

# Downtown Development Authority

## City of Gladstone

### FAÇADE GRANT CONTRACT TERMS

Property Owner: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Mailing

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Business Name: \_\_\_\_\_

Project Property

Address: \_\_\_\_\_

#### Grant Approval Details:

Your proposal was approved as submitted for \$\_\_\_\_\_ in funding from Gladstone's Downtown Development Authority (DDA).

The project will be subject to City Commission final approval. The signed contract agreement and the owner's match must be received prior to the project's start date. You will have one year to complete the project following City Commission approval. We expect this to be reviewed by the City Commission on **DATE**.

#### Project Requirements:

1. **Materials:** All materials used must be consistent with those submitted in your Façade Grant application. This shall include:

- **MATERIALS**

2. **Permits:**

- All applicable building, sign, and zoning permits, as well as any other required permits, must be secured prior to the commencement of work.
- Failure to obtain necessary permits may result in the revocation of DDA funds.

3. **Licensed Professionals:** Work requiring permits must be completed by licensed professionals. Our records indicate that you intend to work with **CONTRACTOR NAME**.

*\*If the property owner serves as the general contractor, contractor labor will not be covered under the Façade Grant funding from the DDA. In this situation, receipts for material purchases totaling at least \$\_\_\_\_\_ must be submitted prior to payment.*

4. **Scope of Work:**

- All work must be completed as stated in this agreement and the approved application.
- This award amount is based on the submitted application. Any changes to the scope of work must be approved by the grant administrator prior to implementation.
- Changes reducing the project cost by more than 10% must be reviewed and approved by the full DDA board.

5. **Project Timeline:** Approved projects must be completed within one year of City Commission approval. Extensions beyond this timeframe will require reapplication for funding.
6. **Documentation:** Attached are the DDA Meeting Minutes from November 2024 for your review.

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**Estimated Project Budget:**

<b>Total Project Cost:</b>	
<b>Total Façade Cost:</b>	
<b>Total Amount Awarded from DDA:</b>	
<b>Minimum Owner's Match Required:</b>	
<b>Balance Due by Owner:</b>	

Once the owners match is secured, \$ [REDACTED] will be paid up front to the owner or contractor. The final payment will be paid to owner or contractor upon successful final inspection and completion of project as presented. The owner will be responsible for the balance of \$ [REDACTED].

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By signing this agreement, the undersigned acknowledges and agrees to the terms and conditions outlined herein.

**Property Owner Signature:**

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**Date:** \_\_\_\_\_

**Grant Administrator Signature:**

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**Date:** \_\_\_\_\_

