



*For Official Use Only:*  
 Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Found Complete: \_\_\_\_\_

### STOREFRONT FAÇADE GRANT APPLICATION

*Upon completion, please submit application to [DIAprograms@coj.net](mailto:DIAprograms@coj.net)*

#### **PART 1: To be completed by the Property Owner**

##### **I. APPLICANT INFORMATION**

- A. Building Address: \_\_\_\_\_
- B. Building Owner Operating Name (d/b/a): \_\_\_\_\_
- C. Building Owner Mailing Address: \_\_\_\_\_
- D. Business Telephone: \_\_\_\_\_ Website URL: \_\_\_\_\_
- E. Business Legal Name: \_\_\_\_\_
- F. Form of Ownership (sole proprietorship, partnership, LLC, S-Corp.): \_\_\_\_\_
- G. State of Business Formation: \_\_\_\_\_
- H. Employer Tax ID: \_\_\_\_\_ Business Tax Receipt #: \_\_\_\_\_
- I. Contact Person (Name/Title): \_\_\_\_\_
- J. Contact Mailing Address: \_\_\_\_\_
- K. Contact Telephone: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_
- L. Number of Years of Property Ownership (at this site or location): \_\_\_\_\_
- M. If ground floor and/or second story of the Building is currently occupied, provide the following information for each tenant or occupant. *(May be provided on a separate sheet if more than space is needed):*
  - 1. Business Operating Name (d/b/a): \_\_\_\_\_
  - 2. Business Use: \_\_\_\_\_
  - 3. Business Telephone: \_\_\_\_\_ Website URL: \_\_\_\_\_
  - 4. Suite number and Location in Building: \_\_\_\_\_

##### **II. BUILDING INFORMATION**

*At this time, the Storefront Façade Grant Program is limited to buildings within the Downtown Jacksonville Historic District.*

- A. Does the Building have Local Historic Landmark status?  Yes  No  Unsure
- B. Is the Building a Contributing structure?  Yes  No  Unsure
- C. Is the Building more than 25 years old?  Yes  No  Unsure
- D. Year the Building was constructed (if known): \_\_\_\_\_
- E. How many stories does the Building have? \_\_\_\_\_
- F. Are ad valorem property taxes on the Building current?  Yes  No
- G. If the Building is a parking garage, does it have space(s) on the ground floor for commercial, retail, office, or residential uses?  Yes  No  Unsure

**III. BUILDING FAÇADE INFORMATION**

A. Total square footage of the area to receive the Storefront Façade Grant Improvements (*referred to as "Façade"*):

Length of Façade \_\_\_\_\_ X Height of Façade \_\_\_\_\_ = Total Square Feet of Façade \_\_\_\_\_

B. Is the Façade fronting or facing the sidewalk and public street?  Yes  No

C. The Façade Improvements are for the:  1<sup>st</sup> story only  the 1<sup>st</sup> & 2<sup>nd</sup> stories  
*(The second story of the building may be eligible if the architectural details and construction materials of the second story are most similar to the first story when compared to the rest of the building, or if the building is only two-stories tall)*

D. Describe the proposed Façade Improvements: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

E. Provide information on any DIA incentives or funding the Building has received in the past or any application currently under consideration. (*Note: Costs submitted for consideration in this application, may not also be submitted or have been paid previously under another incentive or funding provided by the City of Jacksonville or the DIA*): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**IV. IMPROVEMENT COSTS AND REQUESTED FUNDING**

A. **TOTAL AMOUNT REQUESTED FROM DIA:**

1. **Base Façade Grant Amount:**  
 Square Footage (from Sec. III(A)) \_\_\_\_\_ X \$30.00 Per SF \$ \_\_\_\_\_
2. **Landmark or Contributing Boost (if applicable):**  
 Square Footage (from Sec. III(A)) \_\_\_\_\_ X \$2.00 Per SF \$ \_\_\_\_\_
3. **TOTAL DIA CONTRIBUTION AMOUNT REQUESTED:**  
 (up to 50% of eligible costs, but not to exceed \$75,000) \$ \_\_\_\_\_

