



**DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY**

**FAÇADE GRANT APPLICATION**

**A partnership with Main Street Winter Haven, Inc**

The Downtown CRA Façade Grant Program is available to those properties and business owners located in the Downtown CRA for the rehabilitation of building facades. Funding is administered by and made possible through the Downtown Community Redevelopment Agency (CRA) of Winter Haven.

*Please print:*

Name of Applicant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicant's Daytime Phone: \_\_\_\_\_

Applicant's FAX number: \_\_\_\_\_

Applicant's Email address: \_\_\_\_\_

*If different from above:*

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Daytime Phone: \_\_\_\_\_

Property Owner's Fax Number: \_\_\_\_\_

Property Owner's E-mail address: \_\_\_\_\_

Attach the following:

- \* Description of proposed work
- \* Photographs clearly showing existing conditions
- \* Proposal sketch of improvements with description
- \* Timeline for project
- \* Proposed total cost of project
- \* Historic photo or postcard of building (if available)

## AGREEMENT

I understand that in order for my request for funding to be approved, I must comply with the following.

1. Grants apply only to non-residential structures within the Downtown Community Redevelopment Agency (CRA) district.
2. The applicant must own the property or have written consent from the property owner(s) to make the proposed improvements.
3. Proposed changes to the building's façade (front) will not remove, alter, damage, or cover up significant architectural features of the building.
4. Only exterior improvements which can be seen from the public street front will be considered for funding.
5. General building maintenance is not eligible under this program.
6. All improvements must meet applicable City codes and ordinances and the applicant is responsible for required permits.
7. Expenses will be reimbursed upon completion of work and will be paid directly to the applicant, not the contractor. All paid invoices relating to said work must be documented with receipts/cancelled checks and submitted to CRA staff for approval.
8. The Downtown CRA will match 50% of the project costs up to a maximum CRA funding total of \$5,000. For example: If the project total is \$18,000 the applicant will pay \$13,000 and the CRA will pay \$5,000.
9. Matching funds amounts will be determined by the Downtown CRA, based on the number of requests and available funds.
10. Funds will be available for one (1) calendar year from the date of approval. If construction is not complete within one (1) calendar year unused funds will be reallocated. No structure will be eligible for a façade grant within five (5) years of the approval of a previous façade grant.
11. Application sufficiency shall be determined by CRA staff. If the application is deemed sufficient it will be forwarded to Main Street, who will then work with the applicant to finalize, design, materials, budget, and work schedule.
12. Any improvements made prior to approval will be ineligible for funding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*To be filled out by Downtown Community Redevelopment Agency Staff*

Date application submitted: \_\_\_\_\_

Date approved by CRA staff for sufficiency: \_\_\_\_\_

Applicant has met with Main Street Design Assistance Team: \_\_\_\_\_  
Main Street Director

Circle one:            Approved    Approved with Conditions    Denied

By: \_\_\_\_\_  
CRA Staff

CRA grant amount approved: \$ \_\_\_\_\_

List any conditions or reason for denial below: