



## GATEWAY CORRIDOR AND CENTRAL BUSINESS DISTRICT

### MATCHING GRANT PROGRAM GUIDELINES

The City of Green Cove Springs has created a Gateway Corridor/Central Business District Matching Grant Program to assist owners of properties within the Gateway Corridor and the Central Business District in upgrading their properties to bring them into compliance with current codes. Eligible projects in the boundaries of the Gateway Corridor or the Central Business District may receive grant awards up to 50% of the total project cost as a reimbursement for expenditures. The maximum grant allowed is based on the project type. The following are the maximum grant amounts per project type:

- Landscaping - \$ 2,500
- Lighting - \$2,500
- Ground Signs - \$5,000
- Facades /Building Improvements/Building Sign- \$5,000
- Dumpster relocation and enclosure - \$500

Only one project type per parcel, as defined by the Clay County Property Appraiser's Records, may be submitted. The City of Green Cove Springs Development Services Department shall manage the grant with oversight and final approval by the Green Cove Springs City Council. All completed applications shall be forwarded to the Site Development Review Team (SDRT) for review and recommendations. The SDRT will assign points to each project based on established program priorities set by the City Council. SDRT's recommendations will be forwarded to the City Council for final approval.

Applications may be submitted throughout the year and will be approved based on availability of funds. Once funds have been approved by the City Council, the applicant shall have 90 days to complete the project and request reimbursement. Grant funds would be reimbursed upon completion of the awarded project. If the project is not completed in 90 day, it is subject to loss of the funding. Request for extensions may be requested and are subject to City Council approval. All projects must be completed funds expended by the end of the fiscal year, September 30, 2024. Any expenditure made after September 30, 2024, will not be reimbursed.

#### TYPES OF ELIGIBLE PROJECTS

- Exterior building renovation which improves the appearance of the facility
- Pressure washing and/or repainting of the exterior of buildings/Improvements
- Installation of landscape buffers where none exist
- Installation of tree island or landscape islands in older non-conforming parking lots
- Replacement of non-conforming signs with monument signs
- Installation or rehabilitation of doors or windows

Site Development Plan application and Building Permit fees shall count towards project match. Landscaping and irrigation projects are eligible for funding by the grant program. Once a project is funded, it is the responsibility of the property owner to maintain the improvements.

General building or facility maintenance is not eligible for funding under the pilot program.

Properties that have Code Enforcement violations are not eligible for funding.



# City of Green Cove Springs

## GATEWAY CORRIDOR AND CENTRAL BUSINESS DISTRICT MATCHING GRANT PROGRAM APPLICATION

1. Project: \_\_\_\_\_
2. Applicant Name: \_\_\_\_\_
3. Owner Name: \_\_\_\_\_
4. Applicant Address: \_\_\_\_\_
5. Property Address: \_\_\_\_\_  
\_\_\_\_\_
6. Applicant Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_
7. Local Contact Person: \_\_\_\_\_
8. Local Contact Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_
9. Estimated Cost of Project: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Attach detailed outline of the proposed work, including:

- Photographs of the existing conditions
- Detailed drawings showing proposed improvements
- Project budgets

I understand that in order for my request for funding to be approved, I must agree to follow the recommendation of the City Council and comply with the following:

1. Submit an application for site plan approval, if none exists or the site plan must be modified. The site plan application fee shall count towards applicant's project match.
2. Obtain all required permits before beginning any work. No reimbursements shall be made without proper permits obtained before work has commenced.
3. Project work shall be completed within 90 days after application is approved by the City Council.
4. Monies are for improvements only and will be reimbursed upon completion of the work.

**All attachments are required for a complete application.**

I certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge.

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

\_\_\_\_\_  
Typed or printed name and title of applicant