

Vacancy Reduction Grant

GRANT APPLICATION FORM

Program Information

The purpose of the Vacancy Reduction Grant program is to reduce vacancy in ground floor, commercial buildings by assisting property owners with exterior and interior renovations and repairs of commercial property within the Community Redevelopment Agency district. This program is intended for large renovations and repairs and the maximum CRA grant is \$500,000 for Part A and \$500,000 for Part B. Grants cannot be awarded retroactively for work that has already been completed. Please review the program description for complete information on the review process, eligible improvements, grant amounts and other requirements.

Applicant Information

Subject Property Address(es) (Note: Grants are awarded per project. Projects may be a combination of one or more addresses/units/buildings. The building must be vacant or contain a non-eligible business at the time of application.)

Applicant Name _____

Property Owner _____

Phone Number _____

Email _____

PART A:

Proposed Tenant

1. What type of tenant have you secured or plan to secure for this project?

Note: The tenant must fall into one of these categories.

- Retail and restaurant businesses
- Personal Services Industries (e.g., barber and beauty shops, health spas, dance studios, photography and art studios, tailoring, and other similar services)
- Galleries, theaters, other cultural and community gathering spaces

Proposed Improvements

1. Provide a brief description of the proposed improvements to the subject property.

2. Please attach to this form a concept site plan, interior and exterior concept plans, project timeline, photos of existing conditions and a scope of work with a minimum of two quotes from qualified vendors for completing the work. Note: Every project must include interior improvements.

3. Please indicate which eligible improvements will be included in your project.

Every project must include interior improvements:

- ADA requirements
- Window/Doors
- Interior Water Fountains
- Florida Fire Protection Code Requirements
- Mechanicals and HVAC systems
- Plumbing and electrical, including utility connections and upgrades
- Structure stabilization (repair and replacement of foundations, footers, load bearing walls, roofing systems)
- Room and space reconfiguration including wall relocations
- Energy efficiency improvements
- Windows and Doors (Interior or Exterior)
- Outdoor hardscape improvements and lighting
- Signage- New Signage Only that meet city department requirements
- Painting (including murals, but exterior murals only)
- General exterior surface repairs, new roof, or roof repairs
- Siding Materials
- Minor site improvements, e.g., driveway repair, re-striping parking lot

4. What is the total cost of eligible improvements?

Note: These costs must be verified by two quotes from qualified vendors

PART B:

Destination Tenants

1. Please describe the type of tenant have you secured or plan to secure for this project? Note: The tenant must fall into one of these categories.

- Retail and restaurant businesses
- Personal Services Industries (e.g., barber and beauty shops, health spas, dance studios, photography and art studios, tailoring, and other similar services)
- Galleries, theaters, other cultural and community gathering spaces

In addition to meeting the previous basic criteria, please illustrate how the proposed tenant will serve as a unique destination in downtown. Please submit the following information to show evidence of the proposed tenant's ability to generate a significant number of visitors:

- Awards, press etc. recognizing the idea/business ability to generate visitors
- Previous financial success of the tenant or development team
- Partnerships with state and federal organizations
- Evidence that the idea/business is unique in this region
- Financial performance and visitor data of the idea/business in other places

Proposed Improvements

1. Provide a brief description of the proposed improvements to the subject property.

2. Please attach to this form a concept site plan, interior and exterior concept plans, project timeline, photos of existing conditions and a scope of work with a minimum of two quotes from qualified vendors for completing the work. Note: Every project must include interior improvements.

3. Please indicate which eligible improvements will be included in your project.

Every project must include interior improvements:

- ADA requirements
- Window/Doors
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- Room and space reconfiguration including wall relocations
- Energy efficiency improvements
- Windows and Doors (Interior or Exterior)
- Outdoor hardscape improvements and lighting
- Signage- New Signage Only that meet city department requirements
- Painting (including murals)
- General exterior surface repairs, new roof, or roof repairs
- Siding Materials
- Minor site improvements, e.g., driveway repair, re-stripping parking lot

In addition to the eligible expenditures in Part A, grant funds under Part B can be used to purchase specialty equipment needed to support the catalytic uses. Applicants will need to provide a narrative description to show how the specialty equipment will be used by the proposed tenant. Some examples include, but are not limited to:

- Stages
- A/V equipment
- Machinery for certain food/drink production or other kinds of equipment that needs to be installed to support a unique business
- Specialty Lighting

5. What is the total cost of eligible improvements for Part B?

Note: These costs must be verified by two quotes from qualified vendors. The CRA grant amount will be based on the lowest quote.

6. What type of matching funds will be provided for Part B? Matching funds for Part A can only be used for Part A expenditures.

7. Depending on the type of business/tenant proposed additional information will be required including, but not limited to, a narrative description of why the use is destination worthy, the total project costs and sources of funding, a multi-year pro forma for the business operations and breakdown of grant expenditures that will stay with the building versus any funds for specialty equipment.

Please include with this application

1. Two quotes from vendors for the eligible improvements
2. Project Budget including costs for eligible improvements
3. Photos of the exterior of the property in its current condition

I understand that if this grant request is approved, I will be required to provide the following additional information as part of a grant agreement:

Clearwater Business Tax Receipt

Tenant Lease

Building Permit (if applicable)

Additional financial security as determined by the City's legal department.

Applicant Signature _____ Date _____

