business owners attended the Business Roundtable event in November 2022 to discuss the challenges you face each day as a small business owner. Surry County values each business and thanks you for your participation in the event if your schedule allowed you to attend. I am now with the office of economic development and if you were not in attendance, I look forward to an opportunity to meet and work with you soon. My experience working with communities around the country spans just over 18 years. I specialize in location strategy bringing communities and businesses together through real estate acquisition, site readiness, workforce analysis, economic analysis and community and economic development.

The **Surry County Improvement Grant** opportunity has received funding again this year. The qualifications, deadlines and applicant information is provided in this correspondence. I hope you will take time to review the information and if you determine this can benefit your business, please complete the application enclosed and submit all requested documentation for consideration. Unfortunately, only applications with all requirements for a complete package submitted will be considered.

As the global economy undergoes a drastic transformation with world events, supply chain challenges and living in a post pandemic world, communities are analyzing and identifying ways that will make them sustainable and competitive in the future. Surry County recognizes that our small businesses, farmers and agricultural heritage is the lifeblood of the community. The Surry Improvement Grant Program is a tool to assist our businesses as we outline a clear pathway for growth that includes all residents' businesses and neighborhoods.

Very Truly Yours,

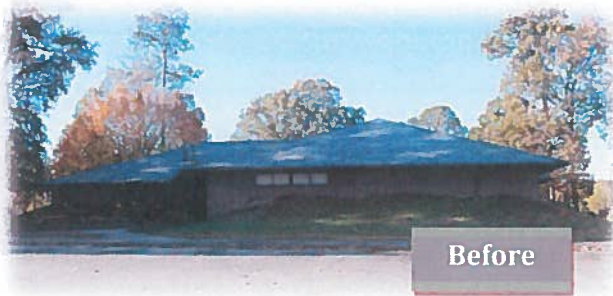
Renee Chapline

Surry County Office of Economic Development

Surry County

Surry Improvement Grant Program Guidelines

2023



Surry County Economic
Development
203 Church Street
Surry, VA 23883

I. What is the purpose of the Surry Improvement Grant (SIG) program?

The objective of the Surry Improvement Grant (SIG) program is to restore, sustain, and improve commercial properties located within the County of Surry. This program provides matching grant funds for property owners in Surry County to aesthetically enhance their properties in an effort to revitalize and strengthen business communities, and encourage private investment throughout the County.

II. Who is eligible to apply for a SIG?

Property owners countywide are eligible to apply for a SIG if the following *minimum* requirements are satisfied:

- Property is for commercial, industrial, office or mixed-use (mixed-use must have a commercial component); Properties intended for small business use (25 employees or less)
- Property is taxable and structure is at least 10 years old
- Property and applicant are current on all County of Surry taxes and fees (property, BPOL, machinery & tools, stormwater, etc.)

Properties ineligible for this program include:

- National franchises, places of worship or residential buildings/complexes
- Applicant that violates the Virginia State and Local Government Conflict of Interest Act

III. What types of improvements can the SIG be used for?

- | | |
|--|--|
| <ul style="list-style-type: none">✓ Contracted labor related to any eligible improvements✓ Canopy or awning installation and/or repair, where appropriate✓ Certified green/sustainable exterior improvements✓ Decorative fencing, where appropriate (not chain-link)✓ Accessibility ADA compliant projects (ramps, thresholds, removal of barriers)✓ Exterior lighting (Dark Sky recommended)✓ Exterior painting or re-siding, including prep work✓ Screening of areas such as dumpsters, propane tanks, etc.✓ Hardscape improvements (benches, brick sidewalks, bicycle racks, fountains, etc.)✓ Masonry repairs and tuck pointing | <ul style="list-style-type: none">✓ Landscaping Improvements (when in conjunction with other improvements)✓ Removal/replacement of architecturally inappropriate or incompatible exterior finishes and materials✓ Restoration of architectural details or removal of materials that cover architectural details✓ Repair and/or replacement of windows and exterior doors✓ Roofing (in conjunction with other improvements)✓ Upgrades to parking surface areas (with other improvements)✓ Undergrounding of overhead utility lines✓ Window and cornice flashing and repair (with other improvements)Interior work or improvements, Mechanical and HVAC systems, Installation, repair or replacement of exterior signage |
|--|--|

IV. What types of improvements can the SIG not be used for?

- ✗ Billboards
- ✗ Chain-link fencing
- ✗ Current code violations
- ✗ Improvements in progress or completed prior to preliminary approval
- ✗ New construction
- ✗ Temporary signs
- ✗ Religious symbols
- ✗ Security systems (metal roll down gates, window bars, cameras, etc.)

V. How much money can I receive from a SIG?

The County of Surry SIG program is a matching grant program. A grant match is *required* in order to receive grant funds. **The maximum SIG amount available for any approved application is \$20,000.** Grant funds are generally available for up to 50% of eligible improvement costs, a 1:1 match. In other words, every grant dollar an applicant puts into a project, the County will match by one dollar, up to the maximum of \$20,000.

