



BUSINESS FACADE MATCHING GRANT PROGRAM COMMUNITY REDEVELOPMENT AGENCY (CRA)

PROGRAM OBJECTIVES:

THE PRIMARY OBJECTIVE OF THE PROGRAM IS TO ENCOURAGE REHABILITATION AND PRESERVATION OF COMMERCIAL BUILDINGS BY OFFERING FINANCIAL AND TECHNICAL ASSISTANCE FOR FACADE REHABILITATION AND IMPROVEMENTS. THIS, IN TURN, IMPROVES THE AESTHETICS OF THE ENTIRE DOWNTOWN DISTRICT AND ENCOURAGES PRIVATE INVESTMENT THAT LEADS TO INCREASED PROPERTY VALUES. THIS PROGRAM SUPPORTS THE CRA PLAN, 7.4 ECONOMIC PROGRAMS.

APPLICATION PROCESS:

YOU MUST SUBMIT A WRITTEN APPLICATION. STAFF WILL WORK WITH YOU TO MEET PROGRAM CONDITIONS THAT ARE REQUIRED FOR A COMMITMENT OF FUNDS. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

CRITERIA:

- MUST BE A SMALL BUSINESS AS DEFINED BY THE U.S. SMALL BUSINESS ADMINISTRATION. (FOR MORE INFORMATION, VISIT WWW.SBA.GOV/SIZE).
- MUST BE A BUSINESS AND/OR PROPERTY OWNER IN GOOD STANDING. (CURRENT BUSINESS TAX RECEIPT, PROPERTY TAXES, NO FINES, ETC.)
- APPLICANT MUST SHARE 50% OF THE COST. THE MAXIMUM GRANT THE CITY WILL PROVIDE IS \$20,000. BUT, ANY GRANTS OVER \$10,000 SHALL BE FOR HIGH IMPACT PROJECTS REPRESENTING PRIVATE INVESTMENTS AT OR ABOVE \$500,000.
- THE BUSINESS MUST BE LOCATED WITHIN THE BOUNDARIES OF CRA (SEE MAP) AND ALONG DESIGNATED STREETS.
- THE BUSINESS OWNER AND PROPERTY OWNER MUST JOINTLY APPLY.
- THE IMPROVEMENTS MUST MEET WITH THE CITY'S APPROVAL AND WILL REQUIRE BOARD APPROVAL.

ELIGIBILITY:

ELIGIBLE APPLICANTS INCLUDE BOTH COMMERCIAL PROPERTY OWNERS AND BUSINESS LESSEES WITH WRITTEN AUTHORIZATION OF THE PROPERTY OWNER.

ELIGIBLE WORK: REHABILITATION AND IMPROVEMENTS OF EXISTING BUILDING FACADES VISIBLE TO THE STREET OR PUBLIC RIGHT-OF-WAY, INCLUDING STOREFRONTS; CORNICES; GUTTERS AND DOWNSPOUTS; SIGNS (SIGN STRUCTURE ONLY-EXCLUDES BUSINESS COPY); EXTERIOR LIGHTING; CANOPIES AND AWNINGS; PAINTING AND MASONRY CLEANING. PERMIT AND DESIGN REVIEW FEES CAN BE REIMBURSED THROUGH THE PROGRAM. NEW CONSTRUCTION MAY QUALIFY IF IT INVOLVES DEMOLISHING AN EXISTING BLIGHTED BUILDING. UNDER THESE CIRCUMSTANCES, THE DOLLAR AMOUNT OF THE GRANT SHALL NOT EXCEED THE MAXIMUM GRANT OF \$20,000 PER BUILDING.

INELIGIBLE WORK: ANY ROOFS; STRUCTURAL FOUNDATIONS; BILLBOARDS; SECURITY SYSTEMS; NON-PERMANENT FIXTURES; INTERIOR WINDOW COVERINGS; PERSONAL PROPERTY AND EQUIPMENT; SECURITY BARS; RAZOR/BARBED WIRE FENCING; STREETScape, LANDSCAPING, SIDEWALKS AND PAVING.

THE FOLLOWING ARE INELIGIBLE FOR GRANT FUNDS:

- NATIONAL CORPORATE FRANCHISES
- GOVERNMENT OFFICES AND AGENCIES (NON-GOVERNMENTAL, FOR-PROFIT, TENANTS ARE ELIGIBLE) PROPERTIES PRIMARILY SUPPORTING A RESIDENTIAL USE
- PROPERTIES EXEMPT FROM PROPERTY TAXES

CONTRACTURAL AGREEMENT

Accepted applicants will have to enter a contractual grant agreement with the CRA prior to disbursement of grant funds.

DESIGN

Design and planning costs directly related to the application for grant funds under the facade program may be reimbursed from grant monies once improvements are completed.

APPROVALS

The City and CRA have the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Applicants will be responsible for obtaining necessary regulatory approvals, including any needed by City departments or boards and including, but not limited to building permits and any other necessary permits. All work must comply with city, state and federal regulations.

The City has adopted a historic architectural overlay district for the downtown core area. A separate application will be needed for exterior facade improvements. A determination will need to be made by City staff for compliance to the standards and guidelines of the overlay. Projects that meet the standards and guidelines will be able to proceed for building permits if necessary. Projects that do not meet the guidelines will need to be reviewed by the Architectural Review & Historic Preservation Board.



COMMUNITY DEVELOPMENT DEPARTMENT

300 WEST PLANT STREET
WINTER GARDEN, FLORIDA 34787

P: 407.656.4111

F: 407.654.1258

WWW.WINTERGARDEN-FL.GOV



COMPETITIVE BIDDING

Applicants are required to obtain two (2) competitive bids. If the lowest bid is not chosen, the applicant will have to match the cost to the lowest bid or provide justification why they want to use the higher bid and the City will consider waiving the requirement if it is justified. For every type of proposed work, the CRA will match half of the cost of the lowest bid up to twenty thousand dollars (\$20,000) inclusive of any design or planning costs being reimbursed. All contractors must be insured and licensed by the State of Florida. All construction contracts will be between the applicant and contractor.



BUY LOCAL AND COMMUNITY SUPPORT

Applicants are encouraged to hire locally-owned businesses and contractors for the work outlined in the grant agreement.

COMMITMENT OF FUNDS

The grant available for each property is 50 percent of the cost of eligible improvements and associated design fees, up to \$20,000. Accepted applicants may draw on up to 50% of the estimated grant monies to be awarded, as determined by the lowest bid on the application, with proof of invoices paid. The remaining grant payment will be paid once the project is complete (This requirement can be waived by the Community Redevelopment Agency Advisory Board (CRAAB) with special conditions). Grants are awarded as long as funding remains available in the program. Once program funds have been allocated, the program will accept applications and create a waiting list, until additional funds are approved.

PROGRAM REUSE RESTRICTION

A grant recipient's business location may not be the beneficiary of another Business Facade Matching grant until after a 5-year time frame. If a business is sold and the new owner wishes to apply for the grant, the five-year time frame still applies. The five-year time frame begins at the date the improvements are completed.

GENERAL CONDITIONS

The following general conditions will apply to all projects:

- Based on the discretion of the advisory Board and the CRA.
- Improvements funded by the grant must be approved by the City and properly maintained.
- Property taxes must be current, have a business license and applicants may have no debts in arrears to the City when a contract is signed.
- Applicants must show proof of current property insurance.
- No work shall commence until authorized by the CRA. The application process will consist of being first reviewed by the CRAAB and recommended to the CRA and upon approval enter into an agreement.
- All projects shall obtain a building permit and will display signage indicating the CRA's involvement in the improvement work. Signs will be provided by the CRA.

QUESTIONS OR INQUIRES MAY BE DIRECTED TO THE ECONOMIC DEVELOPMENT DIRECTOR AT 407.656.4111 EXTENSION 2308.

SUBMITTAL REQUIREMENTS		
<i>PLEASE BRING ALL OF THE FOLLOWING ITEMS THAT APPLY WHEN SUBMITTING YOUR REQUEST</i>		STAFF
APPLICATION	INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.	<input type="checkbox"/>
BUSINESS TAX RECEIPT	PROVIDE A COPY OF THE CURRENT BUSINESS TAX RECEIPT.	<input type="checkbox"/>
INSURANCE CERTIFICATE	PROVIDE A COPY OF THE CURRENT PROPERTY INSURANCE.	<input type="checkbox"/>
PROPERTY TAX VERIFICATION	PROVIDE A COPY OF THE PROPERTY'S PROPERTY TAX PAYMENTS CURRENT.	<input type="checkbox"/>
DRAWINGS, RENDERINGS, SKETCHES	PROVIDE A DRAWING, RENDERING OR SKETCH FOR ENCOMPASSING SCOPE OF WORK.	<input type="checkbox"/>
FEE	No FEE REQUIRED	



BUSINESS FACADE MATCHING GRANT PROGRAM

COMMUNITY REDEVELOPMENT AGENCY (CRA)

PLEASE SUBMIT THIS COMPLETED APPLICATION ALONG WITH ANY SUPPORTING DOCUMENTATION TO THE PLANNING AND ZONING DIVISION OF THE COMMUNITY DEVELOPMENT DEPARTMENT. *(AN INCOMPLETE FORM WILL CAUSE A DELAY IN PROCESSING.)*

APPLICANT / BUSINESS INFORMATION:

NAME OF BUSINESS: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FACSIMILE: _____ EMAIL: _____

CONTACT NAME: _____

- CORPORATION
- SOLE PROPRIETORSHIP
- PARTNERSHIP
- NON-PROFIT
- FOR-PROFIT

FEDERAL IDENTIFICATION # _____ STATE OF INCORPORATION _____
OR

SOCIAL SECURITY # _____ OTHER _____
(REQUIRED TO PERFORM DUE DILIGENCE)

PROJECT/SITE INFORMATION:

