



COMMUNITY REDEVELOPMENT AGENCY
 CITY OF NEW SMYRNA BEACH
 210 SAMS AVENUE (Old Connor Library)
 NEW SMYRNA BEACH, FLORIDA 32168



Non-Profit Business Small-Scale Property Improvement Grant Program Overview

Total Budget Allocation: \$20,000- Awards up to \$10,000/Applicant
(as funds are available)

PROGRAM DESCRIPTION:

The Non-Profit Business Small-Scale Property Improvement Grant Program awards funds for EXTERIOR ONLY improvements to non-profit commercial facades and properties that are located within the Historic Westside neighborhood of the CRA district.

These improvements can include, but are not limited to: facade painting, parking lot resurfacing, signage, landscaping, etc. Maximum CRA grant awards cannot exceed \$10,000 per applicant. The Non-Profit Business Small Scale Property Improvement Grant was created to encourage and incentivize the redevelopment of non-profit commercial facades and properties within the Historic Westside neighborhood. The program allows the CRA to fund grant recipients or grantees on a reimbursement basis for 50% of the cost to enhance non-profit business commercial facades and property improvements up to \$10,000.

For example: In order for a CRA Grant Recipient to receive \$10,000, the applicant must spend \$20,000. Once the required documentation has been submitted for approval and the project obtains regulatory approval, the \$10,000 is reimbursed to the recipient.

To be considered, non-profit business and property owners within the CRA’s Historic Westside neighborhood must submit a completed application accompanied by at least (3) estimates from licensed general contractors. Other estimates may be acceptable depending upon the type of improvement proposed; please contact the CRA department regarding your specific proposal to determine if quotes from other licensed businesses or companies would be accepted prior to obtaining the estimates.

PROGRAM RULES:

The following rules are intended to inform a potential grant applicant of the extent and scope of the program. The purpose of the program is to encourage non-profit business and property owners to upgrade their commercial facades and/or properties by improving the external appearance of their business and to encourage other non-profit businesses to invest in the growth of their business in the Historic Westside neighborhood. The result will halt deterioration, stabilize property values, improve and upgrade the appearance of the area, and facilitate and encourage redevelopment activity within a targeted area of the CRA.

1. The program is available only for non-profit businesses and properties located within the Historic Westside Neighborhood of the CRA District. **Click the link below to see if your address is in the CRA Grants' Targeted Area:**

<https://www.cityofnsb.com/1364/US-1-CRA-Grant-Program-Details>

2. All proposed exterior improvements using CRA funds must be approved by the CRA Board (i.e. City Commission) before proceeding.

3. **The program is for Historic Westside neighborhood state and/or federal government registered non-profit businesses only.** The property owner must be the applicant. However, if the property is currently leased to a tenant, then the Application and Agreement must be jointly executed by both the owner and the tenant.

Eligible Properties include:

- Historic Westside neighborhood within the CRA district

Eligible Non-Profit Businesses include:

- Educational Services
- Healthcare Services

4. Eligible exterior Commercial Façade/Property Improvements for this program include:

- Painting
- Shutters
- Roof Repair
- Awnings/canopies
- Decorative exterior facade improvements
- Exterior doors/windows
- Landscaping around the building
- Irrigation
- Parking lot re-paving, re-sealing, re-striping
- Exterior lighting
- Patio or decks connected to the building
- Exterior wall repairs (e.g., stucco, brick or wood repairs and replacement)
- ADA improvements
- Signage
- Fencing (excluding chain link, barbed wire, and wood panels)
- Demolition of structure and (re)sodding of vacant property
- Public utilities and infrastructure required for business or commercial property
- Professional Design Assistance
- Exterior Security Features

Ineligible expenses include:

- Installation of trash receptacles

- Where a property is not currently in compliance, landscape material and work required to come into compliance with the City of New Smyrna Beach's Code of Ordinances or Land Development Regulations. Improvements made prior to grant approval
- Interior renovations
- Non fixed improvements
- Inventory or equipment
- Sweat equity (i.e. payment for applicant's own labor and performance for renovation or new construction work.
- Business payroll
- General periodic maintenance

5. All work must be done in compliance with applicable City of New Smyrna Beach Building Codes and Land Development Regulations. All contractors must be licensed in Florida. Please contact the City of New Smyrna Beach Development Services Department at (386) 410-2800 regarding the proposed work to schedule a Pre-Application Meeting prior to submitting a Non-Profit Business Small-Scale Property Improvement Grant Application.

6. Grant funds will be reimbursed exclusively for approved work, approved change orders and only for work that has been performed after the grantee has received notification that the Grant Application has been approved by the CRA Board. Any work completed prior to receiving grant approval is ineligible for reimbursement.

7. The Non- Profit Business Small Scale Property Improvement Grant Program is only available to applicants who have not previously participated in the program.

