



Restaurant Recruitment Grant Program FACT SHEET



Introduction and Purpose

The City of Tarpon Springs, through its Community Redevelopment Area, is committed to attracting a diverse mix of businesses to strengthen the local economy and increase nighttime foot traffic throughout the CRA. Through a survey of CRA property owners and merchants and discussions with local leaders and business organizations, it has been established that restaurant recruitment is a priority. Many of the City's older buildings are difficult and costly to retrofit to restaurant use. To promote recruitment and encourage clustering of restaurants, the CRA is offering an incentive to assist in the conversion of building space to restaurant use, to improve the interior appearance and utility of street level storefronts, and to encourage the establishment of restaurants which include hours of operation after 5:00 p.m.

Program Objectives

The primary objective of the Restaurant Recruitment Grant is to encourage diversified businesses in the CRA, attract restaurants, and expand hours of operation beyond 5:00 p.m. The goal is to stimulate reinvestment in the CRA, to add diversity to the restaurant business district, and stimulate nighttime foot traffic.

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 \$7,500.
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 that "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 Area (CRA) are eligible.





Eligible Improvements

Remodeling, renovation, rehabilitation, installation and additions to the interior of the commercial building are eligible for grant funds. The funds are for modification and improvement of the building and not for normal maintenance or repair. Some specific examples of improvements for which funds may be used include:

- Air Conditioning/Heating
- Plumbing and Electrical
- Interior Design
- Permanent Fixtures, including kitchen equipment
- Interior Doors
- Windows
- Flooring and floor drains
- ADA Compliance
- Professional services associated with renovations, including architectural and engineering.

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 or conditional 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.

Allowable Use

The use must be compatible with creating a diverse mix of restaurant offerings that will complement existing uses and reflects potential of the area. Emphasis will be placed on full-service restaurants that serve at least both lunch and dinner and provide wait staff and table service.



For more information, contact
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or klemmons@ctsfl.us.



City of Tarpon Springs, Florida

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(727) 938-3711

CRA RESTAURANT RECRUITMENT 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 Improvements Necessary for Restaurant Use

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

III. Cost of the Improvements

Please provide cost estimates for the planned improvements, and attach an itemized listing of costs or estimates from a licensed contractor. Eligible costs are essential building alterations including but not limited to, design/engineering, floor drains, health code requirements, ADA compliance, permanent kitchen fixtures and utilities.

Total Project Cost: \$ _____

Grant Funds Requested: (See page 3 for grant limits) \$ _____

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 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 \$7,500.

PLEASE NOTE: Grant funds can be used for up to 50% of total project costs, not to exceed \$7,500. 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.
- 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: