

Pride OF
KINSTON

Economic Development Incentives

Pride OF
KINSTON

*327 North Queen Street
Kinston, North Carolina 28501
(252) 522-4676*

Located in the Kinston Enterprise Center

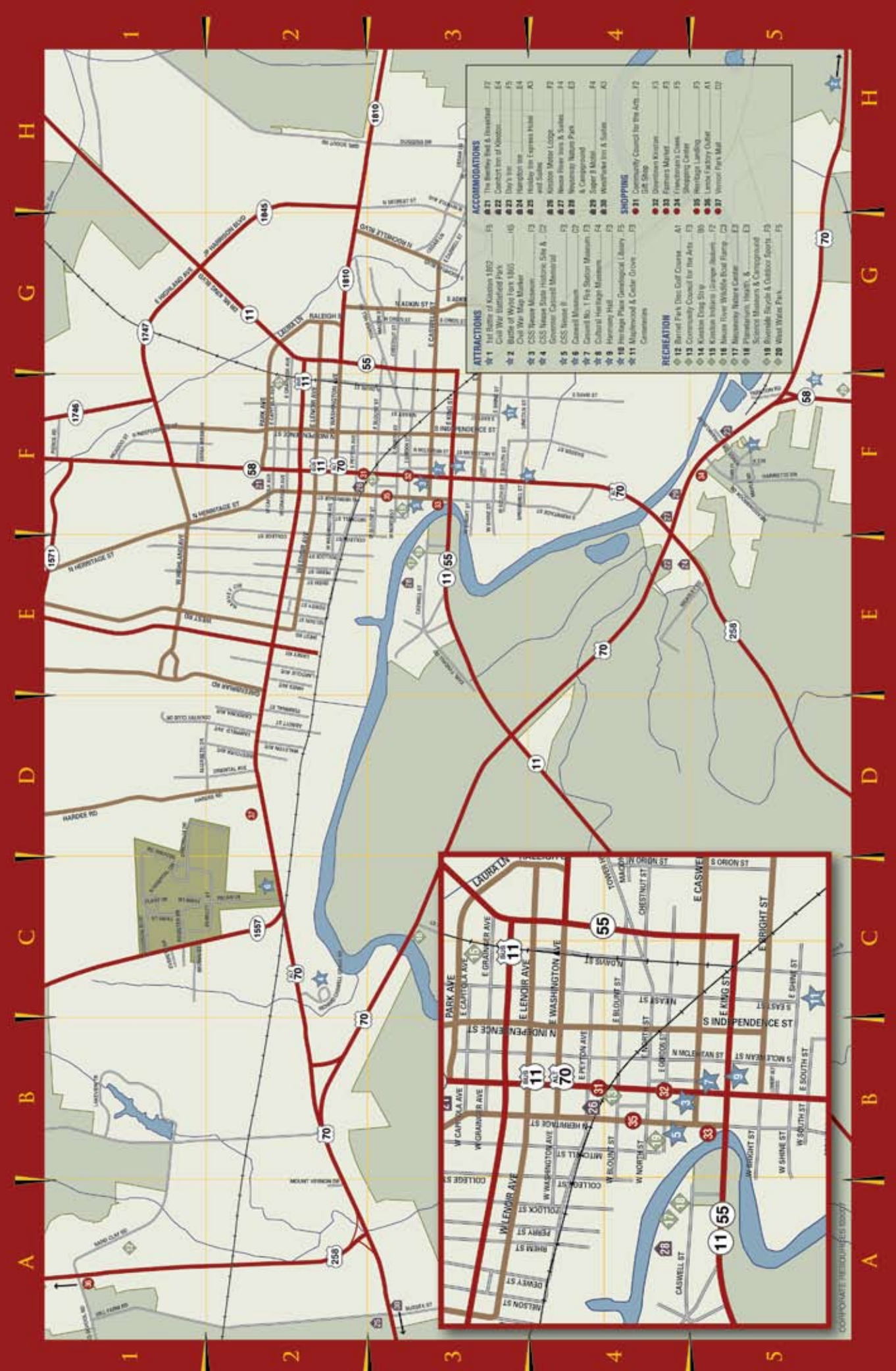
Artist Bruce D. Ziegler has generously made available to Pride his portrait of downtown Kinston as signature for Pride's website and economic development publications.



Pride OF KINSTON

Pride of Kinston Inc.'s 2008 - 2009 Board of Directors

Position	Name	Affiliation
Chair	Alison Merritt	Alison & Company
Vice chair	Mark Herring	White & Allen, P.A.
Secretary	Isaac Hines	Photographic Expressions
Treasurer	Kevin Zoltek	Walnut Street Securities
Member	Jeffrey Brooks	Dunn & Dalton Architects
Member	Greg Hannibal	Lenoir Community College
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Member	Michael Jarman	Lenoir County Manager
Member	William Jarman	Jarman Construction
Member	Angie Johnson	Angie Johnson CPA
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Member	Tommy Lee	City of Kinston
Member	John Marston	John Marston Insurance
Member	Frances Parrott	First Citizens Bank
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Member	Laura Lee Sylvester	Kinston-Lenoir County Chamber of Commerce
Member	Alice Tingle	Kinston City Council
Member	Teena Williams	The Right Angle



Resources

Pride of Kinston, Inc.

