

**BUSINESS ENHANCEMENT  
MICRO GRANT PROGRAM  
&  
APPLICATION FORM**

**City of Tampa Community Redevelopment Agency**

# WEST TAMPA CRA BUSINESS ENHANCEMENT MICRO GRANT PROGRAM

## 1) PROGRAM GOAL

The Business Enhancement Micro Grant Program (Program) is designed to incentivize business owners located within the West Tampa Community Redevelopment Area (CRA) to make building, structural, and site improvements to their property. In addition, the Program will aid to create a positive visual impact on the image and character of the community. The Program aims to strengthen local small businesses – improving their competitiveness, productivity and capacity – and promotes a business-friendly atmosphere. **The focus of this Program is directed to the visible improvement of non-residential properties to enhance corridor aesthetics and to gain pedestrian comfort.**

In addition, the purpose and intent of the Program is to support the implementation of the adopted West Tampa Community Redevelopment Plan (Section 9.2e, page 15).

## 2) PROGRAM ELIGIBILITY

Eligible applicants can receive grant funding up to **\$10,000, based on a 50%-50% grant match** for eligible improvements visible from the abutting rights-of-way.

### Applicant Eligibility

To be eligible for the Program, the Applicant must meet all the following qualifications:

- Must be the owner\* of the subject property.
- Program grant funds must be used for non-residential property (business, commercial and light industrial properties).
- Must be current in all property taxes and City of Tampa (City) business fees.
- Must be in good standing with the City (e.g. current on utility bills and no outstanding code enforcement or building code violations). This requirement may be waived by the CRA Manager if the work proposed under this application will remediate all code violations.
- Must be free of code enforcement liens or other City liens.
- The business on the property must be legally authorized to do business within the City by virtue of a valid Business Tax Receipt (**attach a copy of Business Tax Receipt with completed application**).
- The business on the property must be an independently owned and operated local business.
- If the business is an independently owned and operated franchise, other franchise locations must ONLY be located within the municipal boundary of the City.
- The business on the property must make independent decisions regarding its name, signage, brand, appearance, purchasing practices, hiring, and distribution, and must be solely responsible for paying its own mortgage, rent, marketing, and other business expenses without assistance from a corporate headquarters outside of the City limits.

\*The owner of the Property (Owner) shall be the Applicant. Owner means a holder of any legal or equitable estate in the premises, whether alone or jointly with others and whether in possession or not shall include all individuals, associations, partnerships, corporations, limited liability companies and others who have interest in a structure and any who are in possession or control thereof as agent of the owner, as executor, administrator, trustee, or guardian of the estate of the owner. No Owner shall receive more than \$75,000 in total CRA grant value across all CRA grant programs within a 12-month rolling year. For the purposes of this application, the total CRA grant value that an Owner has received over such period shall be the combined value, in the 12 month period immediately preceding the submission of an application for this program, of: (1) the amount of CRA grant funds that the applicant has received; (2) the amount of CRA grant funds that any holder of legal title in the subject property other than the applicant has received; and (3) if a business entity holds legal title in the subject property, the total amount of CRA grant funds received by any directors, members, partners, shareholders, any others with an ownership interest in such entity, and any others able to exert managerial control over or direct the affairs of said entity.

**The following property uses are ineligible for Program assistance:**

- Residential, including multi-family properties; and
- Vacant lots.

**Eligible Improvements**

One or more of the following improvements *may be eligible* for Program assistance:

- The repair of exterior walls;
- \*Decorative fence (fencing is limited to front and side areas, visible from the street);
- Exterior repainting;
- Exterior windows and/or doors;
- Wall or monument/pole signs;
- Awnings or canopies over windows or walkways, including shutters;
- The installation, repair, or renovation of porches, patios, plazas;
- The installation, repair, or renovation of pathways and sidewalks;
- The installation of decorative lighting, and security lighting;
- Parking area and driveway improvements;
- Bicycle racks, shade areas, benches, or other pedestrian amenities;
- American with Disabilities Act (ADA) accessibility improvements;
- The removal of deteriorated or undesirable exterior alterations;
- The installation of landscaping and irrigation systems, not to exceed thirty percent (30%) of the total grant amount; and
- Other permanent improvements may be considered.

