

## DO-IT

### Dover Opportunity for Investment in the Town

The Dover Opportunity for Investment in the Town program is an initiative designed to assist Dover **Businesses** with revitalizing the exterior aesthetics of their commercial property. The goal is to make Dover commercial property more attractive and hence more desirable to frequent. 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:** **DO-IT** is intended to assist **Dover Businesses (DB)** with the cost of improving the exterior aesthetics of their property. Projects with a larger scope are preferred to those with a smaller scope.

#### **Eligibility:**

Applicants must meet the following requirements:

- Must be a commercial property
- Commercial property must be visible from **Route 100 and/or other major town roads and/or the Valley Trail**
- Multi-related commercial properties are considered as one commercial property
- Non-Profits will be considered on a case by case basis.
- **Priority will be given to first time applicants**
- The Dover Selectboard reserves the right to **approve or deny any request**

#### **Eligible Projects:**

- **Front facade** upgrades including, but not limited to:
  - Painting
  - New siding
  - Outdoor dining deck
- Signage
- Paving of parking lots bordering **Route 100 and/or other major town roads and/or the Valley Trail**
- Paving restricted to only those areas located directly in front of the commercial building.
- Other improvement projects

#### **Guidelines**

- Dover will rebate 75% of project total cost (PTC) between \$1,000 and up to a maximum of \$4,000. PTC's of less than \$1,000 will not be considered for this grant
- 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 = \$1,000
    - Dover Rebate 75% of PTC = \$3,000
  - Example 2:
    - L&M = \$1,000
    - CPO 25% match = \$250
    - Dover Rebate 75% of PTC = \$750
- Commercial properties, including multi-related commercial properties may only apply for one grant per fiscal year.

## TOWN OF DOVER

102 Route 100  
Dover, VT 05356

- All projects must meet appropriate state, town and zoning ordinances.
- Applications must include formal materials and/or labor cost estimates.
- **Application period is April 1 – April 30**
- Grant awards for the upcoming fiscal year will be announced in May
- All work must be completed by June 30<sup>th</sup> of the fiscal year following the year in which the awards are announced.

Example:

**Announcement: May, 2017**

Work to be completed by June 30, 2018

- **DB's** must submit paid receipts for contracted labor and materials.
- A site inspection will be performed before funds are paid.
- **DB's** are required to prominently display a "Paid in part by the Dover Economic Development Fund" sign for the duration of the project. Sign is provided by the Town of Dover.
- Applicants should have work performed by local contractors whenever possible.
- Before and after photographs are required.

### **Ineligible projects and organizations include:**

- Home or 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 underway cannot qualify for rebate. Applications must be approved prior to the project start.
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### **Application Process:**

Applications with supporting documentation can be sent between June 1 and June 30 by one of the following methods:

- Electronically to [dovereds@sover.net](mailto:dovereds@sover.net) with the subject as Commercial Property Revitalization Rebate Program
- US Mail to Director of Economic Development, Dover Town Offices, 102 Route 100, West Dover, VT 05356

### **Payment**

All work must be performed by June 30<sup>th</sup> of the fiscal year for which the grant was awarded. Paid invoices must be submitted within 90 days of the close of the fiscal year. **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.

### **Federal Income Tax**

Grants awarded under the DO-IT 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.

