



## **CITY OF CRYSTAL RIVER COMMUNITY REDEVELOPMENT AGENCY (CRA)**

### **MINI-GRANT PROGRAM**

**Purpose:** The purpose of the City of Crystal River Community Redevelopment Agency (CRA) Mini-Grant program is to encourage private investment to improve the appearance and functionality of existing buildings (residential or commercial) within the CRA District (see attached map). **The project must support the goals of the CRA District. Once the maximum grant for any project has been awarded, the business occupying the storefront or building owner cannot reapply for another grant for the same location for a 5-year period. Applicants must agree to a completion schedule up to 12 months in duration from the day after the grant approval.**

The program provides a 50% match to pay for improvements identified by category as follows:

***Distressed Property Grant*** – 50% up to \$10,000. These funds shall be used to perform general repair, demolition, structural or habitable work to meet code to occupy the structure focusing mainly on upgrading abandoned properties that are considered “eye-sores” within the CRA District.

***Commercial Site Improvement Grant*** – 50% up to \$2,500. These funds are to be used for landscaping that meets the requirements of the City’s Land Development Code and must be maintained by trimming, pruning and irrigation systems as needed to maintain a healthy landscape project. **All new landscaping and site improvements must be maintained. All dead or diseased material must be replaced to the approved plan for five (5) years.**

***Commercial Sign Improvement Grant*** – 50% up to \$2,500. These funds are to be used for the restoration of exiting signs or the construction of new signs that adhere to the CRA appearance guidelines. **Examples of eligible projects include removing the old and the design, production and installation of new signs or renovation of existing signs to become compliant with the existing sign ordinance and CRA Appearance Guidelines.**

***Commercial Façade Grant*** – 50% up to \$2,500. Funds are to be used to bring the structure into harmony with adjacent buildings and comply with the vernacular appearance guidelines for the CRA District. All colors are to be chosen from the CRA approved color chart. **Examples of eligible projects include the removal of old awnings and canopies and the design, production, and installation of new awnings and canopies. In addition, includes work performed on the exterior storefront of a building such as cleaning masonry (high pressure water or steam-sandblasting is prohibited on masonry structures), painting, repointing or mortar joints, woodworking, window and/or door replacement, the repairs or rebuilding of historic storefronts. Roofs will only be eligible in cases where the replacement is part of the overall renovation and integral to the overall design.**

**Residential Façade Grant** – All residential structures shall be designed, constructed, and maintained to compliment and accept the architectural features of the building. Color schemes shall accent the structure and shall harmonize with adjacent buildings. All colors are to be chosen from the CRA approved color chart (50% up to \$1,000). **Roofs will only be eligible in cases where the replacement is part of the overall renovation and integral to the overall design.**

**Mural Grant** – Mural Grants shall be consistent with the stated theme of the CRA District and comply with the colors stated in the Appearance Guidelines. Design cannot contain any direct advertisement of the business or businesses adjacent to the primary structure and/or surrounding structures. Attached statement “Required Mural guidelines for Artists, building Owners and the Community” must be signed and notarized and submitted with the application. Murals are approved by the CRA Board only (50% up to \$1,000).

*Applicants are reminded that grant awards are discretionary and should not be considered an entitlement. CRA reserves the right to deny grants awards if the project does not fulfill the intent of the program or is inconsistent with goals and objectives of the Board.*

### **Eligibility Requirements:**

The CRA Mini-Grant Program is available to businesses and/or property owners that are located within the CRA District. Businesses must have a valid and current business license and must propose a permitted/conforming use within the CRA District.

Applications will not be accepted from property owners (and tenants) who are delinquent on their property taxes. Applications must not have outstanding code violations or code liens and must be in compliance, or submit an application bringing the property into compliance with the CRA Appearance Standards. This does not include existing architectural standards.

**The following items are excluded from eligibility for grants:** Interior Improvements, exterior improvements that are visible less than 24 hours per day, features designed to be installed temporarily, features that do not meet the applicable provision of the City of Crystal River Land Development Code including special area plans, activities that are primarily for maintenance (i.e., power washing, etc.) except to maintain brick masonry. Generally, roof repair is not eligible unless it is integral to the redesign of the façade. In this case, the portion of the roof work that would be eligible for the grant is at the discretion of the City.