*\*Chain link fencing, with or without slats, wooden stockade, board on board, and wooden picket fencing are not eligible for the Program.*

The following are *ineligible* for assistance:

- Improvements that are completed prior to an application being approved;
- Sanitary septic tank improvements;
- Non-permanent improvements;

- General maintenance improvements;
- New construction on vacant land; and
- Interior building improvements.

### **Project Implementation**

Projects are to be coordinated, managed, and implemented by the Applicant with close interaction with Community Redevelopment Department staff and the appropriate City departments. Applicant is responsible for obtaining/arranging any permits required by the City.

### **Program Requirements**

- All statements and representations made in the application must be correct in all material respects when made.
- **Digital color photographs of the existing structure exterior, showing all sides of the building, must be provided with application.**
- An estimated detailed budget must be provided on the budget form in the application.
- Work required to be performed by licensed contractors must provide, as attachments, quotes from contractors and copies of their licenses. Quotes to include complete description of materials to be used).
  - *If work is performed by non-licensed workers, then only materials purchased will be eligible for grant funds, unless the work performed was required to be performed by a licensed individual per City codes.*
- Applicant agrees to remain current in payments of property taxes and City Business Tax Receipt fees and comply with City codes and regulations for a minimum of five (5) years from the date of completion.
- Portions of the project costs not funded by the requested grant must be provided by Owner funding. Owner funding may consist of bank loans, lines of credit, and owned assets (Owner Equity). Owner must demonstrate their source of the Owner Funding and their ability to meet the financial obligations of the Program.
- Proceeds from other City-managed financial assistance programs may not be used as Owner Equity to satisfy the Owner Funding requirements of this Program but may be used to assist with funding of remaining portion of larger improvement project. Grant funds cannot be used as Owner equity to satisfy the Owner Funding requirements of other City-managed financial assistance programs.

### **Grant Application Process**

- Completed applications that meet all the Program requirements will be reviewed by the CRA manager. Submittal of an application does not guarantee a grant award.
- Incomplete applications will not be considered submitted until all required documentation has been submitted to Community Redevelopment Department staff.
- All construction/design contracts will be between the Applicant and the contractor/design professional.
- Grants will be awarded on a first come basis.
- Completed applications will be accepted throughout the year.

### **3) DISBURSEMENT POLICY AND PROCEDURE**

Grant funds will be disbursed, after initial approval of the project, upon a “Finding of Project Completion” by CRA Manager. A “Finding of Project Completion” will be granted when the following criteria is met:

- 1) Grant disbursement will not occur until the owner match specified in the Budget is paid in full.
- 2) Requests for disbursement of project costs will be viewed as a single, completed package. Costs not included in the approved application will not be considered for disbursement.
- 3) Required documentation for disbursement of project costs must include:
  - a) Copies of cancelled checks, certified checks or money orders of project costs, or credit card statements of project cost;
  - b) Detailed invoices and paid receipts signed, dated, and marked “paid in full;”
  - c) Name, address, telephone number of design professional(s), general contractor, etc.;
  - d) Photographs of the project (before and after photos).
- 4) Prior to any grant fund disbursement, the Applicant must have obtained all necessary/required permits (e.g. zoning and building permits), passed all required inspections, and received (if relevant) notice, in the form of a Certificate of Occupancy or Certificate of Completion for the project demonstrating the legal occupancy of the project area. **Any work performed without a permit that required a permit will not be eligible for grant funding.**
- 5) The CRA disburses funds to grant recipients within 30 days of fully completed reimbursement request.