Example of a SIG match as follows.

Grant Match Ratio	50% (1:1) Match
Example 1: Sample price breakdown for projects showing same project cost	
<i>Cost of Eligible Improvements</i>	\$20,000
Amount Applicant Pays	\$10,000
Amount Authorized for SIG	\$10,000
Example 2: Sample price breakdown for projects over \$20,000	
<i>Cost of Eligible Improvements</i>	\$30,000
Amount Applicant Pays	\$20,000
Amount Authorized for SIG	\$10,000

VI. Are there any restrictions?

Grants are awarded to applicants who have provided a complete application package and have received approval by the Surry County Economic Development Authority (EDA).

All recipients of a SIG are required to sign a Grant Agreement. This document will establish the conditions of approval and terms of grant disbursement. In no event will funds be disbursed in a ratio higher than the matching requirements. Proof of costs paid by the applicant will be required before grant funds are to be disbursed. Grants do not require repayment *unless* a project is not completed according to the terms established in the Grant Agreement. Grant payments *will not* be made if business improvements deviate from those outlined in the Grant Agreement and/or have not been previously approved.

Grants are for use on a single property. Property owners seeking to improve multiple properties must submit an application for each property separately. If awarded a SIG, recipients must have the eligible improvements completed within one calendar year (365 days) of the date on the signed Grant Agreement. Properties improved using these grant monies are not eligible for an additional SIG until a 36-month period has elapsed from the date of final check disbursement. In no event will a grant be awarded solely for repairs or improvements if there are already cited code violations at the property requiring corrective actions. In no event will a grant be awarded to only meet the required improvements associated with the proffers of a Conditional Rezoning, the conditions of a Conditional Use Permit, or the requirements of a Special Exception.

VII. What do I need to apply for a SIG?

To be considered for a SIG, applicants must submit all of the following documents to the Surry County Economic Development Department:

1. Completed application form
2. Valid applicant identification
3. Color photographs of current façade or interior (must show façade/areas to be improved)
4. Written project description of intended improvements
5. Renderings, drawings, pictures and/or other material samples to show intended improvements
6. At least two (2) bids from Commonwealth of Virginia "Class A" licensed contractors (DPOR number required)*
7. Evidence of financial ability to meet matching requirements (bank statement, loan commitment letter, etc.)
8. Schedule of completion

VIII. Please note that the County and EDA retains the option to obtain its own cost estimates for any project.

Applications for the SIG program and other business incentives are made available on the Economic Development website at <http://www.econdev.surrycountyva.gov>. Applications are valid for a one-year term from the date of submission.

VIII. How do I apply for a SIG and what happens after I turn in my application?

1. *Before* applying, you should discuss your project with Department of Economic Development staff, and arrange for a preliminary review.
2. After discussing your project, gather your application documentation and materials and submit them with a completed application form to the Department of Economic Development.
3. Once your application has been received, Economic Development reviews your application to ensure the project meets the minimum requirements.
4. When all requirements have been met, after review and recommendation for approval from the Department, your application is presented to the Economic Development Authority for approval. Department of Economic Development staff will normally notify you by mail the decision result within 30 days of receipt of your completed application.
5. If your application is approved, you will coordinate with Department of Economic Development staff to establish the terms of your Grant Agreement. If your application is denied, you have the option to request an appearance before the EDA to discuss, at which time the EDA may uphold or reverse their decision.
6. Once you have agreed to and signed the Grant Agreement, you may begin your improvement project. Cost reimbursement commences upon execution of the Grant Agreement. The date on the signed Grant Agreement serves as the project's commencement date. All site work for the project must be completed within 365 days of this date. When your project is complete, you must notify the Department of Economic Development. A county representative will inspect the project to ensure compliance with the Grant Agreement and approved application. You will then receive a letter of completion.
7. Grant payments will not be authorized until you submit color digital images of the new improvements, as well as documentation showing all applicable paid invoices, receipts, etc. All payments to contractors for work completed must be documented and verifiable in order to receive grant payments. Documentation for costs paid in cash will be subject to review and approval by county staff. You should receive payment within 30 days of receipt of your completed documentation.

Applications are received on a rolling basis. SIG applications will be reviewed by the Economic Development Department and presented to EDA board for final approval. Inability to submit complete documentation will result in delayed processing and/or ineligibility for grant funds. Final approval authority rests with the Surry County Economic Development Authority.

IX. Who can I contact if I have more questions?

Linda Gholston
Phone: (757) 294-5090
Email:
lgholston@surrycountyva.gov

County of Surry Department
of Economic Development
203 Church Street
Surry, VA 23883

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Questions will be referred to appropriate Economic Development staff.

Surry Improvement Grant Program Application

2023

(Name of Applicant)

(Date Submitted)

(Signature of Applicant)

(Grant Amount Requested)

I. PROJECT APPLICANT (Owner of Property)

Project Applicant's Legal Name: _____
Street Address: _____
City, State, Zip _____
Telephone Number: _____
Email Address: _____
Contact Person(s)/Title: _____
Address of Property: _____

Is applicant a subsidiary or direct or indirect affiliate of any other organization?

Yes No

All Property Owners are to be listed below:

Name		
Home Address		
Telephone number	<u>Social Security #</u>	<u>Ownership</u>
1. _____	_____	_____%

2. _____	_____	_____%

3. _____	_____	_____%

Does any individual person or organization not listed above hold any interest in the property, directly or indirectly?

Yes No

Please list below each occupant of the facility in question, together with a description of the type of business use and percentage of occupancy of the facility to be financed.

Occupant	Type of Business	% Occupancy	Lease Term*

*Provide Copy of Lease(s)

Property Information:

Property ID Number: _____

**Assessment: Land _____
 Improvements _____
Total _____

If an appraisal has been performed within the last 3 years, please provide the information below.

Appraisal Amount: _____
 Date of Appraisal _____

**If unsure, contact staff

II. PROBABLE CONTRACTOR(S) INVOLVED IN PROJECT:

Name: _____
Street _____
City, State, Zip _____
Telephone _____
Email Address _____
Contact Person _____

Name: _____
Street _____
City, State, Zip _____
Telephone _____
Email Address _____
Contact Person _____

Name: _____
Street _____
City, State, Zip _____
Telephone _____
Email Address _____
Contact Person _____

III. OTHER PROFESSIONAL PARTIES INVOLVED IN PROJECT:

(ex: Accountants, Lawyers, etc.)

Name: _____
Street _____
City, State, Zip _____
Telephone _____
Email Address _____
Contact Person _____

Name: _____
Street _____
City, State, Zip _____
Telephone _____
Email Address _____
Contact Person _____

Name: _____
Street _____
City, State, Zip _____
Telephone _____
Email Address _____
Contact Person _____

IV. PROJECT INFORMATION

Please specify costs for work items as categorized below:

Eligible Activity		Description of Improvements	Amount
Canopy/awning	<input type="radio"/>		\$
Accessibility ADA compliant projects	<input type="radio"/>		\$
Exterior finishes and materials	<input type="radio"/>		\$
Exterior lighting	<input type="radio"/>		\$
Exterior painting, including prep	<input type="radio"/>		\$
Fencing	<input type="radio"/>		\$
"Green"/Sustainable exterior improvements	<input type="radio"/>		\$
Hardscape improvements	<input type="radio"/>		\$
Landscaping improvements	<input type="radio"/>		\$
Paving	<input type="radio"/>		\$
Permanent landscape-related features	<input type="radio"/>		\$
Roofing	<input type="radio"/>		\$
Windows/Doors	<input type="radio"/>		\$
Window and cornice flashing	<input type="radio"/>		\$
Other	<input type="radio"/>		\$
Total			\$

Has any construction, rehabilitation, or renovation activity occurred to date which is included in the total project cost?

- Yes No

If Yes, please summarize the extent of the activity undertaken and identify what percent it represents of the total work to be done.

Zoning and Infrastructure:

What is the current zoning of this property? _____

Is this property occupied?

Yes No

If no, what is the proposed use of this property?

The proposed use of the project meets all governmental zoning and subdivision regulations.

Yes No

V. AMOUNT AND SOURCE OF OTHER FUNDS INVOLVED IN PROJECT

Applicant _____	Amount _____
Bank _____	Amount _____
Equity _____	Amount _____
Investors _____	Amount _____
Other _____	Amount _____

VI. PROJECT BENEFITS

How will this grant help the business and surrounding community?:

Are there any other benefits to the County?:

VII. SIGNATURES

Please read the following and sign the application form below.

All property/business owners, partners, etc. must sign this application form. If there are any questions, please call Economic Development staff at 757-294-5090.

Name (Print) _____

Name (Print) _____

Signature _____

Signature _____

Date _____

Date _____

E-mail _____

E-mail _____

Name (Print) _____

Name (Print) _____

Signature _____

Signature _____

Date _____

Date _____

E-mail _____

E-mail _____

VIII. PUBLIC INFORMATION DISCLOSURE

The undersigned understands and agrees that all information furnished in connection with his application for the Surry Improvement Grant involves the use of public funds and as such may be made public pursuant to the statutes of the United States of America and the Commonwealth of Virginia.

Applicant's Signature

Date

Applicant's Signature

Date

Applicant's Signature

Date

Applicant's Signature

Date

IX. REQUIRED ATTACHMENTS TO APPLICATION

- Such non-financial information or supporting information necessary to substantiate the application, including, but not limited to:
Estimates, schedules of completion, quotations, contracts, leases, agreements, documentation from architects, engineers, contractors, suppliers, or others involved in the sale, lease or construction of fixed assets.

- Any History or Relevant Information on Applicant and/or Property.

Please provide as much of this information as possible and add any additional information that will assist our staff review committee in evaluating your grant request.

Website: