



CRA Façade Improvement Grant Program FACT SHEET



Introduction and Purpose

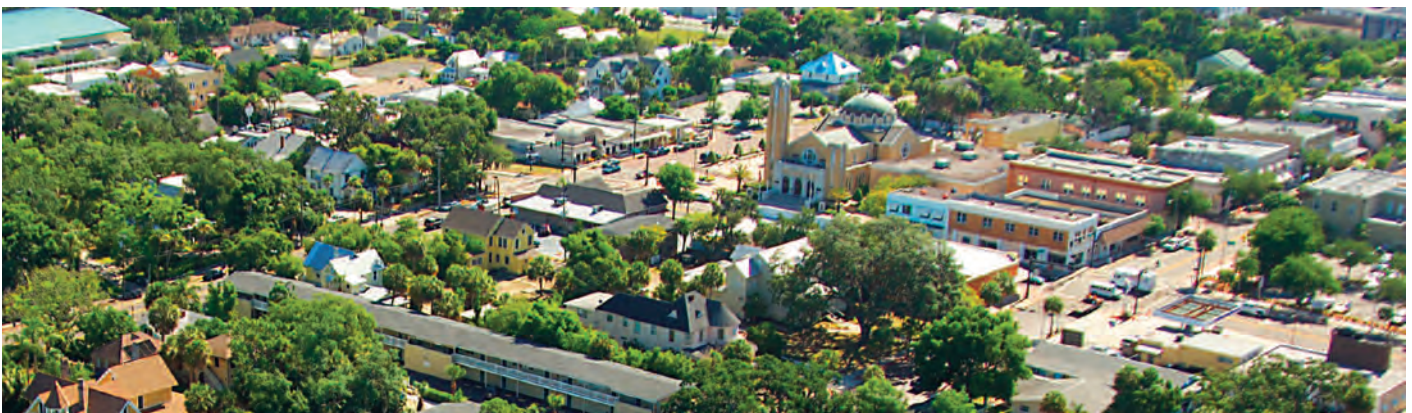
The Community Redevelopment Area (CRA) Improvement Grant program seeks to encourage commercial building owners and tenants to invest in properties located within the CRA by financially assisting with appropriate exterior renovations to their buildings. The intention is to stimulate private investment that will improve the appearance of commercial buildings within the CRA. Positive building appearance has been proven to increase property values, improve the marketability of space within the building and attract new businesses, residents and visitors to an area.

Program Objectives

The primary objectives of the CRA Façade Improvement Grant are to promote commercial vitality, increase economic activity, and improve property values by encouraging private investment in exterior renovations that enhance the overall attractiveness of the community.

Program Guidelines

1. Funds shall be allocated on a first come first served basis. Tenants may qualify upon written consent from the owner of the building.
2. The program is reimbursable. Grant funds can be used for up to 50% of project costs, not to exceed \$10,000 for a single story and \$15,000 for a two-story structure.
3. All grant applications must receive approval by the Technical Review Committee (TRC) before any construction can commence. No grants will be awarded on an application if work has been started or completed.
4. All applicants will be required to present proper permitting through the Development Services Department before any application will receive an "approved" grant award. This includes any changes required to obtain a building permit. Variances and/or zoning change requests must be handled prior to award approval.
5. All applicants that are awarded a grant understand that when submitting for reimbursement, "cash receipts" will not be accepted due to auditing requirements. Payment for materials and services must be made by check, money order or by credit card. Verification of payment must be submitted with reimbursement request.
6. Only properties located within the Community Redevelopment District (CRA) are eligible.



Eligible Improvements

Exterior renovations to the building are eligible for funding. Examples of improvements for which funds may be used include, but are not limited to:

- Architectural Façade Renovation
- Replacement or Installation of Windows and/or Doors
- Replacement or Installation of Permanent Awnings
- Structural Alterations or Accessibility Improvements
- Landscaping and Irrigation
- Professional services associated with renovations



Eligibility Requirements

Applicants must comply with the following criteria and submit a complete application with all required submittals prior to review.

1. The applicant must be the owner of the building. Tenant may qualify upon written consent by the owner of the building.
2. Business must be a permitted use as outlined in the City of Tarpon Springs Land Development Code and meet the intent of the zoning code.
3. Property taxes, both City and County, must be current.

For more information, contact
KAREN LEMMONS,
Economic Development Manager,
City of Tarpon Springs, 727-943-4932,
or klemmons@ctsfl.us.





City of Tarpon Springs, Florida

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CRA FAÇADE IMPROVEMENT GRANT PROGRAM GRANT APPLICATION

I. Applicant / Business Information

Please type or print

Applicants' Name: _____

Mailing Address: _____

City / State / Zip Code: _____

Phone / Fax / Email: _____ / _____ / _____

Property Address: _____

City / State / Zip Code: _____

Business Name:* _____

Business Owner: _____

City / State / Zip Code: _____

Phone / Fax / Email: _____ / _____ / _____

Property Owner: _____

Mailing Address: _____

City / State / Zip Code: _____

Phone / Fax / Email: _____ / _____ / _____

**If the business is a partnership, attach a sheet listing name, address, and telephone number of each partner.*

**If the business is a corporation, attach a sheet listing name, address, and telephone number of each shareholder and officer who owns any portion of the corporate stock. Publicly held companies are exempt.*

II. Description of Façade Improvement

Please provide a brief description of the planned façade improvement: [attach sheets as necessary]

Attach a drawing or rendering of the planned façade improvements, as well as any additional descriptive material.

Attach at least two (2) photos of the building façade in its current condition.

III. Cost of the Façade Improvements

Please provide cost estimates for the planned façade improvements.

Architectural Façade Renovation:	\$ _____
Replacement or Installation of Windows and/or Doors:	\$ _____
Replacement or Installation of Permanent Awnings:	\$ _____
Structural Alterations or Accessibility Improvements:	\$ _____
Landscaping and Irrigation:	\$ _____
Other: _____	\$ _____
Total Project Cost:	\$ _____
Grant Funds Requested: (See page 3 for grant limits)	\$ _____

Please attach an itemized listing of costs or estimates from a licensed contractor.

IV. Applicant's Acknowledgements

Please read and initial all of the following:

- _____ The undersigned applicant agrees to utilize any grant funds received in strict conformance with the guidelines set forth by the Community Redevelopment Agency in Resolution 2010-59.
- _____ All grant applications must receive approval by the Technical Review Committee (TRC) before any construction can commence. No grants will be awarded on an application if work has been started or completed.
- _____ All grant applications for buildings/properties within the Historic District must receive all applicable Certificates of Approval (CA) from the Heritage Preservation Board (HPB) before any construction can commence. No grants will be awarded on an application if work has been started or completed.
- _____ All applicants will be required to present proper permitting through the Development Services Department before any application will receive an "approved" grant award. This includes any changes required to obtain a building permit. Variances and/or zoning change requests must be handled prior to award approval.
- _____ All applicants that are awarded a grant understand that when submitting for reimbursement that "cash receipts" will not be accepted due to auditing requirements - NO EXCEPTIONS. You must pay for materials and services by check, money order or by credit card. Verification of payment must be submitted with reimbursement request.
- _____ Only properties located within the Community Redevelopment Area (CRA) are eligible for this grant.
- _____ All grant recipients must complete a W-9 Tax Form and will receive a 1099 Tax Form for their award.

V. Funding

Under this grant program the applicant may request up to \$10,000 for single story buildings or up to \$15,000 for two story buildings. Please check the appropriate box below.

- Single Story Building
- Two Story Building

PLEASE NOTE: Grant funds can be used for up to 50% of total project costs, not to exceed \$10,000 for single story buildings and \$15,000 for two story buildings. To ensure an efficient reimbursement, please make certain that the applicant name and/or business name on this application matches the name on the method of payment used. For example, if John Smith is applying for a grant, John Smith's name should appear on proof of payment provided to the City, not a corporate or other business name.

VI. Checklist

Only completed applications will be accepted so please be sure you submit the following with this application:

- List of all business owners including name, address and telephone number.
- Drawings or renderings of the planned façade improvements, as well as any additional descriptive material.
- Two (2) current photographs of the façade in its current condition.
- Itemized list of costs or estimates from a licensed contractor.
- Completed W-9 Tax Form.

VII. Applicant's Signature

Applicant's Name (Printed or Typed)

Date

Applicant's Signature

Date

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me by _____ who is personally known to me or produced _____ as identification, this _____ day of _____, 20_____.

Notary's Signature _____

SEAL: