



Santa Rosa EDO
6491 Caroline Street – Suite 4
Milton, Florida 32570
(850) 623 -0174
www.SantaRosaEDO.com

DEADLINE FOR APPLICATIONS

Date: APRIL 30, 2020

Time: 4:30 PM

2020
Santa Rosa Improvement Vitalization Enterprise
(StRIVE) Grant

This program provides commercial property owners and business owners sign and façade grants. A 100% match is required (1:1). Grant eligible expenses will be reimbursed upon submittal of sufficient documentation of expenses.

Program Intent

The Santa Rosa Improvement Vitalization Enterprise (StRIVE) Grant is intended to provide commercial property owners and business owners grants for façade improvements and signage. StRIVE provides funding to upgrade the appearance of property, increase property value, and stimulate economic activity within Santa Rosa County. StRIVE is available to commercial property owners and/or business tenants only.

Program Summary

Up to \$5,000 to be used for improvements to the exterior façade of a building, including signage. A 100% match is required. Matching funds may be used anywhere in the proposed renovation project, including interior renovations. The grant must be approved prior to commencement of any work proposed to be completed with grant proceeds.

Eligibility

- Property must be located within Santa Rosa County and zoned for commercial purposes. Property cannot be exempt from ad valorem property tax.
- Applicants must have all necessary business licenses/permits/inspections. Any outstanding legal issues that could encumber the property or prohibit immediate use as a commercial venture must be resolved or explained. Any proposed business/tenant must document zoning and land-use eligibility at the proposed location as part of this application. Unoccupied properties must have a signed lease to participate.
- Property owners must sign the program application and other related documents. Tenants may apply only with property owner's consent.

- Applications must be **received** (not postmarked) prior to 4:30 PM on April 30, 2020 via one of the following methods
 - Emailed to ericag@santarosa.fl.gov
 - Hand delivered or mailed to:
 - Santa Rosa Economic Development Office
 - 6491 Caroline Street, Suite 4
 - Milton, FL 32570
 - **It is applicant's responsibility to ensure that application was received by EDO.** Emailed receipt notifications will be sent to all applicants.
- Applicants are limited to one application per funding cycle.
- StRIVE is based on availability of funds.
- Exterior improvements must comply with applicable city/county code and zoning requirements. It is the responsibility of the applicant to contact the appropriate agency to determine required permits, if any.
- Once the project has been completed, the property must be eligible to obtain, or already have a certificate of occupancy, and have received the final inspection from the appropriate agency.

Eligible Improvements

Examples of **eligible** items include:

- | | |
|--|---|
| <ul style="list-style-type: none"> ➤ ADA Handicapped Access to a building ➤ New Windows and Doors ➤ New or Replacement Awnings ➤ Exterior Lighting ➤ Exterior Painting ➤ Restoration of Architectural Features | <ul style="list-style-type: none"> ➤ Parking Improvements ➤ Screening / Fencing ➤ Sprinkler Systems ➤ Signage ➤ Soft Costs (licenses, permits, impact fees, architecture / engineer cost, etc.)* |
|--|---|

***Soft costs are limited to 20%**

Ineligible Improvements

Examples of **ineligible** items include:

- Rent
- Landscaping*
- Interior modifications and/or rehabilitation **
- Removal or covering of historical or significant architectural detailing
- Regular/routine maintenance and repair
- Refinancing existing debt
- Owner performed labor (unless the owner is a duly licensed contractor)

*** Landscaping is ineligible as a stand-alone project. Minor landscaping, in conjunction with physical façade improvements is eligible.**

**** Matching funds may be used for interior project costs**

Owner Match

StRIVE Grants may not exceed 50% of the total cost of the proposed project, up to the maximum amount allowable. The applicant must expend a minimum of one dollar on the project for every dollar awarded to the project. Documentation of all expenses, including match, must be submitted to Santa Rosa Economic Development office for reimbursement.

