

LDDA Curb Appeal Grant Application

Section 1: Applicant Information

Applicant status: Property owner _____ or tenant _____

Applicant Name: _____

Applicant Business Name: _____

Applicant Mailing address: _____

Contact phone number: _____

Contact Email: _____

Section 2: Property & Business Information

Project Address: _____

Building's existing use: _____

Section 3: Grant Information

Proposed costs of grant eligible items (these should be the total of all items and/or labor that you will pay for the completion of the project): _____

Check all that apply:

Tier 1

New Awnings

Sidewalk café improvements (tables, chairs, benches, fencing, lighting etc.)

Sidewalk café permit (right of way use permit)

Sidewalk signs

Sidewalk sign permit

Planters and plant materials

benches, other curb/storefront décor : _____

Tier 2

Replacement Awnings

Façade Painting

Signage

Additional documentation:

- Photographs of existing exterior (in digital format)
- DETAILED cost estimates for the type of work/items requesting reimbursement in the form of the LDDA grant. (Refer to grant details)

Section 5: Grant Conditions

The goal of the Curb Appeal Grant is to beautify storefronts and create more pedestrian activity and walkability. Grant awards are based on first come first serve. However, Tier 1 items and applications will get priority.

If approved, applicants will receive an approval letter with grant award amount and applicable deadlines.

All planned improvements must be completed and installed in the space before reimbursement will be provided

Grants are reimbursed, not given at time of award. All eligible expenses are matched at fifty cents on the dollar. **Meaning \$10,000 worth of eligible expenses would qualify for a \$5,000 grant.**

Grant awards expire 3 months after the award letter date. Applicants will have to reapply if the project is not completed within 3 months unless the applicant contacts the LDDA and requests an extension. LDDA will not provide the applicant with additional grant expiration notification other than the initial award letter. After 3 months, the applicant would have to reapply for the grant, and funds are not guaranteed as the grant budget each year is limited.

Property must be current on property tax payments and be free of code violations.

No other grants from the city or the CRA may be applied to the same project as funded by the LDDA.

Section 6: APPLICATION CHECK LIST

___ Application (signed by applicant and property owner)

___ Existing Photographs

___ Cost estimates of work/materials

Section 7: Required documents for reimbursement.

- Business W-9 (Required for the grant payment)
- Itemized invoices for items purchased.

- Proof of payments for those invoices (copies of cancelled checks/credit card receipts, paid invoices/receipts, etc)
- Photos of installed and completed project

Section 8: Reimbursement process

Once all the required documents have been submitted to the LDDA office, LDDA staff will review the invoices, compare to the estimates provided as part of this grant application, and determine the eligible items for matching grant reimbursement.

Grant reimbursements may take up to 10 -14 business days to process.

Section 9: Required signatures

Applicant's Signature: _____

Date submitted to LDDA: _____

LDDA Office use only:

Date received by LDDA Staff: _____

Application submitted is complete: YES NO

If no, missing documents include:

Missing documents requested on: _____

Received on: _____