



## Commercial Matching Sign Grant

### Introduction

The purpose of this incentive Grant Program is to encourage carefully located and sized signage with respect to the architectural character of the area within the Community Redevelopment Agency District (CRA).

### Program Guidelines

1. Signage must be planned to meet the City of Kissimmee, Design Manual for the CRA Overlay District.
2. Signage shall be designed, constructed and maintained to compliment and accept the architectural features of the building. It should harmonize with the overall character of the building.
3. All color schemes shall accent the building as well as harmonize with adjacent buildings. Colors shall be period specific.
4. Funds shall be allocated on a first come basis. Only one Grant shall be awarded per storefront. 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 up to \$ 1,000 may be awarded.
5. No work for which a Grant is sought shall begin until authorized by the CRA.
6. To qualify for grant funds, an application along with a copy of permit application must be submitted to the Community Redevelopment Agency.
7. No grants will be made to government owned properties, to tenants in government owned properties, or non-profit organizations.
8. Work done by applicant requires an estimate from an outside source to verify that costs are within reasonable parameters.
9. Any unapproved changes will void the grant. If grantee decides to change the project scope after approval they must contact the CRA Office.
10. 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.
11. 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 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 and City Staff review the application for compliance.
3. Application is placed on CRA Agenda for final recommendation. CRA meets on the fourth Monday of each month\*.
4. Upon CRA approval, a letter of commitment is provided to the applicant. No work shall start until written notice is received.
5. Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part the grant funding.
6. When the project is complete the CRA will reimburse grantee for 50% of an approved bill for signage, with CRA maximum contribution being \$1,000.00
7. Grantee must submit a paid bill for reimbursement together with an affidavit from the contractor certifying the work, as submitted, is complete.
8. The CRA Board reserves the right to grant additional money to targeted projects that they believe will have a significant impact on the area.
9. 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 placed/hung on the building.
- \_\_\_\_\_ Copy of Building Permit with submittal date to City of Kissimmee
- \_\_\_\_\_ Submit a written estimate from a sign company.

# Matching Sign Application

Received _____
Grant # _____
Staff Approval _____
City Staff Approval _____
Requisition # _____

**Applicant Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

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

**Applicants phone number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Supporting Data Checklist must be included with application.  
Application will not be reviewed without all supporting data.**

Signage:      Removal \_\_\_\_\_      New \_\_\_\_\_      Altered \_\_\_\_\_      Repaired \_\_\_\_\_

Total      Cost      Of      Project: \_\_\_\_\_      Amount  
Requested \_\_\_\_\_

ONLY ONE GRANT AWARDED PER STOREFRONT  
SIGN NOT TO EXCEED \$ 1,000.00

I hereby submit the attached plans, specifications, and building permit application for the proposed sign(s) and understand that it 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 sign(s) 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