PROJECT NAME: _____

PROJECT ADDRESS: _____

PROPERTY LOCATED IN HISTORIC DOWNTOWN DISTRICT OVERLAY: Yes No CONTRIBUTING STRUCTURE: Yes No

COUNTY PROPERTY APPRAISER TAX PARCEL ID NUMBER(S): _____ - _____ - _____ - _____ - _____

LEGAL DESCRIPTION: _____

DESCRIPTION OF PROPOSED EXTERIOR IMPROVEMENT (ATTACH PLANS IF AVAILABLE):

EXTERIOR IMPROVEMENTS (IN DETAIL EXPLAIN SCOPE OF WORK): _____

BID ESTIMATES FOR PROPOSED SCOPE OF WORK (Exterior Work Only):

APPLICANT MAY MAKE MULTIPLE COPIES OF THIS PAGE IF THE APPLICANT IS ACTING AS THEIR OWN GENERAL CONTRACTOR AND MORE THAN ONE TYPE OF WORK IS BEING PERFORMED. LIST EACH TYPE OF WORK SEPARATELY UNDER A BID ESTIMATE.

BID ESTIMATE #1 COMPANY NAME: _____ CONTACT NAME: _____ CONTACT PHONE NUMBER: _____ CONTACT EMAIL: _____ BID AMOUNT FOR TOTAL WORK: _____	BID ESTIMATE #2 COMPANY NAME: _____ CONTACT NAME: _____ CONTACT PHONE NUMBER: _____ CONTACT EMAIL: _____ BID AMOUNT FOR TOTAL WORK: _____
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INVESTMENT VALUE OF WORK BEING PERFORMED BY APPLICANT: _____

VALUE OF INTERIOR IMPROVEMENTS: _____

VALUE OF EXTERIOR IMPROVEMENTS: _____

VALUE OF TOTAL IMPROVEMENTS: _____

SOURCE OF MATCHING FUNDS: _____

PROPERTY OWNER INFORMATION / AUTHORIZATION:

OWNER NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ FACSIMILE: _____ EMAIL: _____

I, _____ AS OWNER OF THE PROJECT PROPERTY I HEREBY PROVIDE AUTHORIZATION TO THE APPLICANT TO REHABILITATE THE SAID PROPERTY AND THAT THE APPLICANT HAS THE AUTHORITY TO SIGN AND ENTER INTO AN AGREEMENT TO PERFORM THE REHABILITATION WORK ON THE PROPERTY.

OWNER ALSO HEREBY ACKNOWLEDGES THE FOLLOWING:

- OWNER HAS BEEN PROVIDED A COPY OF THE PROGRAM GUIDELINES, AND HAVE READ AND UNDERSTANDS THEM.
- OWNER AGREES TO THE CONDITIONS AND RESTRICTIONS OF THE CRA BUSINESS FACADE MATCHING GRANT PROGRAM.

OWNER'S SIGNATURE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20____ BY _____, WHO DID NOT TAKE AN OATH.

PERSONALLY KNOWN OR;
 PRODUCED IDENTIFICATION / TYPE OF ID PRODUCED _____

Notary Seal

SIGNATURE OF NOTARY

CERTIFICATION / SIGNATURE OF APPLICANT:

I, _____ CERTIFY THAT ALL INFORMATION IN THIS APPLICATION, AND ALL INFORMATION FURNISHED IN SUPPORT OF THIS APPLICATION, IS GIVEN FOR THE PURPOSE OF OBTAINING A 50/50 GRANT AND IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY TO BE REHABILITATED OR, IF THE APPLICANT IS NOT THE SOLE OWNER OF THE PROPERTY, THE APPLICANT CERTIFIES THAT HE/SHE HAS THE AUTHORITY TO SIGN AND ENTER INTO AN AGREEMENT TO PERFORM THE REHABILITATION WORK ON THE PROPERTY.

SUCCESSFUL APPLICANTS IN THE CRA BUSINESS FAÇADE MATCHING GRANT PROGRAM ARE ENCOURAGED TO CONTRACT WITH LOCALLY OWNED BUSINESSES WHEN AVAILABLE FOR THE PURPOSES OF FULFILLING THIS GRANT.

VERIFICATION OF ANY INFORMATION CONTAINED IN THIS APPLICATION MAY BE OBTAINED ON BEHALF OF THE CRA FROM ANY AVAILABLE SOURCE.

APPLICANT ALSO HEREBY ACKNOWLEDGES THE FOLLOWING:

- APPLICANT HAS READ AND UNDERSTANDS THE PROGRAM GUIDELINES AND CRITERIA.
- APPLICANT MUST MEET ALL CITY REQUIREMENTS AND CODES.
- APPLICANT UNDERSTANDS THAT FINAL APPROVAL MUST COME FROM ALL CITY DEPARTMENTS AND BOARDS CONCERNED WITH ANY IMPROVEMENT.

APPLICANT'S SIGNATURE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20____ BY _____, WHO DID NOT TAKE AN OATH.

PERSONALLY KNOWN OR;
 PRODUCED IDENTIFICATION / TYPE OF ID PRODUCED _____

Notary Seal

SIGNATURE OF NOTARY

FOR OFFICE USE ONLY

CRA SUBMISSION

DATE

CRA BFMGP-

APPLICATION NUMBER

DATE STAMP

