



Date Submitted	_____
ER Review	_____
Board Review	_____
Project Number	_____

Grant Procedures

1. Fill out the application and checklist and submit one copy to the St. Cloud Main Street office with the supporting data by the first of the month. (see attached sheet for required supporting data checklist)
2. Staff and the Economic Restructuring Committee will review the project and submit the package to the St. Cloud Main Street Board with their recommendation.
3. Projects will be submitted to the St. Cloud Main Street Board at their monthly meeting.
4. Once the Board has approved the project, written notice will be delivered and work can begin. No work should start until written notice is received.
5. Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of grant funding.
6. When the project is complete the St. Cloud Main Street Program will reimburse grantee for the following:
 - 50% of an approved façade bill with the St. Cloud Main Street maximum contribution being 5,000.00*
7. Grantee must submit a paid bill for reimbursement together with an affidavit from the contractor certifying the work, as submitted, is complete. Any unapproved changes will void the Grant. If Grantee decides to change the project after the approval they must contact the St. Cloud Main Street office.
8. If the applicant is not a member of the St. Cloud Main Street Program, the matching contribution will not be disbursed until a minimum of 10 hours volunteer time has been given to the program by the applicant or their representatives.
9. The St. Cloud Main Street Board reserves the right to grant additional money to the targeted projects that they believe will have significant impact on the area.
10. Staff will be available to offer any assistance needed and may seek outside guidance on any project being
11. **All applications are contingent on funding and they will be tabled until such time as funds become available.**

Applicant
considered for the grant program.

Date





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Project Guidelines

The purpose of the incentive Grant Program is to restore, improve or create historic architectural features to facades of commercial buildings anywhere within the St. Cloud Main Street Program.

- A. Where practical, all building facades shall be restored to their original period design. If it is deemed not practical by the St. Cloud Main Street Board, then a similar architectural design shall be used. All horizontal and vertical features (lintels and piers) shall be retained.
- B. If a building does not have a historic significant architectural design or feature, then a proposed historic design may be submitted to qualify for the grant program.
- C. All storefronts shall be designed, constructed, and maintained to compliment and accept the architectural features of the building. All accessories, signs awnings shall likewise harmonize with the overall character of the building.
- D. All color schemes shall accent the building as well as harmonize with adjacent buildings. Colors shall be period specific. Historical murals will be considered on a case-by-case basis.
- E. Funds shall be allocated on a first come basis. Only one Grant shall be awarded for one category. Applicants may only apply for a grant once every 2 years. Tenants may qualify upon receipt of written consent of the owner of the building. All Grant funds awarded require the matching dollar for dollar expenditure by the owner/tenant. Funds may be awarded as follows:

Up to \$5,000.00 for facades, storefronts, awnings

- F. No work for which a Grant is sought should begin until authorized by the St. Cloud Main Street Board.
- G. No Grant monies or matching monies shall be used to perform general repair, structural, or habitable work or otherwise to meet code to occupy the building.
- H. To qualify for grant funds, an application and appropriate plans must be submitted to the St. Cloud Main Street office at 903 Pennsylvania Avenue.
- I. No grants will be made to government-owned properties or to tenants in government owned properties.
- J. Work done by the applicant requires an estimate from an outside source to verify that costs are within reasonable parameters.





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Application

Applicant Name: _____

Business Name: _____

Property Address: _____

Applicant's Phone Number: _____

Type of Façade Improvement Planned (note that all apply). Please attach supporting data checklist.

_____ Removal _____ New _____ Altered _____ Repaired

Painting: (Approximate Sq. Ft. area): _____

Structural Alterations: _____

Cosmetic Alterations: (Moldings, etc.): _____

Other work: Please specify (Awnings, etc.): _____

Total Cost of Project: _____

Amount Requested: \$ _____

Façade not to exceed \$5,000.00

I hereby submit the attached plans, specifications, and color samples for the proposed project and understand that these must be approved by the St. Cloud Main Street Board. No work should begin until I have received written approval from St. Cloud Main Street. I further understand that the project must be completed within (3) months and that grant monies will not be paid until the project is complete. I agree to leave the completed project in it's approved design and colors for a period of five (5) years from the date of completion. I further understand that if we are not a member of the St. Cloud. Main Street Program that no monies will be issued until a minimum of 10 hours of volunteer time have been contributed to the St. Cloud Main Street Program.

Signature of Property Owner

Signature of Business Owner

Date: _____

Date: _____





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RELEASE AND HOLD HARMLESS AGREEMENT

Release executed on the ____ day of _____, 2009 by (Property Owner)
 _____ and (Tenant if Applicable) _____
 _____, of (Street Address) _____

 City of St. Cloud, County of Osceola, State of Florida, referred to as a Releasor (s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releasor (s), understands that they are solely responsible for providing their own contractors, and to assure that those with City regulations. The Releasor (s) waives, releases, discharges, and covenants not to sue the St. Cloud Main Street Program for loss or damage, and claims or damages therefore, on account of any work that has been performed in accordance with City or State guidelines.

Releasor (s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Florida and that if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Releasor (s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor's obligations and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement between the parties to this agreement and the

Dated the ____ day of _____, 2009

Property owner signature

Witness

Please Print

Tenant Signature (if applicable)

Witness

Please Print





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Supporting Data Checklist for Applicants

Please submit this checklist as part of your application

PAINT:

- _____ Provide samples of the colors chosen
- _____ Mark which color will be body color and which will be accent colors.
- _____ Note where each color will be used
- _____ Submit written estimate from painter of your choice

AWNINGS:

- _____ Provide information about color and style of awning chosen
 - _____ Note where the awning will be placed on the building
 - _____ Submit written estimate
 - _____ Submit written verification that design and size comply with City codes
- Awning selection must take into account the architectural style of the building*

MAJOR FACADE ALTERATION:

- _____ Provide a rendering of major changes, including paint and awning colors where applicable.
- _____ Submit a written estimate from a contractor

ALL PROJECTS PROPOSED BY TENANTS

- _____ To be eligible for a direct grant, tenants need to provide a notarized Authorization for Work from the property owner
- _____ Submit signed Hold Harmless Agreement (see attached)
- _____ Submit copy of current Occupational License and Certificate of Use

