

# Richmond County Duke Energy Hometown Revitalization Grant

## Procedures

The United Way of Richmond County (501c3) as the designated recipient of the Duke Energy Hometown Revitalization grant for 2021 hereby creates the Richmond County Duke Energy Hometown Revitalization (RCDEHR) Committee comprised of the following seven members with the purpose of implementing the grant program.

Michelle Parrish – United Way of Richmond County

Emily Tucker / Jonathon Lewis – Richmond County Chamber of Commerce

Butch Farrah – Richmond Community College

Katrina Chance – Richmond County Partnership for Children

Martie Butler – Richmond County Government

Antonio Blue - Dobbin Heights

Mechelle Preslar – Hamlet Museum

In accordance with the Duke Energy Hometown Revitalization criteria, the following guiding principles will be used for allocating the grant funds as shown below:

- Small business support awards will focus on businesses with <50 employees.
- Small business support awards are intended to help small businesses recover or “pivot” as a result of COVID-19. A pivot may include adding enhanced service or commerce opportunities for the business to adjust to the effects of the crises, such as modifying physical space, improving an e-commerce site for online sales, or expanding capacity for delivering goods and services. Some expenditures may include furniture for expanded outdoor dining, materials for construction of takeout windows, accessibility compliance for additional outdoor seating, additional fixtures required for compliance with public health issues, and building of e-commerce platforms, as well as other equipment or tools needed for creative adaptation and pivoting of businesses.
- Payroll, utilities, and rent are **EXCLUDED**.
- Small business support awards may also support storefront beautification projects, but COVID-19 recovery projects will be prioritized.

### Duke Foundation Timeline:

- Administering nonprofit grantee recipients will be notified of their awards from Duke Energy Foundation by September 28, 2021
- The small business support program must be launched by November 15, 2021, and announce their small business support award recipients by January 15, 2022

## RCDEHR Committee Timeline:

- Fund request approved by Duke Energy September 28, 2021
- Announcement of grant program made for an eligible business the week of October 11, 2021
- **Businesses grant applications are due by noon on Monday, December 1, 2021**
- Committee approval of individual business grants Wednesday, December 10, 2021
- Grant recipients will be notified of the award by January 15, 2022
- As soon as the work is done the grant recipient will submit a request for reimbursement including copies of receipts and invoices including a description of the impact/changes garnered by the grant.
- Reimbursement checks will be sent to recipients within the month of verification **that work is done**. Before the reimbursement of the funds, two members of the committee will visit each funded site to inspect and confirm that the changes that are reported were completed.
- All grant work to be completed by May 15, 2022
- The final summary report is due by June 15, 2022, to the committee

## Committee Voting and Quorum

- A quorum consists when five members of the seven members are present.
- If a member has a conflict of interest, they will recuse themselves from the specific grant request involved.

## Committee organization

- Committee Chairperson will be United Way of Richmond County Director
- Recording Secretary will be elected from the committee membership
- Treasurer will be the United Way of Richmond County Treasurer (non-committee member)

## Priority of Grant Selection

- If the business grants requested exceed the \$25,000 Duke Energy Foundation grant then the committee will rank the request in the order of maximum impact on business growth.
- The business's grant submission date will be used as a tie-breaker if needed.

## Eligible to Participate

- The applicant must own and operate a legal business located within Richmond County, NC. Home-based businesses are not eligible.
- The applicant company has <50 employees
- All projects must be in compliance with the North Carolina Building Code.

## ***Availability of applications***

- United Way of Richmond County website [www.unitedwayrichmondnc.net](http://www.unitedwayrichmondnc.net)
- Richmond County Chamber of Commerce website [www.richmondcountychamber.com](http://www.richmondcountychamber.com)