APPLICATION PROCESS:

1. An applicant seeking a project grant may secure an application from the New Smyrna Beach Community Redevelopment Agency (CRA) located at 210 Sams Avenue (Old Connor Library) New Smyrna Beach, FL 32168, phone (386)-279-2497 or download the application from [Community Redevelopment | New Smyrna Beach, FL - Official Website \(cityofnsb.com\)](http://www.cityofnsb.com)

2. The CRA will administer the Non-Profit Business Small Scale Property Improvement Grant Program and funding. In addition to the appropriate City of New Smyrna Beach building inspections, the CRA will inspect the work to determine the satisfactory completion of the work.

3. Applicants may not have any outstanding City of New Smyrna Beach liens against their property. If an Applicant has an outstanding City of New Smyrna Beach lien against the property, the grant will not be awarded until the complete satisfaction of the lien.

4. Application to this Program is not a guarantee of funding. Funding is at the sole
NSB CRA Non- Profit Business Small Scale Property Improvement Grant Program

discretion of the New Smyrna Beach CRA Board (i.e., Mayor and City Commission). Applications will be scored, ranked and presented to the CRA Board for final approval. **The total available program funding is subject to change.**

REIMBURSEMENT PROCESS:

1. Grant Payments — Subject to the terms and conditions of the Grant Agreement, reimbursement will be made within approximately ninety (90) days from the CRA receiving the following:

- a) Detailed invoices, copy of processed or cancelled check and proof of payment for Eligible Reimbursable Costs
- b) Building Department Inspection forms and completed final inspections.

2. Alternatively, it is within the CRA/Economic Development Director's discretion to authorize that partial grant payments be issued on a draw schedule so as to facilitate the timely completion of some of the approved projects.

3. Site Visits — CRA staff will conduct a site visit before grant payment is made in order to verify that the business is in operation. Staff may also conduct unannounced site visits periodically in order to ensure compliance with the terms of the grant agreement. Staff will complete a final inspection prior to issuing final payment.

4. Reporting — by accepting the grant, the applicant agrees to comply with any reporting procedures deemed necessary by CRA staff to verify that the required job positions are properly fulfilled and maintained. Reporting may include, but is not limited to, payroll records, work schedules, and reporting forms.

5. The CRA will release funds to the client on a reimbursement basis at the completion of the entire project.

6. The CRA staff will perform monitoring exercises at least once a year to record the applicant's compliance with the grant's requirements. The monitor will formally report the applicant's level of compliance to the CRA Director and will also report any corrective action plans that the applicant has committed to implementing in order to achieve the agreed upon compliance goals in the grant agreement. Staff will review the documents provided. If everything is in order, the project will be declared completed and process payment to the applicant for the amount allowed by the Grant Agreement.

I have read, understand and accept the program overview and guidelines set forth above for the Non-Profit Business Small- Scale Property Improvement Grant Program.

Property Address

City, State, Zip Code

Applicant Name (**Please Print**)

Applicant Signature



APPLICATION CHECKLIST

Every application package must include ALL of the following items before it will be processed and considered for approval.

- TAB 1: Written detailed description of the improvements to be done to the property
- TAB 2: Eligible IRS Tax Filing Documents (i.e. Form 990)
- TAB 3: Copy of Business Tax Identification (if applicable)
- TAB 4: Copy of Occupational Licenses
- TAB 5: Copy of Warranty Deed,
- TAB 6: Copy of Lease (if applicable),
- TAB 7: Copy of Property Appraisal Records
- TAB 8: Plans or sketches (if applicable)
- TAB 9: Rendering of completed project (needed for presentation purposes)
- TAB 10: Site plan and plant list for landscape projects
- TAB 11: Third-party cost estimates from three (3) Florida licensed contractors
- TAB 12: Estimated timeline or project schedule
- TAB 13: Evidence of financial ability to pay for the project (approved loan, cash account, line of credit, etc.)
- TAB 14: Completed Application
- TAB 15: Completed Checklist

ALL DOCUMENTS ALONG WITH COMPLETED APPLICATIONS SHOULD BE PROPERLY LABELED AND INSERTED INTO A MULTI PART PRONGED FOLDER. PARTIAL SUBMISSIONS WILL NOT BE REVIEWED OR ACCEPTED.



**Non Profit Business Small Scale Property Improvement Grant
Program Application**

1. APPLICANT

Name: _____

Address: _____

City, State: _____

Zip Code: _____ Phone Number: _____

E-mail: _____

2. BUILDING TO BE IMPROVED/PROPERTY INFORMATION

Owner: _____

Address: _____

City, State: _____

Zip Code: _____

3. OWNER TYPE:

- Individual Partnership LLC
- Sole Proprietorship Corporation Non-Profit

4. OWNER OF PROPERTY (if not the applicant)

Name: _____

Address: _____

City, State: _____

Zip Code: _____ Phone Number: _____



Non-Profit Business Small Scale Property Improvement Grant Program Application

E-mail: _____

5. PROJECT INFORMATION

Project Description

Select all applicable anticipated improvements in the property.

