

TOWN OF DOVER

102 Route 100
Dover, VT 05356

2025 DCSIP Program – Dover Commercial Signage Improvement Program Effective July 1, 2025

DCSIP is a rebate program intended to assist Dover businesses with improving signage to encourage additional traffic to their business.

DCSIP is funded annually through an appropriation of local option sales tax revenue and distributed to applicants on a first come, first served basis to applicants that meet the eligibility requirements, fulfill the program guidelines, and support the goals of the program.

The Town of Dover will rebate 50% of the approved project's total cost (PTC) to a maximum grant award of \$2,000.00. PTC includes cost of materials and contract labor. No 'sweat equity' is includable.

Eligibility:

Applicants must meet the following requirements:

- Must be a profit seeking business (other organization requests will be considered on a case-by-case basis) and a commercial property operating legally in Dover, Vermont.
- Signage must be for on building or alongside of road and be visible from the road.
- All projects must meet appropriate state, town, and zoning ordinances.
- An approved sign permit must be enclosed with your application.

Guidelines:

- Applicants should hire local vendors whenever possible.
- Priority will be given to first time applicants.
- Grants awarded under the DCSIP program may be treated as income and therefore be subject to taxation. Applicants should seek professional advice as the Town of Dover is not liable for any resulting income tax on grant amounts.

Ineligible projects and organizations include:

- Those that have requested signage program funding within the last three years. (Exceptions made for change in ownership or location.)
- Mobile commercial properties.
- Organizations that discriminate because of race, color, creed, gender, 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 cannot qualify for grant.

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Application and Payment Process:

- Completed applications with supporting documentation may be sent 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 are on a rolling basis and will be announced following their approval at the following Selectboard meeting after submission.
- Paid and dated itemized receipts/invoices for contracted labor and materials and after photos must be submitted within 6 months of award date. **No reminders will be issued.**
- Within 30 days of receipt a site inspection may be performed before rebate funds are paid.

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DCSIP Application Form

Business Name: _____ Date submitted: _____

Owner/contact name: _____

Property address: _____

Email: _____ Phone: _____

Commercial Property Tax ID/Registration Number _____

Total Project Cost: _____ Grant amount requested _____

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

[illegible]

This completed application along with supporting documentation (before photos of current signage, a formal material and/or labor cost estimate, technical, scale color drawings of new signage, and a copy of your approved sign permit) can be sent in the following ways:

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