



For Official Use Only:
 Application#: _____ Date Received: _____ Date Found Complete: _____

RETAIL ENHANCEMENT PROGRAM
TARGETED RETAIL ACTIVATION: FOOD AND BEVERAGE ESTABLISHMENTS
SIDEWALK ENHANCEMENT APPLICATION FOR OUTDOOR SERVICE
(For use on a stand-alone basis)
Upon completion, please submit application to DIAprograms@coj.net

Note: DIA "Grants" are structured as forgivable loans with related performance requirements and rights and remedies in the event of default. Upon approval, applicants will be required to enter into a loan agreement that details these requirements and may be supported by personal guarantees from the business and property owners.

PART 1: To be completed by Business Owner

I. APPLICANT INFORMATION:

- A. Business Operating Name (d/b/a): _____
- B. Type of Business (i.e. café, ice cream shop, restaurant, etc.): _____
- C. Property Address: _____
- D. Business Mailing Address: _____
- E. Business Telephone: _____ Website URL: _____
- F. Business Legal Name: _____
- G. Form of Ownership (sole proprietorship, partnership, LLC, S-Corp.): _____
- H. State of Business Formation: _____
- I. Employer Tax ID: _____ Business Tax Receipt #: _____
- J. Contact Person (Name/Title): _____
- K. Contact Mailing Address: _____
- L. Contact Telephone: _____ Contact E-Mail: _____
- M. Number of Years of Business Operations at this site or location: _____

II. PROPERTY INFORMATION: *(A Sidewalk Café Permit is required to be issued prior to the award of this Grant. A copy of the Sidewalk Café Permit and Application shall be submitted with this Application.)*

- A. The applicable Targeted Food and Beverage District: Hogan x Laura Elbow
- B. Are ad valorem property taxes on the Building current? Yes No
- C. Does the Business have a Sidewalk Café permit currently? Yes No

III. ESTABLISHMENT LEASE INFORMATION:

- A. Lease term (number of years, 5-year minimum): _____
- B. Lease term start date: _____
- C. Lease end date: _____
- D. Landlord Business Name: _____
- E. Landlord Contact Name: _____
- F. Landlord Address: _____
- G. Landlord Phone Number: _____

IV. SIDEWALK ENHANCEMENT INFORMATION

- A. Any and all funding under the Sidewalk Enhancement Grant program may only be used within the area described in the valid Sidewalk Café Permit (*referred to as "Sidewalk Area"*).
- B. Describe the proposed Sidewalk Area Enhancements. Include anticipated Furniture, Fixtures, and Equipment to be acquired: _____

- C. Describe how the proposed Sidewalk Area Enhancements will be used to improve or expand the business and the Downtown area, including any other activities planned for the sidewalk in front of your business: _____

- D. Describe what measures will be undertaken by the Business Owner to preserve and protect Furniture, Fixtures, and Equipment acquired with grant funds from damage, theft, or other loss beyond normal wear and tear.

E. Provide information on any DIA incentives or funding the Building or Business has received in the past or any application currently under consideration (*NOTE: Sidewalk Enhancement Grant funds may not be used for costs of improvements submitted as part of any other application or previously approved by the City of Jacksonville or the DIA.*)

V. ENHANCEMENT COSTS AND REQUESTED FUNDING FROM DIA:

A. TOTAL SIDEWALK AREA ENHANCEMENT COST and SOURCES

- 1. Estimated total cost of Sidewalk Area Enhancement: \$ _____ 100 %
- 2. Applicant contribution (amount and % of total (min. 20%)): \$ _____ %

B. TOTAL AMOUNT REQUESTED FROM DIA:

- 1. Eligible Costs x 80% (Not to exceed \$5,000): \$ _____ %

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Part 2: Required Documentation to be Provided

- A. A detailed budget identifying all Sidewalk Area enhancement costs, as follows:
 - 1. If performing any construction work, identify all work to be performed, including work not to be paid for by the Sidewalk Enhancement Grant.
 - a. See the FAB-REP Grant and REP Grant guidelines for additional information on costs generally considered eligible or ineligible.
 - 2. Identify all furniture, fixtures, and equipment to be purchased as part of enhancement of the Sidewalk Area, including items not to be paid for by the Sidewalk Enhancement Grant.
 - 3. Furniture, fixtures, and equipment already owned or purchased prior to the submission of this application are not eligible for funding or reimbursement.
- B. A copy of a valid and current Sidewalk Café Permit for the Business and all supporting documents, including the Application, that was submitted for the Sidewalk Café Permit.
- C. A detailed written description and drawing depicting the size, dimension, and location of the Sidewalk Area enhancements and modifications, with samples when applicable.
- D. A copy of the property tax bill to confirm payment of Ad Valorem taxes.
- E. Unless the property owner is the applicant, a notarized statement from the property owner authorizing any construction, improvements, and operations related to this Sidewalk Enhancement application.
- F. A copy of the deed to confirm ownership of the property.
- G. A legally valid and binding lease for a period of at least five years with use restricted to an allowable retail use.
- H. A legally binding agreement with a licensed and qualified contractor, if applicable.
- I. Executed applicable authorization affidavit(s), for example: Agent Authorization for LLC, General Partnership, Corporation, or General Partnership, and Property Ownership Affidavit.

**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 OR PURCHASE OF ANY FURNITURE, FIXTURES, OR EQUIPMENT
SOUGHT TO BE REIMBURSED UNDER THE PROGRAM**

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APPLICANT ATTESTATION

The Applicant, as Business 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 Sidewalk Enhancement Grant Program, the Applicant agrees that the DIA’s payment of funds will occur only upon completion of the improvements or purchase of furniture, fixtures, and equipment as approved and the satisfactory review of evidence of costs incurred and paid in accordance with the 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 Sidewalk Enhancement Grant Improvements. Applicant agrees to protect and maintain the Sidewalk Enhancements and furniture, fixtures, and equipment in good repair for at least five (5) years.

By signing below, the Applicant acknowledges that he or she has read and agrees to adhere to the Sidewalk Enhancement Program Guidelines.

By signing below, the Applicant authorizes the DIA to submit a credit verification request and criminal background check 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: _____

Business Owner Signature: _____ Date: _____

Business Owner Name: _____