Adrian King, Executive Director
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www.downtownkinston.com

Lenoir County Economic Development

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<http://www.lenoiredc.com/incentives.htm>

Historic Preservation Tax Credits

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Senior Preservation Architect and Income-producing Tax Credit Coordinator
Restoration Branch, North Carolina State Historic Preservation Office
Office of Archives and History
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David Christenbury

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Microenterprise Loans

Lenoir Community College Small Business Center
327 North Queen Street
Kinston, North Carolina 28501
PHONE: 252.522.8021
FAX: 252.522.2118
Greg Hannibal, Site Director ghannibal@lenoircc.edu
Vu Donie, Enterprise Agent, vdonie@lenoircc.edu
Bobby Taylor, Enterprise Agent, btaylor@lenoircc.edu

Rural Venture Fund

North Carolina Rural Center
E-mail: businessfinance@ncruralcenter.org
Fax: 919.250.4325/Attention: Ashley Crane
Mail: Ashley Crane, Business Finance
Loan Office, North Carolina Rural Economic Development Center
4021 Cary Drive, Raleigh, North Carolina 27610.
<http://www.ncruralcenter.org>



Summer 2008

Pride of Kinston, Inc. is the organization tasked with promoting downtown Kinston's real estate, retail business, cleanliness, beauty, handsome streets and visually appealing landscapes. *Pride's* job is not simply to put a shine on things. We use our bully pulpit role, some elbow grease, and some hard cash to make Kinston a desirable place for our residents, our visitors and most importantly our businesses and their investors.

In doing so, *Pride* recognizes that economic development is as much an art as it is a science...hard financial calculations are infused with feelings, with emotion, with hope, with the kind of excitement that only risk taking can generate. But the connection between what is beauty to the eye, a warm heart, and money in the bank is as strong as a steel beam. It is this connection that fuels *Pride's* mission to forge and celebrate private and public partnerships to continue the revitalization of downtown Kinston's economy.

In 2007 alone, more than three million dollars were invested in downtown revitalization and the trend shows no signs of slowing. The vast majority of this money came from local individuals, business owners and investors. It represents mind and heart, well thought-out business decisions made with every expectation of long term success and a desire to make things better for the community at large. It represents hope, risk taking, public-private partnership, a belief in downtown Kinston and our future.

This is a great time to join the growing number of people locating businesses in downtown Kinston and renovating historic homes in surrounding neighborhoods. Over the next few years new industrial businesses like Spirit AeroSystems and Sanderson Farms will bring more than 2,000 new jobs to Kinston and Lenoir County. More businesses are expected to follow. This brochure outlines the numerous financial incentives and tax credits available to businesses both large and small that locate in or near downtown Kinston. There are additional tax incentives for businesses or homeowners that choose to renovate historic properties

Now is the time and downtown Kinston is the place! For more information about the benefits of locating your business in the heart of Kinston please contact the *Pride* of Kinston office in the Kinston Enterprise Center, 327 North Queen Street, in downtown Kinston.

We look forward to talking to you.

Adrian King
Executive Director
252.522.8003
adrianking@downtownkinston.com
www.downtownkinston.com

Incentives and Assistance Programs for Businesses

Lenoir County Incentives

The North Carolina Department of Commerce annually ranks the state's 100 counties based on economic well-being and assigns each a Tier designation. This Tier system is incorporated into various state programs, including the Article 3J Tax Credits, to encourage economic activity in the less prosperous areas of the state. The 41 most distressed counties are designated as Tier 1, the next 39 as Tier 2 and the 20 least distressed as Tier 3. Lenoir County's Tier 1 designation makes businesses and industries expanding or relocating to the area eligible for significant state job and investment tax credits and training programs.

The Lenoir County Economic Development Department works closely with local governments to develop financial packages for industries that are expanding or relocating to the area. Local performance based incentives are evaluated on a case by case basis and are determined by the level of capital investment and job creation.

North Carolina Assistance To Qualifying Businesses

North Carolina provides all qualified companies with financial programs and advantages that will lower the cost of doing business, thus impacting a company's bottom line. The North Carolina Department of Commerce Finance Center provides a "one-stop" financial center to which relocating companies and existing employers can come for an explanation of the financing alternatives available in North Carolina.



FINANCIAL INCENTIVES

Article 3J Tax Credits offer several types of credits to eligible taxpayers that undertake qualifying initiatives. These credits may be used to offset up to 50% of the taxpayer's state income and/or franchise tax liability, and unused credits may be carried forward for up to five years. These credits for job creation and investment are available in all 100 counties and are based upon a county's designation as a Tier 1 county by the State of North Carolina.

Industrial Revenue Bonds: Industrial Revenue Bonds (IRBs) or Industrial Development Bonds may be used by companies engaged in some type of manufacturing for the acquisition of real estate,

facility construction, and/or equipment purchase. IRBs fall under three issuance types: Tax Exempt, Taxable, and Pollution Control/Solid Waste Disposal Bonds. Regulations governing bond issuance are a combination of federal regulations and North Carolina statutes. The amount each state may issue annually is designated by population.

North Carolina Small Cities Community Development Block Grant Program: These grants may be obtained by local governments (municipal and county) to be used for projects involving a specific business that will create new jobs. With a participating bank, loans may be made to private businesses to fund items such as machinery and equipment, property acquisition, or construction. Assisted project activities must benefit persons (60% or more) who were previously (most recent 12 months) in a low or moderate family income status.

Industrial Development Fund: The industrial Development Fund (IDF) assists municipal or county governments with financing for industries eligible through the William S. Lee Act in areas of the State designated as Tier I, II, and III areas. The amount funded depends on the number of new, full-time jobs created and may be used by local units of government for infrastructure improvement (in the form of grants) or for building renovation and equipment (in the form of loans). The fund may not be used for acquiring land or buildings or for constructing new facilities.

Business Energy Loans: These loans may be used by businesses for facilities or projects that demonstrate energy efficiency or the use of renewable energy resources resulting in energy cost savings.

The nomination process typically takes a minimum of six months, and may take much longer.

The rehabilitation of the historic structure must be substantial. For income-producing properties, the rehabilitation expense must exceed the greater of the "adjusted basis" of the building or \$5,000 within a 24 month period or a 60 month period for phased projects. For nonincome-producing properties, the rehabilitation expense must exceed \$25,000 within a 24 month period.

All rehabilitation work must meet the Secretary of the Interior's Standards for Rehabilitation. Applications for income-producing structures are subject to a joint review by the North Carolina State Historic Preservation Office and the National Park Service, with final authority resting with the National Park Service. Applications for nonincome-producing historic structures are reviewed solely by the State Historic Preservation Office. Rules for the application and review are promulgated by the North Carolina Historical Commission.

The credits cannot be claimed against the cost of acquisition, new additions, site work, or personal property other than the building itself. Only costs incurred in work upon or within a historic structure will qualify. Interior work such as HVAC work and kitchen and bathroom remodelings will qualify if the work meets "The Secretary of the Interior's Standards for Rehabilitation."

Property owners are strongly advised to consult with the State Historic Preservation Office before beginning a rehabilitation to resolve potential design and rehabilitation problems that could result in denial of the credits. For applications and further information, contact

Tim Simmons, Senior Preservation Architect and Income-producing Tax Credit Coordinator
Restoration Branch, North Carolina State Historic Preservation Office
Office of Archives and History
4617 Mail Service Center, Raleigh North Carolina 27699-4617
Telephone 919-807-6585 Fax 919-807-6599
email: tim.simmons@ncmail.net

David Christenbury, Preservation Architect and Nonincome-producing Tax Credit Coordinator
Restoration Branch, North Carolina State Historic Preservation Office
Office of Archives and History
4617 Mail Service Center, Raleigh North Carolina 27699-4617
Telephone 919-807-6574 Fax 919-807-6599
email: david.christenbury@ncmail.net

For information about the National Register of Historic Places and the requirements and procedures for listing a property, contact:

Claudia R. Brown, Branch Supervisor
Survey and Planning Branch,
North Carolina State Historic
Preservation Office
Office of Archives and History
4617 Mail Service Center
Raleigh North Carolina 27699-4617
Telephone 919-807-6573
Fax 919-807-6599
email: claudia.brown@ncmail.net



North Carolina Historic Preservation State Tax Credits



North Carolina preservation state tax credits for rehabilitations of historic buildings provide:

- A 20% state tax credit for rehabilitations of income-producing historic properties that also qualify for the 20% federal investment tax credit. In effect, the combined federal-state credits reduce the cost of a certified rehabilitation of an income-producing historic structure by 40%.
- A state tax credit of 30% for qualifying rehabilitations of nonincome-producing historic structures, including owner-occupied personal residences. There is no equivalent federal credit for such rehabilitations.
- State Mill Rehabilitation Credits may be applied to the rehabilitation of

qualifying former textile, tobacco, and furniture plants in lieu of (not in addition to) the standard state historic preservation tax credits. These credits provide even greater incentives for qualifying projects. The incentives vary, depending on the economic development Tier for the county assigned by the North Carolina Department of Commerce.

Some key points and cautionary reminders about the credits:

- Only certified historic structures will qualify for the credits. A “certified historic structure” is defined as a building that is listed in the National Register of Historic Places, either individually or as a contributing building in a National Register historic district, or as a contributing building within a local historic district that has been certified by the Department of the Interior. (There are only three of the latter in North Carolina. These are the Blount Street Historic District in Raleigh, the Goldsboro Historic District, and the Decatur-Hunter Historic District in Madison).
- A nonincome-producing building must be a “certified historic structure” at the time the state credit is taken -- that is, it must actually be listed in the National Register either individually or as part of a district or it will not qualify for the state credit. The federal tax credit for income-producing buildings provides for “preliminary certification” that enables an owner to take the credit for a qualifying rehabilitation even before the structure is actually listed in the National Register of Historic Places. There are no such provisions for preliminary certification in the state law for nonincome-producing historic structures.
- An owner may begin a rehabilitation project on a nonincome-producing property prior to the listing of the property in the National Register, with the intention of having it listed in the Register by the time the project is completed. However, because listing of a property by a desired deadline cannot be guaranteed, owners are strongly advised to secure National Register listing of their nonincome-producing property prior to beginning a certified rehabilitation.
- A property is listed in National Register of Historic Places by a nomination, which is a research report prepared according to detailed state and federal guidelines. The final authority on National Register listing is the federal Keeper of the National Register in Washington, D.C. In its role as administrator of the National Register program in North Carolina, the North Carolina State Historic Preservation Office is charged with ensuring that nominations forwarded by the State Historic Preservation Officer to the Keeper are complete and correct. The State Historic Preservation Office provides direction to preparers but does not write nominations. Most nominations are prepared by private consultants hired by property owners, local governments, or private non-profit organizations.

Industrial Access/Road Access Fund: Administered by the North Carolina Department of Transportation, this program provides funds for the construction of roads to provide access to new or expanded industrial facilities.

Rail Industrial Access Program: This program provides grant funding to aid in financing the cost of constructing or rehabilitating railroad access tracks required by a new or expanded industry which will result in a significant number of new jobs or capital investment.

TAX CREDITS

The North American Industry Classification System (NAICS) designations for certain manufacturing, warehousing, wholesale trade, electronic mail order houses, air courier services, customer service centers, and central office operations that meet size, wage and Tier county requirements are eligible for credits against the income or franchise tax and have a five-year carry-forward for each eligible year. The total value of tax credits cannot exceed 50% of the annual tax liability.

Investment Tax Credit: A tax credit equal to 7% of the value above the applicable threshold of machinery and equipment placed in service is available to new and expanding companies. The credit is taken in equal installments for seven years after the machinery and equipment is placed in service. An eligible business that invests \$150 million or more within a two-year period is eligible for a 20-year carry-forward.



Job Creation Tax Credit: New and expanding companies with a least five full-time employees can take a credit for each new job created in equal installments over four years.

Worker Training Tax Credit: Companies providing training for five or more employees can take a credit of 50% against eligible training expenses. Tier 1 Counties can receive a maximum credit of \$1,000 per employee. All other Tiers receive a maximum of \$500 per employee.

Research & Development Tax Credit: Companies qualifying for the federal Research and Experimentation Tax Credit can take a state tax credit equal to 5% of the state’s apportioned share of the company’s research and development expenditures.

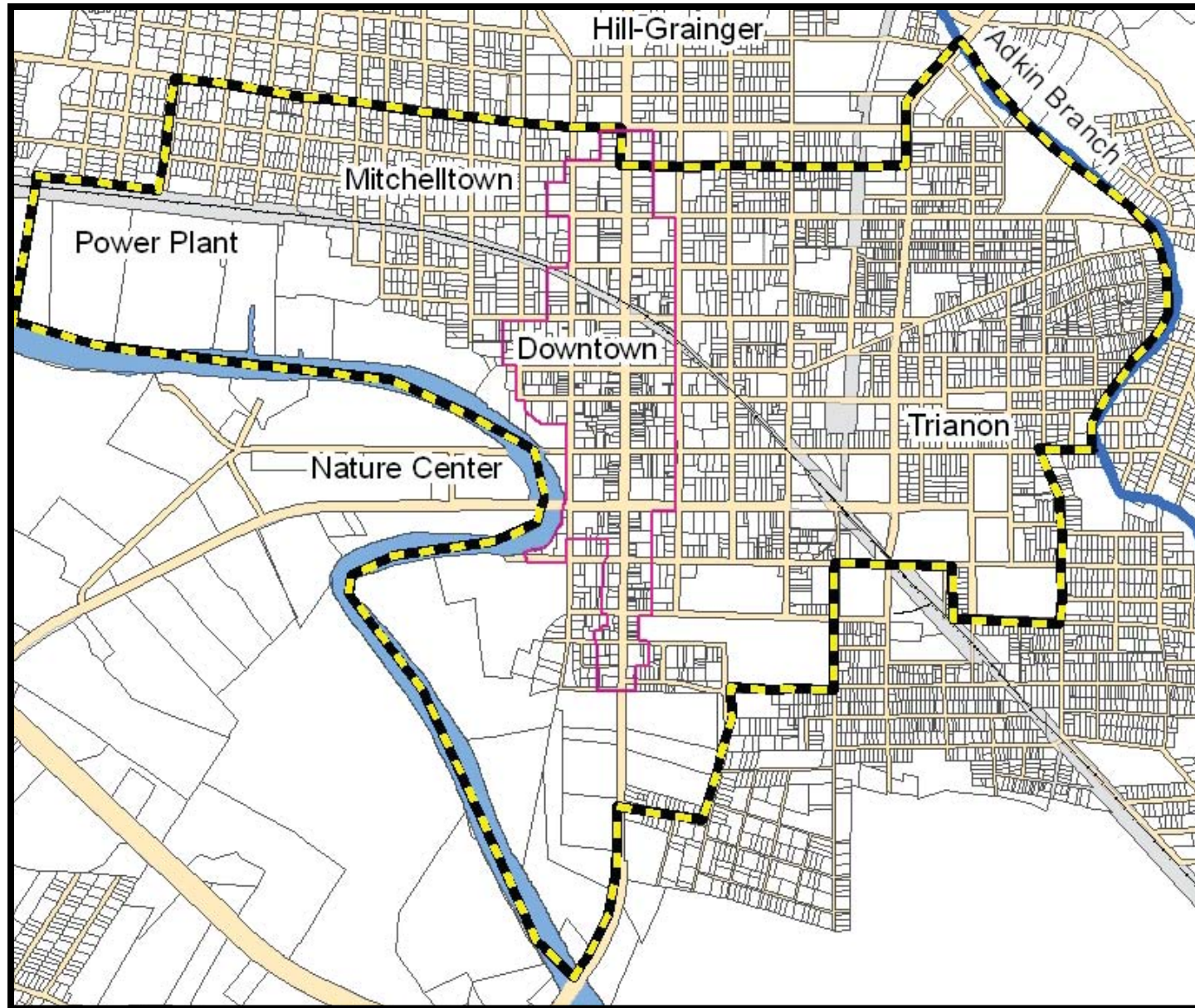
Business Property Tax Credit: The credit equals 4.5% of tangible business property capitalized under the tax code, up to a maximum single year credit of \$4,500 taken in five equal installments beginning in the taxable year the property is placed in service.

Central Administrative Office Credit: For purchased property, the credit equals 7% of the property cost. For leased property, the credit equals 7% of the lease payments over a 7-year period plus non-reimbursed property improvement expenditures. The maximum credit is \$500,000. To qualify, the company must hire at least 40 new full-time administrative positions in the first year.

Special Development Zone Credit: Development zones located in eligible cities are treated as Tier 1 for purposes of wage standard, threshold for capital investment, and worker training credit. Job creation nets an additional \$4,000 per job credit. The City of Kinston’s Urban Progress Zone is a Special Development Zone.



Kinston - Urban Progress Zone (UPZ) Parcel Map



Credit for Creating Jobs (§105-129.87)

Eligible taxpayers that meet a minimum threshold of new full-time jobs created during the taxable year may claim a credit for each new job created. The credit is taken in equal installments over four years following the year the jobs are created. The job threshold and the credit amount per job are determined by the Tier designation of the county in which the jobs are created. If your business locates in the Kinston UPZ and creates 5 or more jobs then your credit per job is \$13,500. An additional \$1,000 is credited if the job is filled by a resident of the zone or a long-term unemployed worker.

Credit for Investing in Business Property (§105-129.88)

Eligible taxpayers may claim a credit based on a percentage of the cost of capitalized tangible personal property that is placed in service during the taxable year, in excess of an applicable threshold. This credit is taken in equal installments over four years, beginning the year after the property is first placed in service. There is a zero dollar threshold and a 7% credit on capitalized tangible personal property that is placed in service in the Kinston UPZ.

Rural Venture Fund

The Rural Venture Fund offers a new source of capital for small businesses seeking to expand in North Carolina's poorest counties. The investments, including equity and subordinated debt, carry the expectation of a return, but on less demanding terms and over a longer period of time than available with traditional business financing. Through their growth, qualifying businesses will help create jobs and build wealth where they are needed most.

The fund was created in 2007 with \$6.8 million in available capital, including investments by the North Carolina General Assembly, Golden LEAF Foundation and the Rural Center.

As part of the program, the Rural Center will assist clients in the successful management of their long-term growth. A partnership with the University of North Carolina System will enhance the center's capabilities. The university-based Small Business and Technology Development Center and several UNC business schools will serve as points of intake for applications or deal identification, conduct investment-related research and data accumulation, and provide specialized technical assistance to companies doing business with the fund.

The Rural Center will make investment decisions on a quarterly basis. An advisory board has been established to assist the center in evaluating applications. Final decisions will rest with the center.

Eligibility

Eligible businesses must demonstrate growth potential and must show that the owner would not receive financing from traditional sources. Target companies for investments will typically be classified as higher risk and in need of capital in the range of \$50,000 to \$350,000. Funding will be considered for existing businesses only, not for start-ups. The Rural Venture Fund will focus its efforts in counties designated Tier 1 counties by the North Carolina Department of Commerce. Businesses in those counties will receive priority consideration.

How to Apply

Among the requirements for an application is a well-developed business plan.

Prospective applicants also are encouraged to complete a pre-application questionnaire. This questionnaire will assist the Rural Center in determining whether the Rural Venture Fund or another business finance program might best suit the business owner's needs. It does not bind the business owner or the Rural Center to a financial agreement. All information contained in the questionnaire will be kept strictly confidential and will not be used for any other purpose.