B. **TOTAL FAÇADE IMPROVEMENTS COST and SOURCES**

1. Estimated total cost of Façade Improvements: \$ \_\_\_\_\_ 100 %
2. Applicant contribution (amount and % of total): \$ \_\_\_\_\_ %
3. Requested funding from DIA (amount and % of total): \$ \_\_\_\_\_ %

**Part2: Required Documentation to be Provided**

- A. Construction budget identifying all façade improvement costs, including sources and uses, as follows:
  - 1. Must identify all work to be performed, including ineligible improvements, in detail sufficient to reconcile with information provided in the application.
    - a. See the Storefront Façade Grant guidelines for additional information on costs generally considered eligible or ineligible.
  - 2. Storefront Façade Grant funds may not be used for costs of improvements submitted as part of any other application submitted or already approved by the City of Jacksonville or the DIA.
- B. A copy of the property tax bill to confirm payment of Ad Valorem taxes.
- C. A copy of the deed to confirm ownership of the property.
- D. A detailed written description and scaled elevation drawing depicting the size, dimension, and location of the storefront façade improvements and modifications, with samples when applicable.
- E. A legally binding agreement with a licensed and qualified contractor. *(Note: A fully negotiated construction contract, subject only to execution may be provided, if the parties are finalizing negotiations subject to meeting funding requirements.)*
- F. Information on any previous grants, loans, or incentive awards received previously by the Applicant (or closely related entity) or for the benefit of the Building.
- G. Executed applicable authorization affidavit(s), for example: Agent Authorization for LLC, General Partnership, Corporation, or General Partnership, and Property Ownership Affidavit.
- H. A valid Approval from the Downtown Development Review Board for the Façade Improvements.

**THIS APPLICATION MUST BE SUBMITTED TO THE DOWNTOWN INVESTMENT  
AUTHORITY AND APPROVED BY THE DOWNTOWN INVESTMENT AUTHORITY  
BOARD PRIOR TO THE COMMENCEMENT OF ANY WORK SOUGHT TO BE  
REIMBURSED UNDER THE PROGRAM**

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**APPLICANT ATTESTATION**

The Applicant, as Property Owner, \_\_\_\_\_ attests that the information submitted as part of this application package, as well as any subsequent information submitted for review by the Downtown Investment Authority (“DIA”) Staff, Retail Enhancement and Property Disposition Committee, or the DIA Board, is true and correct, and that all information and documentation submitted, including this application and attachments, is deemed public record under the Florida Public Records Law, Ch. 119 of the Florida Statutes. Falsification or omission of information will result in rejection of the application and potential criminal penalties. The DIA reserves the right to request any additional information needed to process this Application.

If the Applicant is awarded funding from the DIA Storefront Façade Grant Program, the Applicant agrees that the DIA’s payment of funds will occur only upon completion of the project as approved and the satisfactory review of evidence of costs incurred and paid in accordance with the construction budget as submitted at the time of application. Applicant acknowledges and agrees that the DIA retains the right to review and audit any and all records related to the Storefront Façade Grant Improvements. Applicant agrees to maintain the Façade Improvements in good repair. Applicant agrees that if at any point a ground level space is not occupied, Applicant shall utilize its best efforts to continue to activate the streetscape. This can be accomplished through temporarily attaching art to the windows, utilizing the storefront space as an art installation or exhibition, or other creative efforts to address street activation, with prior approval of DIA staff.

*By signing below, the Applicant acknowledge that they have read and agree to the Storefront Façade Grant Program Guidelines.*

*By signing below, each Co-applicant authorizes the DIA to submit a credit verification request and criminal background checks from local, state, and federal agencies. Please note that the review of this application will incorporate that information as may be relevant.*

Legal Business Name of Applicant: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_