



MASC Municipal Association
of South CarolinaSM

Shared Voices | Shared Knowledge | Shared Solutions

Hometown Economic Development Grants

Hometown Economic Development Grants

The Municipal Association of South Carolina offers Hometown Economic Development Grants to South Carolina cities and towns to implement economic development projects that will make a positive impact on the quality of life in their communities. The grant program also promotes and recognizes innovation in economic development practices.

The grants fund projects that can be replicated in other cities, will produce measurable results and can be maintained over time.

Economic development activities eligible for funding

Professional Services

- Professional services including, but not limited to, developing master plans; providing analysis or materials for marketing, branding or promoting cities and their local businesses; or engineering.

Assets

- Assets including, but not limited to, publicly-owned water or sewer projects; wayfinding signage or placemaking projects.

Programs

- Programs developed by a city or in partnership with others including, but not limited to, downtown development or revitalization; business incubators or small business assistance.

Eligibility

- Any city that is a member of the Municipal Association of South Carolina may submit a grant application.

Evaluation criteria listed in order of priority

- Anticipated economic development impact, including expected return on investment and the need for the proposed project
- Level of innovation, sustainability, replication and measurability
- Successful track record of the city for executing similar projects
- Financial need of the city

The grant award committee will consist of current and former government professionals with local government or grant management experience.

Match requirements

Cities must provide a grant match either in cash or through in-kind contributions. The required match is based on the applicant’s population according to the most recent U.S. Census Bureau data.

| Population | Required Match |
|------------------|-------------------------------|
| 1 – 4,999 | 5 percent of the grant award |
| 5,000 – 9,999 | 10 percent of the grant award |
| 10,000 and above | 15 percent of the grant award |

Accountability

To ensure grant funds are used according to Hometown Economic Development Grant guidelines, grantees must provide documentation to the Association throughout the project’s duration and at its completion. The Association will provide guidance on documentation at the time the grant is awarded.

Association staff will conduct on-site reviews of all completed projects.

Application guidelines

1. Each year, the Association's board of directors will determine the amount of grant funds available to be awarded. For 2016-2017, the board approved \$200,000 to fund grants. The maximum individual grant award is \$25,000. The Association will disburse funds using a drawdown process.
2. The Association may award a grant less than the amount for which the city applied. The city should indicate if it will accept a lower award.
3. A city may be awarded an economic development grant once every two years.
4. Grant funds must be budgeted to be spent within 24 months of award.
5. Cities may use the grants as a match for other projects. However, the other projects' funding must be secured or committed within 12 months of the Association's grant being awarded.
6. Grant funds may not be used to pay for expenses related to administering the grant.
7. Cities may apply for funding of a project that incorporates one or more eligible activities.
8. Grant applications must include all requested information. Omitting an item will disqualify the application from consideration.
9. Each city can submit only one application each year.
10. The mayor must sign the application and attach a resolution of council in support of the application. (see page 4)
11. The mayor's signature affirms the city will use a procurement policy adopted by council when securing all services and products purchased with grant funds.
12. The Municipal Association of South Carolina reserves the right to not award grant funds to any or all cities.
13. Grant awards will be announced no later than October 31, 2016.

For questions, contact Scott Slatton at 803.933.1203 or sslatton@masc.sc.

Sample Resolution

RESOLUTION COMMITTING THE CITY/TOWN OF _____ TO PROVIDE A LOCAL MATCH FOR A MUNICIPAL ASSOCIATION OF SOUTH CAROLINA HOMETOWN ECONOMIC DEVELOPMENT GRANT

BE IT RESOLVED BY THE COUNCIL OF THE CITY/TOWN OF _____, here assembled on this ____ day of _____ 2016, that the Council hereby commits to provide a local match of at least \$ _____, which equals the minimum ____ percent local match required by the Municipal Association of South Carolina, to support the City/Town of _____ application for a \$ _____ Hometown Economic Development Grant. These grant and local matching funds will be used for _____ *(Provide a brief description or name of the project here)*. This resolution is made regarding the submission of an application for Hometown Economic Development Grant funds to the Municipal Association of South Carolina on or before September 30, 2016.

(Insert mayor's name)

Mayor, City/Town of _____

ATTEST:

(Insert clerk's name)

_____, Clerk to Council

City/Town of _____, South Carolina

Hometown Economic Development Grant Application

Contact Information

City

Contact person

Mailing Address

Phone number

Email

Mayor's name (Print)

Mayor's signature

Project title

Amount of grant funds requested

Is the applicant willing to accept an award amount less than that for which it applied? Yes No

Submission Checklist

- Complete narrative including budget and timeline
- Signed application form
- Signed council resolution

An online grant application
is available at www.masc.sc
(keyword: Hometown Grants).

Application Submission

Applications may be submitted by hand delivery to 1411 Gervais Street, Columbia, SC; or emailed to sslatton@masc.sc no later than 5 p.m., September 30, 2016. Mailed applications must be postmarked by September 30, 2016, and addressed to:

Hometown Economic Development Grant
Municipal Association of SC
PO Box 12109
Columbia, SC 29201

For questions, contact Scott Slatton at 803.933.1203 or sslatton@masc.sc.

Narrative Requirements

Project Description

No more than four, single-spaced printed pages:

- Indicate the activity or activities to be funded: professional services, assets or programs
- Describe the proposed project
- Describe the expected return on investment
- Describe how the project will improve economic development in the city or make a positive impact on the city's quality of life
- Describe how the project is innovative
- Describe how the project will be sustained over time
- Describe how the project could be duplicated in other cities

Budget

No more than two pages:

- Include a proposed, line-item budget for the project
- Explain how the figures for the proposed budget were developed and how the grant match will be provided
- Describe the city's need for financial assistance to undertake the project

Accountability

No more than two, single-spaced printed pages:

- Describe how the project's results will be measured
- Describe the city's experience with other grant-funded projects
- Include a timeline for the project

Supporting Materials

Photo requirements

- Cities may include up to four photographs in the application packet. Photos can be submitted in hard copy or digital format. Digital photographs (no smaller than 3" x 5" or 300 dpi) can be emailed to sslatton@masc.sc or saved to a CD or jump drive and mailed by September 30. If email attachments exceed 10 MB, send the attachments through multiple emails.



MASC Municipal Association
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