

TOWN OF DOVER

102 Route 100
Dover, VT 05356
January 21, 2020

Dover Commercial Signage Improvement Program (DCSIP)

The ***Dover Commercial Signage Improvement Program (DCSIP)*** is an initiative designed to assist Dover Businesses with signage for their business. The program is funded through an appropriation of local option sales tax revenue on an annual basis to applicants that meet the eligibility requirements, fulfill the program guidelines, and support the goals of the program.

Goal: ***The Dover Commercial Signage Improvement Program*** is intended to assist Dover Businesses with the cost of improving the signage on their property. Improved signage will encourage additional traffic to the business.

Eligibility:

Applicants must meet the following requirements:

- Must be a commercial property within the Town of Dover.
- Non-Profits will be considered on a case by case basis.
- Priority will be given to first time applicants.
- The Business has not requested any Signage funds for at least three years.
- The Dover Selectboard reserves the right to approve or deny any request.
- Approved Sign Permit.

Eligible Projects:

- Signage on the building or along the road.
- Visibility from the road.

Guidelins

- Dover will rebate 50% of project total cost (PTC) up to a maximum of \$2,000.
- PTC = Cost of materials and contract labor (L&M), i.e., no "sweat equity" is includable

Example 1:

- L&M = \$4,000
- CPO 25% match = \$2,000
- Dover Rebate 50% of PTC = \$2,000

Example 2:

- L&M = \$1,000
- CPO 25% match = \$500
- Dover Rebate 50% of PTC = \$500

- Commercial properties may only apply for one grant per three fiscal years.
 - Exceptions made for change in ownership.
- All projects must meet appropriate state, town and local zoning ordinances.
- Applications must include formal cost estimates for materials and labor.
- The application process is rolling and first come, first serve.
- Grant awards will be announced as applications come in.
- All work must be completed within 6 months of notification of award.
- This grant is a reimbursement grant. The business or property owner must submit paid receipts for contracted labor and materials to be eligible for reimbursement.
- A site inspection will be performed before funds are paid.
- Applicants should have work performed by local contractors whenever possible.
- Before and after photographs are required.

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Ineligible projects and organizations include:

- Mobile commercial properties.
- Organizations that discriminate because of race, color, creed, gender, national origin or limit participation.
- Political organizations, candidates for political office, and organizations whose primary purpose is to influence legislation.
- Fraternal organizations, churches or church-related groups with proposals that promote religion or an individual doctrine, and schools and school related organizations.
- Projects that occurred in the past or are already underway cannot qualify for rebate. Applications must be approved prior to the project start.

Application Process:

Applications with supporting documentation can be sent between by one of the following methods:

- Electronically to econdev@doververmont.com with the subject as Dover Commercial Sign Program as the subject.
- US Mail to Director of Economic Development, Dover Town Offices, 102 Route 100, West Dover, VT 05356

Payment

All work must be performed within 6 months of the grant being awarded. Paid invoices must be submitted within 30 days of that completion. **No reminders will be issued.** Before and after photographs of the project are required.

Payment will be made within 90 days of receipt of paid materials and/or contracted labor invoices. A physical inspection will be conducted to ensure that the work was performed, as per the application.

Federal Income Tax

Grants awarded under the ***Dover Commercial Signage Improvement Program*** may be treated as income and therefore subject to taxation. Applicant should seek professional advice as the Town of Dover is not liable for any resulting income tax on grant amounts.