### **4) GRANT EXPIRATION**

Applicants must receive a “Finding of Project Completion” within 180 calendar days from the date of application approval. After the said 180 days, the grant will expire. An extension for the grant funds may be granted by the CRA Manager for a good cause. It is the responsibility of the Applicant to request, in writing, from the CRA Manager an extension of the grant approval before the expiration date.

### **5) COMPLIANCE WITH THE CITY OF TAMPA ETHICS CODE**

The Applicant will comply with all applicable City rules and regulations including the City's Ethics Code, which is available on the City's website at <https://www.tampa.gov/Ethics>. Moreover, each applicant to the Program acknowledges and understands that the City's Ethics Code prohibit City employees from receiving any benefit, direct or indirect, from any contract or obligation entered into with the City. (City of Tampa Code, Chapter 2, Article VIII-Sec 2-522)

**6) APPLICATION**

|   |                 |
|---|-----------------|
| <b>1) Applicant (Property Owner)</b>  |                 |
| Property is owned by: An Individual ___ A Corporation ___ A Partnership ___ |                 |
| Entity Name (if any):   |                 |
| Full Legal Name and Title (if any):   |                 |
| Mailing Address:  |                 |
| City/State/Zip:   |                 |
| Phone Number:   | E-mail Address: |
| Web Site (if available):  |                 |

|  |                 |
|--|-----------------|
| <b>2) Authorized Agent (If applicable)</b> |                 |
| Entity Name (if any):                      |                 |
| Full Legal Name and Title (if any):        |                 |
| Mailing Address:                           |                 |
| City/State/Zip:                            |                 |
| Phone Number:                              | E-mail Address: |

|  |
|--|
| <b>3) Subject Property/Location of Proposed Project</b>    |
| Address commonly known as:                                 |
| Parcel Identification Number(s) or Folio Number(s):        |
| Property is designated as a Local Landmark: Yes ___ No ___ |

|   |
|---|
| <b>4) Project description, scope of work to be performed, sketch plans and specifications detailing the scope of work (provide attachment if needed). Applicant understands that depending on the project, certain City Departments may require additional documentation, plans, etc. in order to properly review and approve the proposed project described in this application.</b> |
|   |

|   |
|---|
| <b>5) Describe existing uses and conditions on the property (include photographs as attachments):</b> |
|   |

|  |           |
|--|-----------|
| <b>6) Financial Disclosure</b>   |           |
| <b>Amount of Grant Requested:</b>  | \$        |
|  |           |
| <b>Project Budget – Sources/Uses of Funds</b> (complete Attachment A: Project Budget)  |           |
| Owner Equity:  | \$        |
| Other Funds:   | \$        |
| Grant Request:   | \$        |
| <b>Total Project Funding:</b>  | <b>\$</b> |
|  |           |
| My Property Is up to date with taxes, fees, and complies with City codes and regulations:  |           |
| Yes ___ No ___   |           |
|  |           |
| If the Applicant has received loan or grant assistance from a City-managed financial assistance program for a project at this address, please specify the program(s) and the loan/grant amount(s). |           |
| 1.   | \$        |
| 2.   | \$        |





**I ACKNOWLEDGE THAT I HAVE RECEIVED AND UNDERSTAND THE GRANT GUIDELINES HEREIN ABOVE STATED. IN ADDITION, BY EXECUTING THIS APPLICATION, I ACKNOWLEDGE THAT I AM LAWFULLY AUTHORIZED TO EXECUTE THIS APPLICATION.**

\_\_\_\_\_  
Entity Name (if any)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name and Title (if any)

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_, as (title if applicable) \_\_\_\_\_  
of (Entity name if any) \_\_\_\_\_, who [ ] is  
personally known to me or [ ] has produced identification.

Type of identification produced: \_\_\_\_\_.

My commission expires:  
(Notary Seal)

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Print Name

**Mail or hand deliver completed application form to:**  
Community Redevelopment Department  
City of Tampa / 306 East Jackson Street 2N / Tampa, FL 33602  
**For question call the Community Redevelopment Department at 813-274-8325.**

7) ELIGIBLE CRA AREA MAP

