

**City of Carrabelle's
Community Redevelopment Agency
Building Façade and Site Improvement Grant Program
Reimbursement Grant Application**

Two sets of the application and related documents are required for submittal

Applicant/Business Information:

Please type or print

Applicants' Name: _____

Mailing Address: _____

City/State/Zip Code: _____

Phone Numbers: _____

Email: Address: _____

Property Address: _____

City/State/Zip Code: _____

Business Name: _____

Business Owner: _____

City/State/Zip Code: _____

Phone Numbers: _____

Email: Address: _____

Property Owner: _____

(If different than applicant)

Mailing Address: _____

City/State/Zip Code: _____

Phone Numbers: _____

Email: Address: _____

Project Budget:

<u>Work Item</u>	<u>Cost</u>
Architectural Façade Renovation:	\$ _____
Replacement or Installation of Windows and/or Doors:	\$ _____
Replacement of Installation of Permanent Awnings:	\$ _____
Structural Alterations or Accessibility Improvements:	\$ _____
Painting including trim work:	\$ _____
Landscaping and irrigation:	\$ _____
Signage and electrical work:	\$ _____
Other:	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total Project Cost: \$ _____

Grant Reimbursement Funds Requested: \$ _____

(See page 4 for grant reimbursement limitations.)

Applicant's Acknowledgements

Qualifying projects and expenses are eligible for an 80% grant reimbursement. **The maximum amount that this 80% can be applied to is \$20,000.00; thus the maximum grant reimbursement is capped at \$16,000.00.**

Work must commence on an approved grant request within 30 days after approval or applicant will be required to re-apply OR request an extension.

Work may not start on the proposed project prior to the Application being approved by the CRA Board.

Work on a proposed project cannot be completed prior to the approval of the application.

Projects that are not phased must be completed within 120 days or a request for an extension must be submitted.

If an applicant wishes to phase a project through the CRA fiscal year, it must be noted in the application.

Property owners who have outstanding code enforcement violations are ineligible to apply for assistance from the Façade and Site Grant Program.

All applicants will be required to present proper permitting through the Franklin County Building Department before any application will receive an approved grant award. Variances and/or zoning 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. Verification of payment in the form of a paid receipt/invoice must be submitted with reimbursement request.

Only properties located within the Community Redevelopment Agency District 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. **Applicant should consult a tax professional in order to properly understand the tax consequences of any award.*

Applicants understand that these improvements and attachments must remain as part of the real property and reside within the CRA District.

Applicants will give permission to the CRA to place a “**Redevelopment by Design**” sign on the approved project site/property during the improvement phase and for a minimum of 30 days after completion.

New applications concerning the same property and owner will not be accepted until the previous approved application has been closed out with the CRA.

The applicant or their representative must be present at the CRA public meeting when the application is being considered by the CRA Board or it will be tabled.

APPLICATION SIGNATURE

The applicant, _____, represents that the information submitted as part of this application package as well as any subsequent information submitted for review by the Community Redevelopment Agency Staff and the Community Redevelopment Agency Board is true and correct and that all information and documentation submitted including this application and attachments are deemed public record under the Florida Public Records Law, Chapter 119 of the Florida Statutes. Falsification or omission of information will result in rejection of the application. In addition, you may be subject to prosecution. Carrabelle’s Community Redevelopment Agency maintains the right to request any additional information needed to process this application.

By signing below, the Applicant affirmatively represents that he/she has not been convicted within the last ten (10) years of a felony criminal offense under state or federal law, or of a similar offense under the laws of a foreign country. If Applicant has been convicted, please explain on a separate sheet the nature of the conviction. For purposes of this section, a person is considered to have been convicted of an offense if the person has been found guilty or pleaded guilty or nolo contendere to the charge or has been placed on probation or deferred adjudication without regard to whether a judgment of conviction has been entered.

By signing below the Applicant/Property Owner acknowledges that they have read and agree to the Building Façade and Site Improvement Grant Program policies, procedures, and conditions.

Applicant Name: _____
(Printed or Typed)

Date: _____

Applicant Signature: _____

Date: _____

City, County, State: _____

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: