



Westminster
TOGETHER WE GROW

CITY OF WESTMINSTER

**Commercial Building Improvement Grant
Program**

APPLICATION AND AGREEMENT

City of Westminster
PO Box 399
100 E Windsor Street
Westminster, SC 29693

Updated August 12, 2025

City of Westminster

Commercial Building Improvement Grant Program

The City of Westminster, in its continuing effort to support the development of the Downtown Business District and enhance commercial activity, has created a Commercial Building Improvement Grant Program. The Commercial Building Improvement Grant Program will encourage economic growth and help create a more inviting character for the downtown area. The following outlines the details of the Commercial Building Improvement Grant Program.

Program Oversight and Funding

The City of Westminster Local Development Corporation (LDC) is responsible for administering the Commercial Building Improvement Grant Program, intended to stimulate improvements to the exterior or interior of commercial buildings in the Downtown Business District, in commercial corridors located along major state highways, or commercial structures that are reasonably expected to provide an increase in commerce within the City limits.

The funding of this program is provided through the City of Westminster and the LDC. All activities relating to the funding of improvement projects will be reported to the Westminster City Council.

Project Categories

Each project will fall into one of three categories. Applicants should exercise best judgement when categorizing their project as part of the application and will be subject to review by City of Westminster and the LDC. If a project is categorized incorrectly on the application, a representative from the City or LDC will contact the applicant to notify them and make the appropriate changes to the correct category.

Category I: Small and Cosmetic Projects

- **Purpose:** This category is intended to support minor exterior improvements that are primarily cosmetic or decorative in nature and do not involve structural changes.
- **Eligible Projects May Include:** Landscaping enhancements (e.g., flowerbeds, tree planting, irrigation installation or upgrades), exterior cleaning or painting, decorative features, and other non-structural improvements that enhance curb appeal.

Maintenance Requirement for Repeat Applicants: Applicants who receive funding in this category for multiple years must demonstrate that previously funded projects have been reasonably maintained. For example, a flowerbed installed with CBIG funding in a prior year must be kept in good condition (i.e., not overgrown, neglected, or unsightly) and must comply with all applicable City codes to remain eligible for future funding. Proposed landscaping projects may not include decomposable materials, such as wooden crossties, flower bed frames, raised wooden structures, or similar items. Any permanent landscaping improvement must be constructed of durable materials such as rock, stone, or finished/ornamental metal.

- **Grant Amount:** 75% of project cost up to \$2,000.00

Category II: Modest Structural Improvements

- **Purpose:** This category is intended to assist with moderate exterior improvements that involve minor structural changes or repairs to key building elements and surrounding areas.
- **Eligible Projects May Include:** Replacement or modification of doors and windows, installation or repair of awnings, architectural enhancements (e.g., trim, cornices, façade features), roof repairs (non-structural), and parking lot restriping, refinishing, patching, or similar surface-level

improvements.

- **Grant Amount:** 60% of project cost up to \$7,500.00

Category III: Significant Structural Improvements, Code Compliance, and Utility Work

- **Purpose:** This category is intended to support substantial improvements necessary for the structural integrity, safety, and functionality of a commercial property. These projects often address building code compliance, major repairs, or essential utility upgrades.
- **Eligible Projects May Include:** Structural repairs (e.g., foundation, framing), flooring replacement related to building integrity or safety, plumbing and drainage system improvements, electrical upgrades, and remediation of major code violations or life-safety issues.
- **Grant Amount:** 60% up to \$10,000.00.

Project Categorization Appeal:

Applicants who disagree with the categorization of the project made by staff may appeal to the LDC to recategorize the project at the time of LDC review of the grant application. Appellants will carry the burden of proof in demonstrating why the project should be recategorized. During such appeals the LDC shall hear from the appellant first, followed by staff, and shall have the opportunity to ask questions and discuss. A majority vote is required to recategorize a project.

Grant Fund Disbursement

Projects must begin within 45 days of grant approval and be completed within six (6) months of start date. The grantee will be reimbursed after completion and inspection. No work completed prior to receipt and approval of the application is eligible.

Eligible Properties and Applicants

1. Eligibility is limited to buildings or structures located within the downtown business district, commercial corridors located along major state highways or commercial structures that are reasonably expected to provide an increase in commerce within the City limits.
2. Owners or tenants may apply for the grants; however, a letter of consent from the property owner is required.
3. Businesses whose existing use is allowable by the City's current codes and regulations. The LDC reserves the right to deny funding to applicants who are delinquent on payment of fines or fees.
4. The Property must be subject to the 6% assessment and the property must be subject to property taxes under the current levy. Tax exempt properties are not eligible.
5. Each property shall be eligible for up to one project per category per year. Each property shall not be awarded more than \$10,000 in CBIG funds across all categories and projects in a year. A year shall be construed to begin on January 1 and end on December 31.

Eligible and Ineligible Improvements

Eligible expenditures shall include expenses detailed below -

Improvements must be consistent with recommendations set forth in the City of Westminster Comprehensive Plan. Unless otherwise approved, all work shall be completed by a licensed contractor, legally operating in the City. Applicants should contact the City for assistance with permitting and business licensing. Contractors must supply a detailed written estimate to accompany the application. In some cases, self-contracted projects may be approved. These projects will require an itemized list of materials. Reimbursement of self-contracted labor costs are subject to approval. Murals or large displays of public arts shall not be funded.

Time Expectations

Project must begin within 45 days of grant approval and be completed within six (6) months of approval and will be reimbursed after final inspection. A reasonable extension may be granted, based upon the good faith efforts of the applicant, through written notification to the City Administrator. Work must not

be started by or on behalf of the applicant prior to the date of the grant award.

Guidelines

1. All proposals shall meet the zoning, building, and fire code requirements of the City.
2. Top priority will be given to projects which make a highly visible contribution to revitalization of commercial structures.
3. Colors should be chosen to coordinate with neighboring buildings.
4. Retention and repair of existing cornices is strongly encouraged wherever possible.
5. Side elevations and rear façades should be treated as seriously as main façades. The development of rear or side entrances with appropriate design is encouraged.
6. Applicants are responsible for all aspects of the project, any relationships with contractors and suppliers, and securing all necessary City permit approvals before the project begins.

Application Deadline

Applications accepted on a rolling basis and considered as funding is available.

Application Process

1. Applicant submits the application and attaches the following information:
 - A minimum of two (2) photographs of existing building façade
 - Photos, plans, or sketches of proposed improvements
 - Quotes, fee proposal, and any other back up that supports the proposed budget
 - Owner's permission, if applicant is not the owner
 - Business Type
 - Rent/Lease Agreement
2. Owner/tenant submits the Application to the City Administrator or their designee.
3. The LDC considers the application. The LDC reserves the right to deny an application. A notification letter is sent to the applicant stating whether the project has been accepted as described in the application, accepted with conditions, or rejected. If the application is rejected, it may be resubmitted with modifications within 30 days.
4. The Commercial Building Improvement Grant Agreement is upon approval and prior to beginning work. Parties in the agreement will be the applicant, building owner (if other than applicant), and the City Administrator, who is authorized to sign on behalf of the City.
5. Any changes to the approved design must be submitted for consideration.
6. Upon project completion, copies of all the applicant's dated statements or invoices shall be submitted to the City Administrator.
7. A representative of the LDC and/or a city representative will inspect the completed work, Grant funds are dispersed to the applicant.

Grant Policy

The LDC will not use race, sex, age, or religion as grounds for refusing a grant to an eligible applicant.

Grant recipients will agree to place a *City of Westminster Commercial Building Improvement Grant Recipient* sign at the construction site, during the time of improvements and in their storefront window for 180 days after the completion of the project.

More Information

More information may be obtained: or have questions about the Commercial Building Improvement Grant Program, please contact Westminster City Hall:

- by phone at (864).647. 3212
- by email at: rosbon@westminstersc.org
- by mail at City of Westminster, PO Box 399, Westminster, SC 29693
- in person at City Hall, 100 E. Windsor Street
- online at www.westminstersc.org



**City of Westminster
Commercial Building Improvement Grant Program
Application**

Designated Property

Address: _____

Applicant Information

Applicant Name: _____ Phone: _____

Mailing address: _____

City, State, Zip: _____

Applicant Relationship to Designated Property:

_____ Own _____ Rent _____ Other

\$_____ Rent/Lease

_____ New or Existing Business

Owner Information (if different from applicant)

(A letter of consent from the property owner is required.)