### **Application Process and Deadlines:**

Applications are accepted and approved on a monthly basis. It is important that we receive the application early enough to review and place on the CRA Board Agenda prior to approval. Applications are generally approved within 45 days.

**NOTE: Incomplete applications will not be accepted! Any work completed prior to approval is not grant eligible. Award of the grant is not guaranteed, and the Applicant assumes all financial liabilities for work initiated prior to the approval of the Grant by the CRA.**

**GRANT TYPE**

- ☐ Distress Property Grant
- ☐ Commercial Site Improvement
- ☐ Commercial Sign Grant
- ☐ Residential Façade
- ☐ Commercial Façade
- ☐ Mural

Owner's/Business Owner's Name \_\_\_\_\_

Owner's/Business Owner's Address \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Grant Site Address \_\_\_\_\_

**Check when completed:**

- ☐ Copy of Warranty Deed
- ☐ Business Status: \_\_\_ Corporation \_\_\_ Sole Proprietor \_\_\_ Other \_\_\_\_\_
- ☐ Copy of Business License (Business Tax Receipt)
- ☐ Type of Business: \_\_\_\_\_
- ☐ Conflict of Interest – Business or personal relationship with CRA? \_\_\_ Yes \_\_\_ No

If "Yes" please explain: \_\_\_\_\_

**Site / Project Information:**

☐ Alternate Key Number: \_\_\_\_\_ (Attach property record card)

What is the proposed scope of work/improvement?

\_\_\_\_\_

Have you received CRA Grant funding at this property before? ☐ Yes ☐ No

If yes,

Date funding was received \_\_\_\_\_

Purpose for funding \_\_\_\_\_

Amount received \$\_\_\_\_\_

- ☐ Scaled Drawings and or Renderings/Conceptual Drawings (ATTACH)
- ☐ Before Photos (ATTACH) – At least 4 – 4x6 color photos of the existing building showing all sides of the structure, with emphasis on the area to be improved.

- ☐ Scope of Work (ATTACH) – Please be specific in describing the nature of the project and address the improvements that will be made.
- ☐ Timetable for completing the proposed improvements (ATTACH) – A site visit with the applicant may be necessary to understand the scope and nature of the project.
- ☐ Color Samples – Please refer to the CRA approved color chart.

Have you received CRA Grant funding at other locations? ☐ Yes ☐ No

If yes,

Date funding was received \_\_\_\_\_

Purpose for funding \_\_\_\_\_

Location \_\_\_\_\_

Do you expect to request further grant funding for this property within the next 3 years?

☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

Does the property presently comply with land development code/building code? ☐ Yes ☐ No

If no, does this grant correct to compliance situation? ☐ Yes ☐ No

If no, please explain situation: \_\_\_\_\_

Please explain why you believe the City should monetarily support this grant request.

Is the property occupied at this time? ☐ Yes ☐ No

If no, explain why: \_\_\_\_\_

Does the property have any liens and/or foreclosure actions? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

Does the contractor selected for the job have any past or present relationship with you, i.e.?

- ☐ Business Partner
- ☐ Investor with you or said property
- ☐ Family Member

Is the contractor local? ☐ Yes ☐ No

If no, why was a local contractor not selected? \_\_\_\_\_

Total project cost \$\_\_\_\_\_

What amount of grant funds are you requesting? \$\_\_\_\_\_

Does applicant pay 50% or greater of the total project cost? ☐ Yes ☐ No

From the time of grant approval, how many weeks will it take to complete the project? \_\_\_\_\_

Does your project meet CRA appearance guidelines? ☐ Yes ☐ No

If no, please explain: \_\_\_\_\_

Have you submitted 3 quotes from licensed contractors for this project? ☐ Yes ☐ No

If no, please explain: \_\_\_\_\_

Have you chosen to use low bidder on this grant application? ☐ Yes ☐ No

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CERTIFICATION

***Please read the following and sign below. All owners, authorized corporate officers, or partners must sign this application.***

I understand that this grant application requires that I comply with the design requirements established by the City of Crystal River Land Development Code 4.02.03, and that the money will be granted on a reimbursable basis. Changes to the scope of work must be approved in advance by the Community Redevelopment Agency. All work must be commenced within 30 days of grant issue.

