

**DOWNTOWN DELAND  
RETAIL GRANT PROGRAM  
(Rev 11/7/14)**

The City of DeLand, through its visioning process, has identified revitalization of the downtown as one of the elements in creating a strong vibrant community. A series of initiatives have been instituted to assist in the revitalization efforts. The City of DeLand Community Redevelopment Agency has created a Retail Grant program that is designed to assist property owners to retain existing retail business or convert office/service occupancy to retail occupancy. This program is available to commercial properties within the downtown tax increment district. Matching Grants are available to downtown property owners or businesses for retention or creation of retail uses. Eligible projects may receive Grant Awards of up to 50% of total project cost as a reimbursement for expenditures with no single grant exceeding \$2,500. Only one grant may be used for a specific project. The grant program will be administered by the MainStreet DeLand Association. The MainStreet staff will assist applicants through the grant process; however it is the applicant's responsibility to meet the requirements of the grant program and all applicable City regulations.

Attached are the following forms:

- A. Retail Grant instructions
- B. Permit Requirements
- C. Architectural Guidelines
- D. Retail Grant Application
- E. Retail Grant Contract

MAINSTREET DELAND ASSOCIATION  
100 N. Woodland Blvd, Ste. 4  
(386)738-0649 [www.MainStreetDeLand.org](http://www.MainStreetDeLand.org)

Call now for an appointment with a MainStreet Representative to discuss your project.

## “A” RETAIL GRANT INSTRUCTIONS

Name of owner or lessee \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Building Owner if different from lessee \_\_\_\_\_

1. Applicant (owner/lessee) contacts MainStreet DeLand for a Grant Application. If the applicant is the lessee, written consent of the owner should be attached to the application.
2. MainStreet representative discusses the process, including permitting needs, with the owner/lessee and/or their contractor/architect.
3. Owner/Contractor/Architect prepares a detailed outline of the proposed project. This will include:
  - a. Photographs, clearly showing existing conditions.
  - b. Detailed drawing, to approximate scale, showing proposed improvements.
  - c. Written specifications outlining scope of work.
  - d. Sample of façade colors to be used on façade and signs, if applicable.
  - e. Project budget, showing estimates of all work items. (Copies of previously accepted grant applications will be available to owners to be used as examples.
4. MainStreet Representative meets with applicant to review the project.
5. MainStreet Grant commit meets to review the project and if necessary makes recommendations for any necessary changes.
6. Upon approval MainStreet DeLand requests CRA approval.
7. MainStreet DeLand informs applicant of funding decisions.
8. When approved by CRFA, MainStreet representative reviews the contract with the applicant and applicant obtains required signatures.
9. Applicant/contractor presents plan to building department for review of building regulations and historic preservation compliance.
10. Building department issues building permit.
11. Project work commences within 30 days of obtaining a building permit.
12. Upon completion, City of DeLand approves work and issues a Certificate of Completion to applicant.
13. Applicant provides MainStreet with documentation of project, permits, certificate of completion, cancelled checks or paid receipts.
14. MainStreet Representative inspects project to determine compliance with guidelines and issues a request for payment to owner/lessee.

Note: Any unapproved deviation from approved proposal will void a grant funding.

I have read and understand these instructions.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

**“B” RETAIL GRANT PERMIT REQUIREMENTS**

Building Dept. Permits- City Hall 120 S. Florida Ave. PH: 386-626-7007

Owner may act as their own contractor, but they still need a building permit.

**PERMITS WHICH MUST BE PULLED:**

- Electrical
- Awnings
- Signage
- Renovation- Structural Renovation or Structural Aesthetic Changes

No permits are needed for painting or spray cleaning. If grantee is in the Historic District paint colors must be approved by the Historical Resource Coordinator. Ph: 386-626-7010.

Owners or grantees are responsible for meeting with the city building officials prior to grant application to find out the legal needs, permits, etc. Owner/grantee must comply with all relevant requirements. Owner/grantee is responsible for making certain that their contractors have pulled the proper permits.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

## **“C” ARCHITECTURAL GUIDELINES**

1. The criteria utilized by the MainStreet Grant Committee and the City of DeLand Community Redevelopment Committee will be the interior renovations that convert an office/service use to retail use.
2. Changes to the buildings will either: a) partially or fully restore to the original appearance of the building based on actual evidence, including photographs, and written documentation, or b) represent a modern treatment which blends into and is compatible with the building and adjoining buildings or, c) restore to an appearance consistent with the historic district.
3. Colors harmonious with the historic character of DeLand, as set by the DeLand Historic Preservation Board, are required. These colors may be seen at the City Historical Resource Office.
4. The size, color, and shape of all signs shall compliment the building, add to the historic character of the area and meet all applicable city regulations and guidelines.
5. Removal of paint or other coatings on buildings shall be undertaken with the gentlest means that are effective. Cleaning methods such as sandblasting, that damage the historic building materials are strongly discouraged.
6. General building maintenance is not eligible under this program.