A Rural Center representative will respond within two business days after receipt of the pre-application. Completed questionnaires may be submitted to the Business Finance (or Loan) office by:

E-mail: businessfinance@ncruralcenter.org
 Fax: 919-250-4325/Attention: Ashley Crane
 Mail: Ashley Crane, Business Finance/Loan Office,
 North Carolina Rural Economic Development Center,
 4021 Carya Drive, Raleigh, NC 27610.

For additional information, contact the Rural Center's Business Finance office.

NC Rural Center Small Business Loan/Grant Programs

NC Microenterprise Loan Program

In operation since 1989, the Rural Center's nationally award-winning Microenterprise Loan Program provides rural people with small business loans to help them become self-sufficient through business ownership.

The Microenterprise Loan Program works with individuals who have sound ideas for starting or expanding a small business but do not qualify for bank loans. These individuals may include women, members of minority groups, people with low incomes and limited assets, and people who live in rural areas.

The Microenterprise Loan Program provides loans up to \$25,000 in combination with business planning and technical assistance. The technical assistance is offered in partnership with small business centers located at area community colleges and small business technology development centers. The center runs two types of loan programs: 1) Group lending available in selected counties and 2) Individual lending, available in all 85 rural counties.

Group lending. Three local lending sites operate group-based lending programs. Individuals participate in these programs by self-selecting into groups of four to 10 people. Each group participates in an intensive training and certification process. Once certified, the group can make credit decisions for its members. All loans must be current in order for the group to consider making additional loans. Group members also work together to support the growth and development of one another's businesses.

Individual-based lending. The program also offers individual lending, which is a good choice for those with more business experience and greater financial needs. Program staff work one-one-one with potential borrowers to prepare loan applications based on the borrower's business plan, character, and the local economy. Individuals can apply directly to the Rural Center or be referred by a network of organizations already providing business assistance in the community.

The program has grown steadily since it began in 1989 as a Rural Center demonstration project. Funding comes from a variety of sources. The North Carolina General Assembly provides funds for local site operation. Additional funds come from private foundations and the United States Small Business Administration. Loan capital is provided primarily through a program related investment from The Ford Foundation. The program was awarded the 1996 Presidential Award and the 1998 United States Small Business Administration's Award for excellence in microenterprise lending.

Eligibility

Anyone who wishes to start or expand a small business in one of the 85 rural counties of North Carolina and meets the following minimum criteria may apply: is at least 18 years old; has a business with fewer than 10 full-time employees; is a United States citizen/permanent resident and resident of North Carolina. Special emphasis is placed on serving rural, low-income, female and minority borrowers.

How To Apply

Prospective borrowers are encouraged to complete a pre-application questionnaire. This questionnaire will assist the Rural Center in determining whether the Microenterprise Program or another business finance option might best suit the business owner's needs. It does not bind the business owner or the Rural Center to a financial agreement. All information contained in the



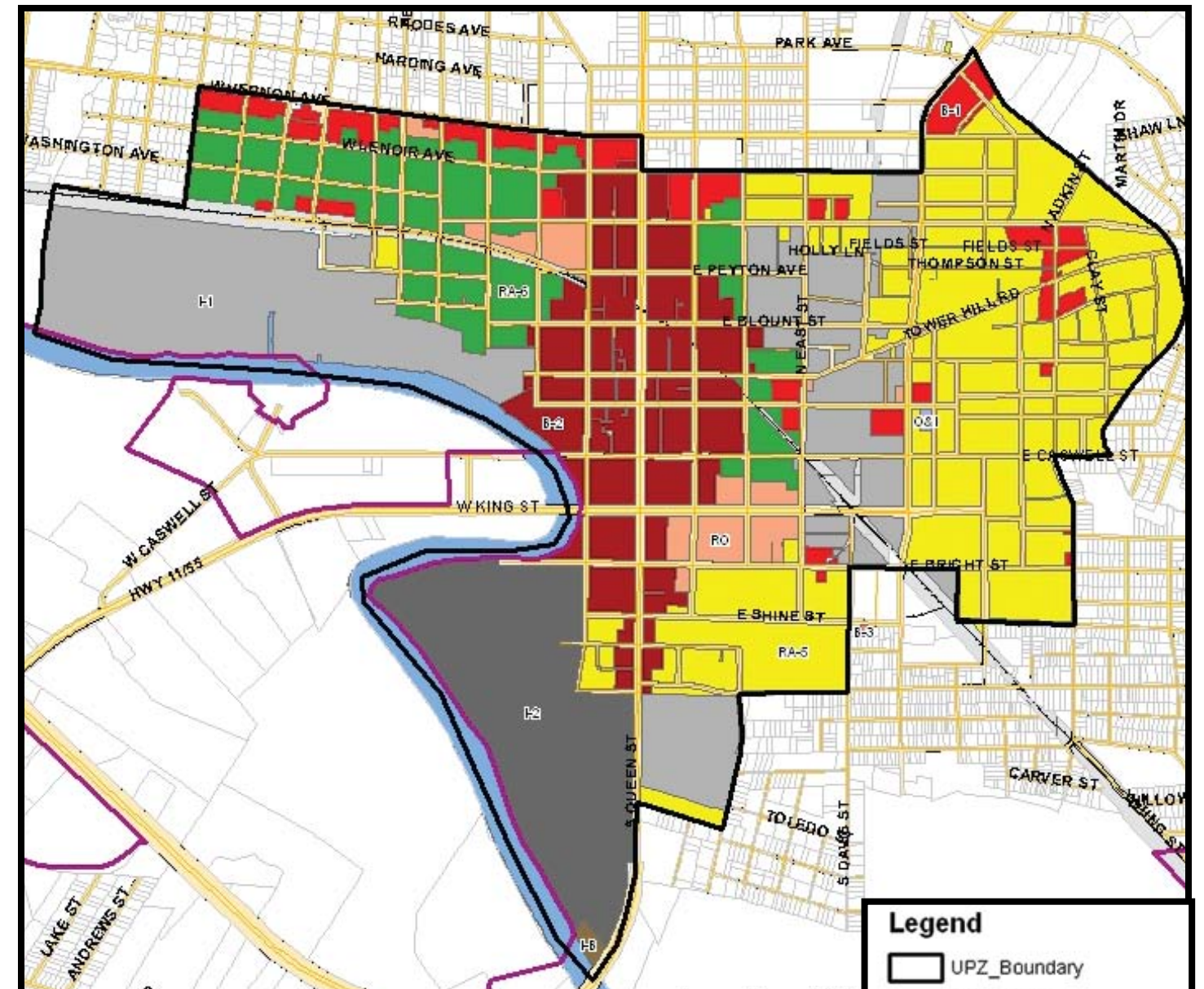
questionnaire will be kept strictly confidential and will not be used for any other purpose.