Clawback Provision

Please be advised that all awards are subject to a 24-month clawback provision if the business (for sign grants) or structure (for façade grants) is sold. The clawback provision will be structured as follows:

- If sale occurs within 12 months of award, 100% of grant award must be repaid
- If sale occurs within 12 – 24 months of award, 50% of grant award must be repaid



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DATE OF APPLICATION _____

NAME OF BUSINESS _____

LENGTH OF TIME YOU HAVE OWNED THIS BUSINESS AT THIS LOCATION _____

BUSINESS OWNER(S) _____

PROPERTY OWNER(S) (IF DIFFERENT) _____

TOTAL AMOUNT REQUESTED: _____

TOTAL AMOUNT OF MATCH (IF REQUIRED): _____

TOTAL AMOUNT OF PROJECT (ALL ASPECTS): _____

PLEASE DESCRIBE YOUR BUSINESS (what type of product or service do you provide)

ADDRESS OF PROJECT:

PROJECT DESCRIPTION (add additional pages as necessary):

WHY DO YOU WISH TO PURSUE THIS PROJECT? (add additional pages as necessary):

LEGAL DESCRIPTION OF PROPERTY:

PLEASE DESCRIBE HOW YOU ACTIVELY PROMOTE YOUR BUSINESS AND THE COMMUNITY (add additional pages as necessary):

ATTACH REQUIRED ADDITIONAL INFORMATION:

1. COMPLETE APPLICATION FORM
2. PROOF OF PROPERTY OWNERSHIP
3. PROOF OF PROPERTY INSURANCE
4. COPY OF SANTA ROSA COUNTY BUSINESS LICENSE
5. CERTIFICATION OF SIGN ORDINANCE, ZONING AND FUTURE LAND USE COMPLIANCE
6. SCALED DRAWING OF IMPROVEMENTS
7. ORIGINAL COLOR PHOTOGRAPHS OF EXISTING PROPERTY CONDITIONS
8. TWO COST ESTIMATES FROM QUALIFIED CONTRACTORS. IF THE OWNER OF THE PROPERTY IS LICENSED CONTRACTOR AND IS QUALIFIED TO DO THE WORK, THEN ONE ADDITIONAL COST ESTIMATE FROM A QUALIFIED CONTRACTOR WILL BE REQUIRED.

NAME & MAILING ADDRESS

APPLICANT

PROPERTY OWNER (IF DIFFERENT):

APPLICANT

PHONE _____ CELL _____ EMAIL _____

PROPERTY OWNER (IF DIFFERENT):

PHONE _____ CELL _____ EMAIL _____

Applicant Name (Please Print)

Applicant Signature

Date

Property Owner Name (Please Print)

Property Owner Signature

Date

For Office use only:

DATE & TIME APPLICATION RECEIVED: _____ RECEIVED BY: _____

Application Scoring Matrix	Scoring Criteria	Points Possible	Points Awarded
Is application packet complete?	20 points if checklist complete 15 points if 1 item missing or vague 10 points if 2 items missing or vague 5 points if 3 items missing or vague 0 points if more than 3 items missing or vague	20 pts.	
Has the applicant obtained all necessary permits or provided statement from appropriate agency that no permit is required?	20 points if permits included 15 points if questions of permits is addressed 10 points if appears no permit is necessary but letter from agency not included 0 points if permit required and not included	20 pts.	
Has the applicant provided estimates from 2 contractors/companies? Bonus points awarded if the contractors/companies are based in Santa Rosa County.	20 points if 2 estimates provided from SRC contractors 15 points if 2 estimates are provided and one is a SRC contractor 10 points if 1 estimate is provided from an SRC contractor 5 points if 1 estimate is provided 0 points if no estimate is provided	20 pts.	
Has the applicant received a prior façade or signage grant award?	10 points if no prior award 5 points if one prior award 0 points if more than one prior award	10 pts.	
Has the applicant had any unresolved code violations in the last 5 years?	10 points for no unresolved code violations 0 points for an unresolved code violation	10 pts.	
Does applicant actively promote the community and their business?	10 points for substantial evidence that business contributes positively to community 5 points for some evidence of contributing positively to community 0 points for lack of demonstration of contributing to community	10 pts.	
Is proposal consistent with overall program intent?	10 points if strongly consistent 5 points if somewhat consistent	10 pts.	
TOTAL		100 pts.	