



MEDIUM OR LARGE GRANT PROGRAM APPLICATION

CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY

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I. APPLICANT AND BUSINESS INFORMATION

Parcel ID Number: _____

Grant Property Address: _____

CRA District: _____ Greater Frenchtown Southside **or** _____ Downtown

Name of Applicant(s)(include any partners, board members, officers, principles or etc.

Name of Business: _____

Business Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Type of Business: _____ Number of Years in Business: _____

Employer Identification Number: _____

II. PROPERTY OWNER INFORMATION (if different from Applicant)

Name of Property Owner: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Business Address: _____

City of Tallahassee Community Redevelopment Agency (CRA)

Medium and Large Grant Program Application

www.talgov.com/CRA

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II. SUBMISSION/CHECKLIST

Please submit all applicable information. Indicate **Y (Yes)** for Information Provided, **N (No)** for Not Provided and **N/A** for Not Applicable

- _____ a) Description of prior experience of the development team, including references and a list of recent projects.
- _____ b) Location map for the project.
- _____ c) Narrative describing the project, including projected project timelines.
- _____ d) Project plans and renderings and any other relevant materials that adequately convey the physical improvements proposed to be made.
- _____ e) A minimum five-year project pro forma documenting development expenses and post development revenues. Include a post construction appraisal (also known as an appraisal subject completion based on hypothetical conditions) from a licensed Florida real estate appraiser. The post construction appraisal is not required for not-for-profit projects.
- _____ f) Narrative detailing funding approach and documentation of funding commitments (loans, letters of commitment, etc.) necessary to fully fund the project. Include documentation demonstrating the financial gap for which the developer is requesting CRA assistance. Medium Project applicants are expected to have a minimum of 75% investment in the overall project cost and Large Project applicants a higher investment than 75%.
- _____ g) Narrative that describes how the project will address the priorities of the GFS or DT Redevelopment Plan. This narrative shall identify the community benefits resulting from the project and include how Minority, Women, Small, Business Enterprise (MWSBE) businesses and firms will be included prior to, during and after construction/redevelopment.
- _____ h) Narrative describing how the applicant has informed the impacted property owners of the proposed project, documentation of issues identified by the community engagement efforts, and project commitments made as a result of community input.
- _____ i) Draft funding/community benefit agreement that includes all applicant commitments, the establishment of all community benefits, the identification and inclusion of MWSBE businesses and firms, the requested CRA financial assistance and terms of the CRA payments.
- _____ j) Color photographs of the site and/or existing building. Show all sides.

III. CERTIFICATION

Please read the following and sign below. All owners, authorized corporate officers, board members, partners, principles or etc. must sign this application.

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 CRA retains the sole decision as to whether this grant application is approved, denied or approved with conditions.

Name (print)

Name (print)

Title

Title

Signature

Signature

Date

Date

Name (print)

Name (print)

Title

Title

Signature

Signature

Date

Date

III. CERTIFICATION (Continued)

The **property owner** agrees with and approves the proposed project and funding request outlined in this application and acknowledges he/she will be party to any approved funding agreements.

Name (print)

Name (print)

Title

Title

Signature

Signature

Date

Date