

DOWNTOWN DELAND RETAIL GRANT PROGRAM

The City of DeLand, through its visioning process, has identified revitalization of the downtown as one of the elements vital to 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 and businesses 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 businesses or property owners 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 **\$5,000**. 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.

PLEASE NOTE: It is the expectation that all awarded grant projects will be completed with all documentation specified as necessary for payment submitted to the City of DeLand no later than September 30 of the year of the grant award..

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 Boulevard, Suite 4

(386) 738-0649 MainStreetDeLand.org

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

RETAIL GRANT INSTRUCTIONS

Name of owner or lessee _____

Address _____

Phone: _____ FAX: _____

E-Mail _____

Building Owner if different from lessee _____

1. Applicant (owner/lessee) contacts MainStreet DeLand Association (MSDA) for a Grant Application. If the applicant is the lessee, written consent of the owner must be attached to the application.
2. MSDA representative reviews 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 colors to be used on facade and signs.
 - 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. MSDA representative meets with applicant to review the grant application prior to submission.
5. MSDA will then collect and review applications to insure all required documents are present and applications are complete.
6. MSDA will then forward the applications to designated City staff for preliminary review of building regulations, planning and historic preservation compliance.
7. After sign-off by City staff the grant applications deemed as compliant will be returned the MSDA for review and recommendation by the MSDA Design and Grant Review Committee.

NOTE: Any grant applications flagged by City staff as problematic will be returned to the MSDA with comments from City staff attached. City staff and MSDA representatives will then meet to attempt to resolve any issues or concerns with a grant application.
8. MSDA Grant Committee meets to review the pre-screened project and if necessary makes recommendations for any necessary changes.
9. Upon approval by MSDA the grant requests are submitted to the CRA for review and approval.
10. MSDA informs applicant of funding decisions.

RETAIL GRANT INSTRUCTIONS (continued)

- 11. When approved by CRA, MSDA representative reviews the contract with the applicant and applicant obtains required signatures.
- 12. Applicant/Contractor presents final plans to the City building department for review of building regulations and historic preservation compliance.

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

- 13. Building department issues building permit.
- 14. Project work commences within 45 days of obtaining a building permit.
- 15. Upon completion, City of DeLand approves work and issues a Certificate of Completion to applicant
- 16. Applicant provides MSDA with documentation of project, permits, certificate of completion, canceled checks or paid receipts and makes a request for reimbursement.
- 17. MSDA inspects project to determine compliance with guidelines and issues a request to the City representative for reimbursement to the owner/lessee.

I have read and understand these instructions

Applicant

Date

Witness

Date

RETAIL GRANT PERMIT REQUIREMENTS

Building Dept. Permits – City Hall 120 S Florida Ave. Ph: 626-7007.

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

PERMITS WHICH MUST BE OBTAINED:

Electrical

Awnings

Signage

Renovation – Structural Renovation or Structural Aesthetic Changes

If grantee is in the Historic District paint colors must be approved by the City Historical Resource Coordinator Ph: 386-626-7013.

Note:

- 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:

Applicant

Date

ARCHITECTURAL GUIDELINES

1. The criteria utilized by the MainStreet DeLand Grant Committee and City of DeLand will be the interior renovations that convert and office/service to retail use.
2. Changes to the building will 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 Building Department.
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.
6. Removal of paint or other coatings on building exteriors shall be undertaken with the gentlest means that are effective. Cleaning methods such as sandblasting, that damage the historic building materials are strongly discouraged.
7. General building maintenance is not eligible under this program.
8. No building that is subject to Code Enforcement action is eligible.

GRANT AWARD CRITERIA

1. Removal of non-historical facades and signs.
2. Installation or rehabilitation of doors and windows.
3. Installation or rehabilitation of signs/canopies.
4. Painting.
5. Non-Repeat location within five years.

RETAIL GRANT APPLICATION

Project: _____

Applicant/owner: Name: _____

Mailing Address: _____

Property Address: _____

E-Mail Address: _____

Daytime Phone: _____ FAX #: _____

Type of Improvement Planned: _____

Estimated Cost of Project: \$ _____ Amount Requested \$ _____

(Maximum grant **\$5,000**; cannot be more than **50%** of project cost)

I am applying for a “**GREEN**” project supplement and agree to provide proper documentation to demonstrate that I have complied with the supplement requirements. YES ___ NO ___

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 facade 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. Retail grants apply only to those commercial structures and buildings within the designated Downtown CRA.
2. Only projects which have not received grant funds within 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 45 days after permits are obtained.
5. Monies are for exterior improvements only and will be reimbursed upon completion and verification of work. (Any changes made to the facade that have not been approved by the MainStreet Grant Committee will not be funded.)

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

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 Grant Permit Requirements on Application)

SIGNED: _____
Applicant

Date

RETAIL GRANT CONTRACT (Page 1 of 2)

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 in consideration 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 45 days of obtaining all required permits, to commence the specified work, with such work to be completed with all documentation specified as necessary to receive payment no later than September 30th of the grant award year, 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.

RETAIL GRANT CONTRACT (Page 2 of 2)

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 complete the project and submit to the City of DeLand all documentation specified as necessary to receive payment no later than September 30th of the grant award year.
- C. To maintain, with no substantial changes, the facade and improvements for ten (10) years unless otherwise agreed to by the MainStreet Grant Committee and the CRA.
- D. To submit to the guidelines of MainStreet Grant Committee and the CRA for the project.
- E. 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 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