



Commercial Matching Façade or Sign Grant

Introduction

The purpose of this incentive Grant Program is to restore, improve or create historic architectural features to facades of commercial buildings anywhere within the Community Redevelopment Agency District (CRA).

Program Guidelines

1. Where practical, all building facades shall be restored to their original period design. If it is deemed not practical by the CRA Board, then a similar architectural design shall be used. All horizontal and vertical features (lintels and piers) shall be retained.
2. If a building does not have a historic significant architectural design or feature, then a proposed historic design may be submitted to qualify for this grant program.
3. All storefronts shall be designed, constructed and maintained to compliment and accept the architectural features of the building. All accessories, signs, awnings shall likewise harmonize with the overall character of the building.
4. All color schemes shall accent the building as well as harmonize with adjacent buildings. Colors shall be period specific.
5. Funds shall be allocated on a first come basis. Only one Grant shall be awarded for one category. Tenants may qualify upon receipt of written consent of the owner of the building. All Grant funds awarded require a matching dollar for dollar expenditure by the owner/tenant. Funds may be awarded as follows:
Up to \$1,500 for facades, storefronts, awnings
Up to \$ 750 for signs
6. No work for which a Grant is sought shall begin until authorized by the CRA.
7. No Grant monies or matching monies shall be used to perform general repair, structural or habitable work or otherwise to meet code to occupy the building.
8. To qualify for grant funds, an application and appropriate plans must be submitted to the Community Redevelopment Agency.
9. No grants will be made to government owned properties, to tenants in government owned properties, or non-profit organizations.
10. Work done by applicant requires an estimate from an outside source to verify that costs are within reasonable parameters.
11. Any unapproved changes will void the grant. If grantee decides to change the project scope after approval they must contact the CRA Office.
12. Upon grant approval, applicant will be required to place a CRA Grant sign, furnished by the CRA Office, viewable by the public, for the duration of the project. Failure to return the sign at the completion of the project will generate a \$20 charge to be deducted from the reimbursement.
13. Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of the grant funding.

Relocation

It is not the intent of the Community Redevelopment Agency to engage in any revitalization activity that requires vacating property.

Nondiscrimination

The *Matching Grant Program for Facades or Signs* shall be available to anyone meeting the eligibility requirements, and no one shall be denied the benefits of said program because of race, color, national origin, or sex.

Program Procedures

1. Fill out application and checklist and submit to the CRA office with supporting data by the first of the month. (See attached sheet for required supporting data checklist.)
2. CRA Staff reviews the application for compliance.
3. Application is placed on Historic Preservation Board (HPB) agenda for recommendation. HPB meets on the second Monday of each month*.
4. Application is placed on CRA Agenda for final recommendation. CRA meets on the fourth Monday of each month*.
5. Upon CRA approval, a letter of commitment is provided to the applicant. No work shall start until written notice is received.
6. Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part the grant funding.
7. When the project is complete the CRA will reimburse grantee for one of the following:
 - a. 50% of an approved bill for signage, with CRA maximum contribution being \$750.00
 - b. 50% of an approved facade bill with CRA maximum contribution being \$1,500.00
8. Grantee must submit a paid bill for reimbursement together with an affidavit from the contractor certifying the work, as submitted, is complete.
9. The CRA Board reserves the right to grant additional money to targeted projects that they believe will have a significant impact on the area.
10. Staff will be available to offer any assistance needed and may seek outside guidance on any project being considered for the grant program.

*Meeting dates are subject to change

Supporting Data Checklist for Applications

Submit this checklist as part of your application

Signs:

- Provide a color rendering of the design chosen.
- Include specifications as to the size and width of the sign.
- Note how and where the sign will be hung on the building.
- Submit a written estimate from a sign company.

Paint:

- Provide samples of the colors chosen
- Mark which color will be body color and which will be accent colors.
- Note where each color will be used.
- Submit written estimate from painter of your choice.

Awnings:

- Provide information about color and style of awning chosen.
- Note where awning will be placed on the building.
- Submit written estimate.

Awning selection must take into account the architectural style of the building.

Major Facade Alteration:

- Provide a rendering of major changes, including paint and awnings colors where applicable.
- Submit a written estimate from contractor.

All Projects proposed by Tenants

- To be eligible for a direct grant, tenants need to provide a notarized Authorization for the work from the property owner.



Matching Façade & Sign Application

| |
|----------------------|
| Received _____ |
| Grant # _____ |
| Staff Approval _____ |
| HPB Approval _____ |
| Requisition # _____ |

Applicant Name: _____

Mailing Address: _____

Business Name: _____

Property Owner: _____

Property Address: _____

Applicants phone number: _____

E-mail Address: _____

Type of Façade Improvement Proposed (NOTE ALL THAT APPLY)
Supporting Data Checklist must be included with application.
Application will not be reviewed without all supporting data.

Signage: Removal _____ New _____ Altered _____ Repaired _____

Painting (Approx. Sq. Ft area) _____

Other work: Please specify (Façade Alterations, Awnings, etc.) _____

Total Cost Of Project: _____ Amount Requested _____

YOU MAY ONLY APPLY IN ONE CATEGORY – ONLY ONE GRANT AWARDED PER STRUCTURE
SIGN NOT TO EXCEED \$750.00 OR FACADE NOT TO EXCEED \$1,500.00

I hereby submit the attached plans, specification and color samples for the proposed project and understand that these must be approved by the Kissimmee CRA Board. No work shall begin until I have received written approval from the CRA. I agree to place a CRA Grant sign for the duration of the project and agree to return the sign. I further understand that the project must be completed within 3 months and that grant monies will not be paid until the project is complete. I agree to leave the completed project in its approved design and colors for a period of 5 years from the date of completion. I understand a W-9 must be provided to the City of Kissimmee.

Print Name

Date

Signature of Applicant