For more information contact:

Greg Hannibal, Site Director: ghannibal@lenoircc.edu
 Vu Donie, Enterprise Agent: vdonie@lenoircc.edu
 Bobby Taylor, Enterprise Agent: btaylor@lenoircc.edu

327 North Queen Street
 Kinston, North Carolina 28501
 PHONE: (252) 522-8021
 FAX: (252) 522-2118

Kinston - Urban Progress Zone Existing Zoning Map



Legend	
	UPZ_Boundary
	City_Limits
UPZ	
Zoning Classification	
	B-1 General Business
	B-2 Downtown District
	B-3 Neighborhood Trading
	I-1 Light Industrial
	I-2 Heavy Industrial
	I-B V Light Industrial & Bus
	O&I Office & Institutional
	RO Residential Office
	RA-6 High Density Res.
	RA-5 HD Res. MH's OK

Credit for Investment in Real Property (\$105-129.89)

Eligible taxpayers that invest at least \$10 million in real property within a three-year period and create at least 200 new jobs within two years at an establishment located in a Tier 1 county are allowed a credit equal to 30% of the eligible real property investment. This credit is taken in equal installments over seven years, beginning the year after the property is used in an eligible business. To qualify for this credit, the taxpayer must obtain a written determination from the Department of Commerce.

Pride of Kinston's Economic Development Incentives

Pride of Kinston is one of 57 Main Street communities in North Carolina in a program coordinated by the North Carolina Department of Commerce, Division of Community Assistance. The Main Street idea is to stimulate all aspects of downtown development emphasizing public-private partnerships while stressing quality, self-help and incremental improvement using an array of local assets. Main Street programs have four key elements:

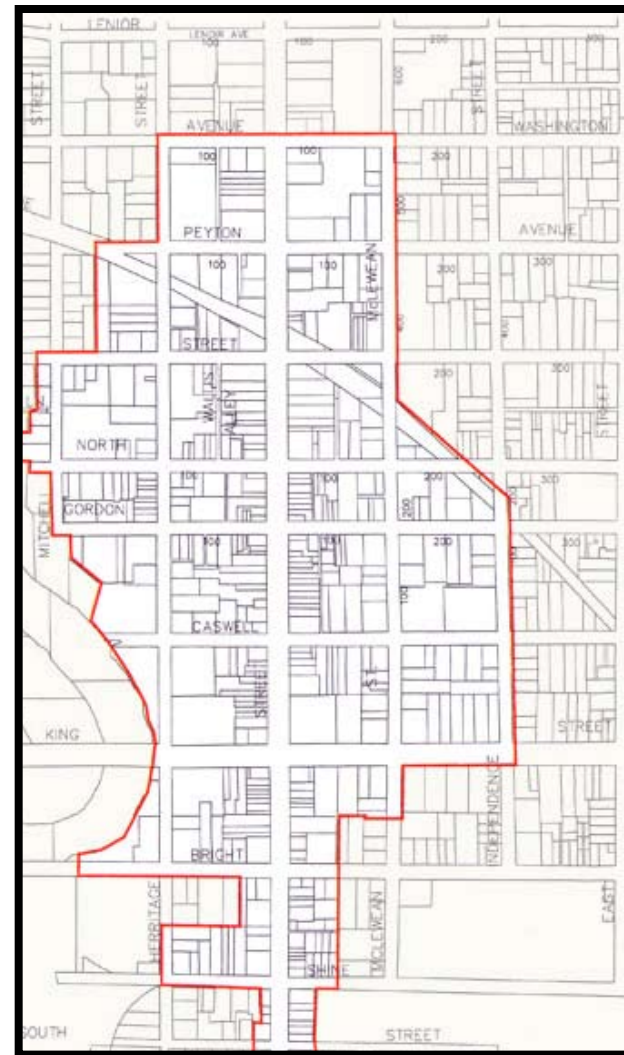
- *Organization - Effective public-private partnerships;*
- *Promotion - Marketing strategies and events to establish downtown as an attractive place for shoppers, investors and visitors;*
- *Design - Projects and activities to enhance the overall attractiveness of downtown;*
- *Economic Restructuring - Economic development strategies to strengthen the economic base of the downtown business district.*

Pride of Kinston is guided by a 22-member Board of Directors composed of leading business and civic leaders. Another 19 non-board members serve on committees.

Marketing and promotion activities include: “Sand in the Streets” Outdoor concert series; the Kinston 8000: Run for the River race; “Holly Day Celebration” to launch the Christmas shopping season; administration of the annual Kinston Christmas Parade; a “Take Pride” television program, a billboard advertising program promoting downtown business, and a periodic newsletter are tools of the marketing strategies. The “Kinston Water Front - NOW!” project, which envisions major developments along Kinston’s stretch of the Neuse River, is another initiative under Pride’s marketing banner.

Renovation of spaces to provide attractive parking alternatives has been an ongoing concern of both **Property Development and the Design Committees**. Pride has aggressively supported the City of Kinston in its efforts to convince downtown property owners to maintain safe and attractive buildings. The “South Queen Street Project” aims to beautify a major gateway into Downtown Kinston. A striking new entrance into historic Maplewood - Hebrew - Cedar Grove Cemeteries off of Queen street will be the catalyst for redeveloping the entire six-block area.

An aggressive **Property Development Committee** has undertaken special development projects in partnership with entrepreneurs, utilizing donated buildings to cement the opportunities. New business developments include three new restaurants, a new antiques shop, a hair salon, a kitchen wares boutique and home decor emporium, expansion of a major photography studio, two coffee shops and a pilates studio. Projects currently in the planning stages would continue to transform Downtown Kinston into a dining and shopping destination for Eastern North Carolina.



Municipal Service Tax District

Facade Grants

Eligibility

Any owner of a commercial building located within the Municipal Service Tax District may apply.

Guidelines

- Renovations and other improvements, interior and exterior, including a roof, must conform to the building codes enacted and required by the City of Kinston and Lenoir County.
- Plans for rehabilitation of structures are expected to illustrate respect for the architectural integrity of the entire building and the neighboring streets.
- The guidelines of the Secretary of the Interior’s Standards for rehabilitation will be used in making improvements to the facades of structures.
- Depending on the location of the property, the guidelines of the Kinston Historic District Commission may apply.
- If awarded a facade or interior renovations grant, the same building/property may not apply again for three (3) years.
- A single interior renovation and restoration project, if deemed of significant importance to the overall downtown environment, may be approved for maximum grant totaling \$20,000 on a one-to-three marching basis and payable in three equal annual installments over three years. The recipient must document expenses of a minimum of \$60,000 to receive \$20,000 payable over three years.
- All grants subject to the availability of funds.

Criteria

Qualifying façade (street side exterior) enhancement projects are eligible for a grant up to \$2,000 per facade, on a 50-50 matching basis. There is a limit of two facades or \$4,000 per building. Interior renovation and roof protection projects must be described in detail, utilizing plans and drawings drafted by licensed designers and/or architects. All projects must be approved by a review panel before work has begun.

Timeline

The plan proposed and approved by the special review panel must contain a proposed timeline for completion once the project has begun. Facade and interior renovations as described in Guidelines must begin within 30 days of the date applicant is notified of approval.

Ineligible

- Signs
- Metal Siding
- Tenant/Lessee Signature
- Routine maintenance
- Vinyl Siding

The Process

- Applicant meets with the Executive Director of Pride of Kinston to review renovation plans.
- Owner/tenant completes application, including design plans, sketches or descriptive photo. Application is signed by the building’s owner.
- Plan is to be presented in person to a special review panel consisting of members of the Pride of Kinston Design Committee and the City of Kinston’s Appearance Commission.
- Plan is then reviewed and approved by the appropriate City of Kinston inspection officials.
- Application must be reviewed and signed by the Kinston City Building Inspector for Code Compliance.
- Properties in the Historic District must be reviewed and signed by the Historic District Planner. A Certificate of Appropriateness must be attached to the application.
- At least two itemized bids must be submitted with the application when reviewed by the review panel.
- Upon completion, copies of paid statements must be sent to the Executive Director of Pride of Kinston.
- The Executive Director of Pride of Kinston and chair of Pride of Kinston’s Design Committee inspect the completed work. Upon satisfactory evidence that the project has been completed as proposed and approved, Pride of Kinston issues a check for 50% of the actual project cost, or \$2,000 (per facade), whichever is less.