The information contained in this application is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this application and hereby give their consent for such information to be provided. The Community Redevelopment Agency retains the sole decision as to whether this grant application is approved, disapproved, or modified.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project for not less than five years and that these improvements and attachments must remain as part of the real property. I authorize the Community Redevelopment Agency to place a "Redevelopment by Design" sign on the improved property during the improvement phase and for a minimum of 30 days after completion.

The City of Crystal River and the Community Redevelopment Agency reserve the right to reject any and all applications for grant funding for any reason what-so-ever, to waive any informalities or irregularities in the application or approval process, and to award the grants in the best interest of the City of Crystal River. There is no expressed or implied obligation by either the City of Crystal River or the Community Redevelopment Agency to reimburse responding firms or individuals for any expenses incurred in preparing applications for grants.

By the submission of an application for a Community Redevelopment Agency Grant, and in consideration for the review of the application by the Community Redevelopment Agency Board, the applicant hereby automatically agrees to voluntarily relinquish any and all rights to protest or appeal the determination by the Community Redevelopment Agency regarding the grant. No further documentation or agreements need be executed in order to make this relinquishment of rights entirely functional and enforceable by the Community Redevelopment Agency or the City of Crystal River.

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Name (print)

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Name (print)

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Title

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Title

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Signature

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Signature

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Date

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Date

**State of Florida:**  
**Citrus County Florida:**

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification and did not (did) take an oath.

(SEAL)

\_\_\_\_\_  
Notary Public, State of Florida (Signature of  
Notary taking acknowledgement)

\_\_\_\_\_  
Name of Notary typed, printed or stamped

**My Commission Expires:**

\_\_\_\_\_  
**Commission Number**

Council Review	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Development Services Review	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Building Inspector Review	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Code Enforcement Inspected	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

Approved for \$ \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Rejected by \_\_\_\_\_ Date \_\_\_\_\_

Reason for Rejection: \_\_\_\_\_

#### **AFTER APPROVAL**

The City will pay out within 30 days after submittal of final billing by applicant and successful inspection of the improvement(s).

Grant Issue Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Final Project Total: \$ \_\_\_\_\_ Initials: \_\_\_\_\_

CRA Contribution Amount: \$ \_\_\_\_\_ Initials: \_\_\_\_\_

CLOSEOUT DATE: \_\_\_\_\_ Initials: \_\_\_\_\_

Grant funds will be paid out after:

- Project is completed and inspected
- Project is paid for in full by owner
- Proof of payment via credit card receipt or cancelled check

## **REQUIRED MURAL GUIDELINES FOR ARTISTS, BUILDING OWNERS AND THE COMMUNITY**

**(The Applicant is instructed to initial at the end of each statement below which will indicate that the applicant agrees with the statement.)**

***A written contract should be signed between all parties involved, i.e., artist, building owner and leaser (attach copy of signed contract) with the following information included:***

1. The artist and the building owner agree upon the content of the mural with an estimate of the cost. \_\_\_\_\_ (initial)
2. The contract should designate the lifetime of the mural, the agreed upon number of years that the mural will be undisturbed, after which the mural can be painted over without penalty. \_\_\_\_\_(initial)
3. Preparation of the wall surface must be detailed in the quotation so the mural will have a long life. \_\_\_\_\_(initial)
4. Investigate the different paints available and submit specification to strive for the most durable. \_\_\_\_\_(initial)
5. Submit who will be responsible to maintain the mural if the work is damaged. It is recommended that a protective anti-graffiti coating be applied to murals to protect them from graffiti and vandalism. \_\_\_\_\_(initial)
6. Take into account the surrounding businesses and residents when planning the mural. \_\_\_\_\_(initial)
7. City retains the rights to disapprove CRA funding on any proposal mural deemed inappropriate in design, location or judged to be inconsistent with CRA District initiatives. \_\_\_\_\_(initial)