



**TOWN OF LAKE PARK
COMMUNITY REDEVELOPMENT AGENCY (CRA)
COMMERCIAL/INDUSTRIAL GRANT APPLICATION QUESTIONS**

APPLICANT/PROPERTY OWNER

Name: _____

Address of property for which grant is being requested: _____

Email address: _____

Mailing address: _____

Amount of Grant Funds Requested (please refer to guidelines): _____

I am applying for (select one):

Facility Improvement Grant____ Operational Sustainability Grant____

Facility Improvement Grant applicants, please provide

- A detailed description of the proposed work to be completed using grant funds (attach extra pages if necessary)
- Expected business outcome resulting from the work completed using grant funds
- Proof of ability to provide matching funds (50% of total project)

Operational Sustainability Grant applicants,

- Please provide a detailed description of the proposed use of grant funds (attach extra pages if necessary)
- Grant period requested: Six months____ One year____
- Please explain your plan for continued operations after the grant period has ended (attach extra pages if necessary)
- Are you interested in receiving free coaching from a business plan consultant and/or developing a long-term sustainability plan for the business? Y/N

Application Checklist (all required items and a copy of this checklist must be included)

- Completed and signed application form (required for ALL applicants)
- Proof of business ownership (if property is owned by a business) and a copy of the Town of Lake Park Business Tax Receipt (required for ALL applicants)

For Facility Improvement Grants

- Proof of ownership of property
- Proof of property insurance or, at a minimum, a builder's risk policy equaling the amount requested through this grant and extending through the renovation/improvement period
- Color photos clearly showing existing conditions of the proposed improvement site
- Detailed estimates from three licensed contractors for each element or the scope of work to be completed (estimates must be on company letterhead or invoice, dated, and broken down into scope of work line items)
- Architectural plans (if applicable)
- Landscape plans and survey (if applicable)
- Material samples, including color selections (if applicable)
- Completed and signed W-9

For Operational Sustainability Grants

- Copies of business income and expenses for the two years prior to grant application (or for as long as the business has been in existence, if that period is less than two years)

Applicant Agreement

By signing below, I affirm that I have read and understand the Rules and Guidelines for the Town of Lake Park Community Development Agency (CRA) Commercial/Industrial Improvement Grant Program and agree to the terms therein. I understand I am required to submit all documentation listed in the CRA Residential Improvement Checklist and that applications missing documentation are considered incomplete and will not be accepted or considered. The CRA's acceptance of a completed application is for review and consideration, and is not a guarantee of approval for grant funding through the CRA Commercial/Industrial Improvement Grant Program.

I understand and agree that no work shall begin until written approval from the CRA is provided. The project must begin within 90 days of grant approval and be completed within one year. No grant funds will be paid until the project is completed as proposed (or the segment of the project, if different contractors are required for different segments) unless a written exception is provided by the CRA. The contractor(s) and I, as well as a representative of the CRA, must each certify in writing that the project is completed to our satisfaction, prior to payment being made.

Signature of applicant:_____

Date:_____