



COMMERCIAL ENHANCEMENT APPLICATION

COMMUNITY REDEVELOPMENT AGENCY

 863-534-0100 EXT.2771

 680 E MAIN STREET
BARTOW, FL 33830

 BARTOWCRA@CITYOFBARTOW.NET

COMMERCIAL ENHANCEMENT GRANT

PROGRAM INFORMATION

PRIOR TO APPLYING FOR GRANT FUNDING, PLEASE REVIEW THE PROGRAM DESCRIPTION



Program Overview

The Community Redevelopment Agency's, CRA, Commercial Enhancement Grant Program aims to reduce the number of vacant commercial properties and improve commercial properties by assisting property owners with funding to renovate a commercial space for short or long-term occupancy. Grants may be awarded to property owner(s) for interior/exterior improvements to a commercial property, and the project must include interior improvements for grant approval. The renovations are for first-floor ground-level improvements for the property's interior. This program is intended for exterior and interior renovations that do not exceed a total project cost of \$100,000. The CRA will fund a 50% matching grant toward the project's total cost up to a maximum of \$50,000.

Program Eligibility and Activities

Funding for this grant program is based on budget availability and will be considered on a first-come, first-served basis. Application submittal does not guarantee approval for funding. All applications will go through an approval process to determine approval of funding. Applications that do not comply with the program criteria and conditions will not be eligible. Grants will not be awarded for work completed before an executed grant agreement between the CRA and the property owner. Applicants can only apply for one grant per property address or building unit within a 5-year period. Individual storefronts are limited to one parcel and will be considered eligible for funding if they have a unique mailing address and entrance that faces a right-of-way.

Grant funds must be used to attract the following types of businesses as defined in the Downtown Zoning code:

- Retail or Restaurant Business
- Personal Services Industries (e.g., barber and beauty shops, health spas, dance studios, photography and art studios, tailoring, and other similar services)
- Galleries, theaters, and other cultural and community gathering types of businesses.
 - **Note: Management Offices, Medical, Educational, or Legal Business are excluded**

Priority will be given to new applicants applying for funding, while applicants who have previously received CRA funding, regardless of previous award date, may be deemed ineligible. All funding decisions are final.

Grant Process

Property owners must first complete a grant application and submit all documents for review. If the project requires a permit, all permits will need to be submitted with application for review and approval.

CRA staff will review all applications for funding eligibility. Once an application is determined complete and in compliance with program guidelines, CRA staff will execute a grant agreement with applicable parties that outlines the approved funding amount (grant funding amount will be based on the lower of the two cost estimates), total project costs, project timeline, and scope of work.

COMMERCIAL ENHANCEMENT GRANT APPLICATION



PERSONAL INFORMATION

Name

Address

Email

Phone #

Personal or Business Address

Program Description Reviewed

Property Owner

PROJECT INFORMATION

Purpose of Project

Address

Property Owner (By Deed)

Total Project Cost

Funding Request

Property in the CRA District? Yes No

CHECK ALL THAT APPLY AND SUBMIT INFORMATION FOR A COMPLETE APPLICATION

Site-Project Photos

Renderings-Concept Images

Copy of Lease

Two Project Quotes

Building Permit (If Applicable)

Project Timeline

1. Is the property free of liens/judgements (except mortgage)? Yes No

2. Has the property received a previous award from the City/CRA? Yes No

Response to questions 1 or 2:

3. Is the property vacant? Yes No

4. Will the project be completed in one year or less? Yes No

If the answer to question 4 is 'no', please explain

PROPOSED IMPROVEMENTS

5. Please provide a brief description of the proposed project

6. What other sources of funding have been secured or attempted to obtain?

7. List the identified use of the building

Grant funds must be used to attract Retail or Personal Services

8. Is there an identified Tenant with a lease for the property? Yes No

Note: Tenant lease must show occupancy for two years after the execution of the grant agreement

9. Is financial funding available for the Project? Yes No

Please submit supporting financial documentation with the application for review.

10. Is the project first floor ground level? Yes No

11. Is the request for funding for the building or a unit in the building?

12. What is the total cost of eligible improvements?

These costs must be verified by two quotes from qualified vendors

13. Is the Scope of Work Exterior only? Yes No

14. Is the project viable without CRA funding? Yes No

Please explain:

Check all Eligible Categories

Eligible improvements that qualify are permanent improvements that will remain with the property.

- Windows Doors Painting Signage
- Siding Materials Shutters Site Improvements Electrical
- Awnings Demolition Surface Repairs Water Fountain
- HVAC System Plumbing Room Reconfiguration ADA
- Outdoor Structure Fire Protection Flooring

Destination Tenant:

Please describe the type of tenant leasing or plan to lease for this project.

Tenants must fall into one of these categories (*Check the applicable box*):

- Retail and restaurant businesses
- Personal Services Industries (e.g., barber and beauty shops, health spas, dance studios, photography and art studios, tailoring, and other similar services)
- Galleries, theaters, and other cultural and community gathering spaces

Additional Information:

By signing below, you acknowledge that you have reviewed the program description and understand its guidelines.

Applicant/Property Owner(s) Signature

Date