

TOWN OF DOVER

102 Route 100
Dover, VT 05356

2024-2025 DO-IT Program – Dover Opportunity for Investment in the Town

DO-IT is an initiative designed to assist Dover businesses with revitalizing exterior aesthetics of commercial property. DO-IT is intended to make Dover commercial property more attractive and desirable to frequent.

DO-IT is funded annually through an appropriation of local option sales tax revenue and distributed through a competitive approval process. Applicants must meet eligibility requirements, fulfill the program guidelines, and support the goals of the program.

The Town of Dover will rebate 75% of the approved project's total cost (PTC) to a maximum grant award of \$5,000.00. PTC includes cost of materials and contracted labor. 'Sweat equity', including employing applicant owned businesses to complete project work, will not be counted towards the PTC and is not reimbursable.

Eligibility:

Applicants must meet the following requirements:

- Must be a commercial property and the property and improvements must be visible from Route 100, town roads, and/or trails. Other locations will be considered on a case by case basis.
- Eligible projects include:
 - Front façade upgrades including, but not limited to, painting, siding, roofing, outdoor dining spaces, paving of parking areas directly in front of the commercial area. Other improvement projects may be considered. Projects must have a minimum PTC of \$1,000.
- All projects must meet appropriate state, town, and zoning ordinances.
- Applications must be complete and include before photos of the project location and itemized material and labor estimates supporting the grant amount requested. Estimates should be supplied by businesses registered to operate in the state of Vermont.
 - Secretary of State directory found here:
<https://bizfilings.vermont.gov/online/BusinessInquire/>

Guidelines:

- Applicants should hire local contractors whenever possible.
- Multi-related commercial properties are considered as one commercial property.
- Priority will be given to first time applicants as well as those projects that increase economic viability or repair a major structural component of the building.
- Commercial properties, including multi-related properties, may apply for more than one project but will only be approved for one grant per fiscal year.
- Grants awarded under the DO-IT program may be treated as income and therefore be subject to taxation. Applicants should seek professional advice as the Town of Dover is

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not liable for any resulting income tax on grant amounts.

- Non-profits will be considered on a case by case basis.
- The Dover Selectboard reserves the right to approve or deny any request including dispersal of funds if program requirements are not met.

Ineligible projects and organizations include:

- Home or mobile commercial properties.
- Organizations that discriminate because of race, color, creed, gender, gender identity, national origin, or limit participation.
- Political organizations, candidates for political office, and/or organizations whose primary purpose is to influence legislation.
- Fraternal organizations, churches, or church-related groups whose proposals promote religion or an individual doctrine, and schools and school related organizations.
- Projects that occurred in the past or are currently underway do not qualify.

Application and Payment Process:

- Completed applications with supporting documentation can be submitted between May 1 and May 31, 2024 in the following ways:
 - Via email to Shannon Wheeler at econdev2@doververmont.com
 - Via mail to: Town of Dover, attn. Shannon Wheeler, PO Box 428, West Dover, VT, 05356.
 - Dropped off in person to the Town Offices, 102 Route 100, West Dover, VT 05356 during open hours.
- Grant awards will be announced by the end of June 2024 and all work must be completed by June 30, 2025.
- Paid and dated itemized receipts/invoices for contracted labor and materials and after photos must be submitted by September 30, 2025. **No reminders will be issued.**

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2024-2025 DO-IT Program – Dover Opportunity for Investment in the Application Form

Business Name: _____ Date submitted: _____

Owner/contact name: _____

Property address: _____

Email: _____ Phone: _____

Grant Amount Requested: _____ Total Project Cost: _____

Type of Project: Façade Improvements Paving Other Improvement Project

Is this property currently occupied by a commercial business? Yes No

If not, will this project enable the property to become occupied? Yes No

Describe your project and plan in detail including a timetable for completion.

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Will this project improve the aesthetics of this building and/or the Town? Yes No

If yes, please describe: _____

Will this project increase economic activity at this location, or within Town? Yes No

If yes, please describe: _____

Will this project increase employee hours at this location? Yes No

If yes, please describe: _____

Will this project repair a significant structural component of the building? Yes No

If yes, please describe: _____

Do you have other sources of funding for this project? Yes No

If yes, please describe: _____

Are the improvements visible from Route 100/Town Roads/Trails? Yes No

Has this property received DO-IT funds previously? Yes No

Have you answered all of the questions and included all of the attachments? Yes No

This completed application along with supporting documentation (before photos and formal material and/or labor cost estimates) can be sent between May 1 and May 31, 2024 in the following ways:

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