Owner Name: _____ Phone: _____

Address: _____

City/State/Zip: _____

Scope of Proposed Project: Include a summary of the building's current condition, areas to be improved and how, as well as any proposed materials or colors. (Attach additional sheets if necessary)

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Community Benefit: Include a brief explanation as to how the project will increase commerce and enhance economic growth for the City of Westminster and the community. (Attach additional sheets if necessary)

Financial Information

Project Category:

- Category I: Small and Cosmetic Projects (75% cost share up to \$2,000)
- Category II: Moderate Structural Improvements (60% cost share up to \$7,500)
- Category III: Significant Structural Improvements, Code Compliance, and Utility Work (60% cost share up to \$10,000)

Estimated Project Cost: \$_____ (Attach an itemized budget.)

Grant money applied for: \$_____ (Grant amount shall not exceed the respective category funding maximum or cost share)

Other grants amount awarded this year: \$_____ (Each property shall be eligible for up to \$10,000 per year across all CBIG projects)

Application Check List

- ___ Application must be complete
- ___ Budget summary/Cost estimate attached
- ___ Letter of consent from property owner (if leasing/renting)
- ___ Architectural sketch of proposed project (if necessary)
- ___ A minimum of two (2) photographs of building with existing conditions
- ___ Paint and awning samples (if applicable)
- ___ City permits applied for (if applicable)

I agree to comply with the guidelines and standards of the City of Westminster Commercial Building Improvement Grant Application

Improvement Grant Program and I understand that this is a voluntary program, under which the City has the right to approve or deny any project or proposal or portions thereof.

Applicant's Signature _____

Date _____

Submit application to: **For additional information, contact:** City
of Westminster
PO Box 399 Assistant City Administrator
100 E. Windsor Street 864-647- 3212
Westminster, SC 29693 rosbon@westminstersc.org

Grant Committee Use:

Date Received: _____

Date Reviewed: _____

Application: _____ Granted

_____ Denied

Comments _____

City of Westminster

Commercial Building Improvement Grant Agreement

THIS AGREEMENT is entered into this _____ day of _____, _____, by and between the CITY OF WESTMINSTER (City) and _____ (Grantee), whose address is _____.

WHEREAS the City has approved a façade improvement grant to Grantee subject to the execution of this Agreement, and Grantee desires to accept the grant and to abide by the terms of this Agreement, and

WHEREAS the City has approved a grant in an amount not to exceed Ten Thousand and No/100 Dollars \$10,000.00 for commercial building improvements at _____, Westminster, SC.

NOW THEREFORE, the parties agree as follows:

1. Grantee reaffirms that all information provided to the City in its Commercial Building Improvement Grant Application is correct and accurate.
2. Grantee has read and agrees to abide by the provisions and requirements of the City of Westminster Commercial Building Improvement Grant Program.
3. All work performed by Grantee will be consistent with the approval by the City. If Grantee desires to make any changes in the project, Grantee will obtain written approval from the City before implementing such changes. Grantee understands that the City is not required to approve any changes.
4. Grantee agrees to complete the improvements within six (6) months from the date of this Agreement and understands that failure to complete the improvements within such period will result in forfeiture of the grant.
5. Grantee understands that the grant will be paid to Grantee only upon completion of the work, submission of all dated statements or invoices to the City, and approval by the City of the completed work.
6. Grantee will notify the City immediately if Grantee's interest in the subject property changes in any way. This Agreement is not assignable by Grantee without prior written approval of the City, which will not be unreasonably withheld.
7. Grantee hereby grants to the City the right to use pictures, renderings, or descriptions of the work for any and all promotional purposes desired by the City.

IN WITNESS WHEREOF, the parties have signed this Agreement on the day and year first written above.

WITNESSES FOR THE CITY

CITY OF WESTMINSTER

By: _____

WITNESSES FOR GRANTEE

GRANTEE

By: _____

WITNESSES FOR OWNER

OWNER (if other than Grantee)

By: _____

**Substitute W-9
Request for Taxpayer Identification Number & Certification**

In order to comply with the Internal Revenue Code, we are required to obtain your Federal Identification Number to be used in reporting the payments we make to you. Please complete the following information and return to the address below. Please type or print your information on the form below. Your cooperation in this matter is greatly appreciated.

Vendor: _____ Address: _____ City, State,
Zip: _____

Please mark the Type of Entity:

_____ Individual	_____ Partnership
_____ Sole Proprietor	_____ Governmental Unit
_____ Corporation	_____ LLC or other

Company Name Employer Identification #

If individual or sole proprietor, also give name and SSN.

Name (print) SSN

Authorized Signature _____

Title _____ Date _____

Telephone # _____

Email Address Name of Primary Contact