IMPROVEMENT	COST	IMPROVEMENT	COST
<input type="checkbox"/> Painting		<input type="checkbox"/> Exterior lighting	
<input type="checkbox"/> Shutters		<input type="checkbox"/> Patio or decks connected to the building	
<input type="checkbox"/> Roof Repair		<input type="checkbox"/> Exterior wall repairs (e.g. stucco, brick or wood repairs and replacement)	
<input type="checkbox"/> Awnings/canopies		<input type="checkbox"/> ADA improvements	
<input type="checkbox"/> Decorative exterior facade improvements		<input type="checkbox"/> Signage	
<input type="checkbox"/> Exterior doors/windows		<input type="checkbox"/> Fencing (excluding chain link, barbed wire, and wood panels)	
<input type="checkbox"/> Landscaping around the building		<input type="checkbox"/> Demolition of structure	
<input type="checkbox"/> Irrigation		<input type="checkbox"/> Public Utilities and Infrastructure relative to business or commercial property	
<input type="checkbox"/> Parking lot repaving, resealing, restriping		<input type="checkbox"/> Exterior Security Features	
<input type="checkbox"/> Professional Design Assistance		<input type="checkbox"/> Exterior wall repairs	



**Non-Profit Business Small- Scale Property Improvement Grant
Program Application**

Name of **LICENSED** General Contractor for the Project: _____

Address of General Contractor: _____

City, State _____ Zip Code _____

Phone Number of General Contractor: _____

Email for General Contractor: _____

Estimated Total Project Cost: \$_____ Grant Amount Requested: \$_____

6. SOURCES OF FUNDING

7. APPLICATION AGREEMENT

I (we), the applicant(s) understand that the intent of this application is only for purposes of prequalifying for an Non-Profit Business Small-Scale Property Improvement Grant and does not guarantee acceptance or approval and no commitment is hereby made on the part of either the applicant or the New Smyrna Beach Community Redevelopment Agency (NSBCRA).

I (we) certify that to the best of my (our) knowledge, all the information in this application and all information furnished in support of this application is true and correct. Any property assisted under this program will not be used for any illegal or restricted purposes. Any intentionally false or fraudulent statement or supporting documents will constitute cancellation of my (our) application. The NSBCRA is hereby authorized to verify any of the information provided and to inspect the property prior to approval.

I authorize the City of New Smyrna Beach and the New Smyrna Beach CRA or its agents to take photos of myself and myself and business to be used to promote the program.

Applicant Name (**Please Print**)

Applicant Signature Date

Applicant Name (**Please Print**)

Applicant Signature Date

Property Owner Authorization Form

*****To be completed only if the applicant is a tenant*****

The undersigned owner of the existing building located at:

Address

Certifies that:

Applicant

Operates a business at the above location. The undersigned agrees to permit the Applicant and his licensed contractors or agents to implement the improvements listed on the Non-Profit Business Small-Scale Property Improvement Grant Application. I understand and agree that neither the NSBCRA nor the City of New Smyrna Beach assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied. In consideration of the Non-Profit Business Small-Scale Property Improvement Grant to complete exterior commercial facade and property improvements, the undersigned hereby waives and releases any claim against the City of New Smyrna Beach and the New Smyrna Beach Community Redevelopment Agency (NSBCRA) arising out of the use of said funds for the purposes set forth in the Application. The undersigned agrees to hold the City and the NSBCRA harmless for charges, damages, claims or liens arising out of the Applicant's participation in the Non-Profit Business Small Scale Property Improvement Grant Program.

Property Owner Name

Property Owner Signature

Date

STATE OF FLORIDA COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ (numeric date) day of _____ (month), _____ (year), by _____ (name of person acknowledging).
(Seal)

Signature of Notary Public
Print, Type/Stamp Name of Notary

Personally known: _____

OR Produced Identification: _____

Type of Identification Produced: _____

Property Owner Authorization Form Continued

*****To be completed only if the applicant is a tenant*****

THIS AGREEMENT is entered into this _____ day of _____ 20____, by and between the New Smyrna Beach Community Redevelopment Agency (“NSBCRA”) and

 (“Applicant”).

WHEREAS, Applicant has made application for a grant with the NSBCRA under the CRA Non-Profit Business Large-Scale Property Improvement Grant; and

WHEREAS, NSBCRA has approved said application.

IT IS HEREBY AGREED AS FOLLOWS:

1. Applicant agrees to complete the Project consistent with the application submitted to NSBCRA, which is attached to this Agreement and made a part hereof as Exhibit “A”.

2. In consideration of Applicant satisfactorily completing the Project, NSBCRA will reimburse Applicant the approved amount of \$ _____, (in no event shall NSBCRA pay more than \$10,000.00).

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the date first stated above.

APPLICANT: Board	City of New Smyrna Beach CRA
By: _____	_____
Print Name: _____	Chairperson
By: _____	
Its: _____	
“Applicant”	