### GRANT AWARD CRITERIA

1. Removal of interior office designed construction features.
2. Installation of interior retail designed construction features.
3. Installation or rehabilitation of doors and windows.
4. Non-Repeat location with five years.

## **“D” RETAIL GRANT APPLICATION**

Project: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

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

Applicant's Address: \_\_\_\_\_

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

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

Daytime Phone: \_\_\_\_\_

Type of Improvement Planned: \_\_\_\_\_

Estimated Cost of Project: \_\_\_\_\_ Amount Requested: \_\_\_\_\_  
(Maximum grant \$2,500; cannot be more than 50% of project cost)

Attach detailed outline of proposed work, including:

1. Photographs clearly showing existing conditions.
2. Detailed drawing to approximate scale, showing proposed improvements.
3. Samples of proposed colors to be used on façade and signs, if applicable.
4. Project budget with contractor estimates.

### AGREEMENT

I understand that in order for my request for funding to be approved, I must agree to follow the recommendations of the MainStreet Grant Committee and comply with the following:

1. Grants may apply only to those commercial structures and buildings within the Tax Increment District.
2. Only projects which have not received grant funds with the past FIVE (5) years will be given consideration.
3. It is the responsibility of the owner or APPLICANT to obtain all required permits from the city **BEFORE** beginning any work. No reimbursements will be received without the proper permits before work begins.
4. Project work must begin 30 days after permits are obtained.
5. Funds are for interior only and will be reimbursed upon completion of work. (Any changes made to the project that have not been approved by the MainStreet Grant Committee will not be funded.)
6. For projects where the applicant is not the property owner, the applicant must obtain approval in writing that the property owner concurs with the execution of the proposed work.

NOTE: NO PROJECT WORK MAY BEGIN WITHOUT:

1. CRA Approval
2. Signed Contract Documents
3. All required permits. (See Exhibit B)

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **“E” RETAIL GRANT CONTRACT**

This agreement is made and entered into the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between the MainStreet DeLand Association, (hereinafter “Association”) and \_\_\_\_\_ (hereinafter “Contractor”) and \_\_\_\_\_ (hereinafter “Applicant”), for a grant project on the property located at \_\_\_\_\_, for and inconsideration of the mutual covenants expressed herein and other good and valuable considerations. The adequacy of which is hereby acknowledged, the parties agree as follows:

### CONTRACTOR AGREES:

- A. To perform the work for the project set forth in the specifications attached hereto and made a part hereof in a workmanlike manner and all work shall be done in strict conformance with all applicable federal, state, county and city codes, laws, regulations and ordinances.
- B. After the approval of the project by the MainStreet Grant Committee and the DeLand Community Redevelopment Agency and within 30 days of obtaining all required permits, to commence the specified work, with such work to be completed within \_\_\_\_ days after commencement, including such extensions as may be granted by the MainStreet Grant Committee in writing.
- C. To guarantee all work performed by him/her for a period of one year against defects in workmanship and materials.
- D. To hold harmless the MainStreet Grant Committee and its individual members, the “Association” including its Executive Director and employees and the City of DeLand in the event of property damage, personal or physical injury occurs as a result of working on the project.
- E. The MainStreet Grant Committee or the City of DeLand does not pay the Contractor, and the Contractor shall not bill the MainStreet Grant Committee or the “Association” or the City. Reimbursement of \$\_\_\_\_\_ shall be made by the City of DeLand to the Applicant upon contractor’s completion of work, and the MainStreet Grant Committee and City of DeLand’s on site inspection and acceptance of same. Contractor shall seek payment for their performance under the contract from the applicant.

**“E” RETAIL GRANT CONTRACT**

THE “ASSOCIATION” AGREES:

The work in progress will be inspected by the “Association” and the “Association” will work with the “Applicant” and the “Contractor” to ensure that the work meets the objectives of the Retail Grant Program. Neither the MainStreet Grant Committee nor the “Association” will be responsible for the quality of material and workmanship.

THE “APPLICANT” AGREES:

- A. To bear responsibilities to the Contractor for total cost of the project.
- B. To maintain, with no substantial changes, the improvements for ten (10) years unless otherwise agreed to by the MainStreet Grant Committee and the CRA for the project.
- C. To submit to the guidelines of MainStreet Grant Committee and the CRA for the project.
- D. To Hold Harmless the MainStreet Grant Committee and its individual members, the “Association” including its Executive Director and employees and City of DeLand in the event of property damage, personal or physical injury that occurs as a result of the project.

WITNESS the hands and seals of the parties hereto the date first written above.

BY: \_\_\_\_\_  
City of DeLand-CRA

BY: \_\_\_\_\_  
MainStreet DeLand Association

BY: \_\_\_\_\_  
Contractor

By: \_\_\_\_\_  
Owner