

**LORRIE SMITH, Chairman**  
**STEFAN SCHULT, Vice Chairman**

**Commissioners:**  
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## **SEBRING COMMUNITY REDEVELOPMENT AGENCY (CRA) COMMERCIAL INTERIOR IMPROVEMENT GRANT**

The goal of The Commercial Interior Improvement Grant Program is to strengthen the CRA shopping district by assisting commercial buildings with funds of eligible interior structural improvements. The Interior Improvement Grant provides assistance in the form of a reimbursable grant. Approved projects are eligible to receive reimbursement after project completion in the amount of up to 50 percent of the actual improvement costs up to a maximum reimbursement of \$5,000.

### **Eligibility Requirements**

1. Commercial properties must be located within the Sebring CRA District.
2. Changes to the interior will partially or fully restore or upgrade the interior of the building based on actual evidence, including photographs, written documentation, proposal on the project or other data.
3. Self- help projects require an estimated cost for the materials to be used to complete the project. The program will not reimburse for labor provided by the applicant.
4. Before and after photographs, paid invoices and copies of cancelled checks must be submitted to the Sebring CRA office before reimbursement will occur. Reimbursement may take up to four weeks for processing.
5. Applicant must spend a minimum of \$ 4,000. of his/her own funds to apply for reimbursement.
6. Applicant or representative must be present at the CRA meeting when their application is scheduled for discussion to respond to any questions that arise during the consideration of the application. Applicants who cannot attend the scheduled meeting should notify the CRA office and request the application be rescheduled for a meeting when they can attend. If an applicant is not present for discussion the application will not be considered.
7. Applicant must display a CRA Grant Recipient sign, which will be provided by the CRA office during the renovations and for a period of 30 days after project completion. The sign must be visible from the street. Grant recipient must return the sign to the CRA office after the 30 day period with photographs, the project paid receipts and copies of cancelled checks for reimbursement.

Grant applicants will be reviewed on a case by case basis. Uses that have the potential to increase foot traffic and improve the pedestrian (client) safety will be preferred.

The Interior Improvement grant program is available to property or business owners, for no more than \$5,000 every 3 years, per unit/building.

The determination of eligibility and priority for assistance is at the discretion of the Sebring Community Redevelopment Agency (CRA) Board and is subject to funding availability.

The Sebring CRA reserves the right to accept or reject any and all proposals.

### **Eligible Improvements**

This program funds permanent and building code improvements only. Eligible improvements must remain with the building to be considered permanent:

- Structure stabilization (repair/ replacement of foundations, footers, load bearing walls, roofing systems, ceilings)
- Room/ Space reconfiguration, wall relocations
- Life safety upgrades (sprinklers, fire alarm systems, fire doors)
- Utility related improvements (HVAC Systems, plumbing, electrical)
- Other extraordinary expenses required by codes and or regulations

Changes to the project scope will not be considered for supplemental assistance after grant approval is obtained.

### **Ineligible Improvements**

- Improvements performed prior to approval of the application
- Interior signage
- Lighting fixtures
- Permitting fees
- Routine maintenance

Note, applicants meeting any of the following disqualifying criteria may be ineligible for funding:

- Code enforcement liens or any unsettled code enforcement summons
- Pending foreclosure
- Mortgage payments three months in arrears
- Damage to a building caused by weather, fire or any other cause, covered by property insurance will not be eligible for the Interior Improvement Incentive Grant Program.

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**COMMUNITY REDEVELOPMENT AGENCY**  
**Commercial Interior Improvement Grant Application**

The Commercial Interior Improvement Grant is designed to encourage the growth of a vibrant ambience in Downtown Sebring (or CRA District), providing financial assistance on qualified improvements to the interior of business located in the Sebring CRA District.

APPLICANT'S NAME: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

DATE BUSINESS EST \_\_\_\_\_ BUSINESS INDUSTRY \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

APPLICANT MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: (Business) \_\_\_\_\_ (Cell) \_\_\_\_\_

HAVE YOU APPLIED FOR A CRA GRANT BEFORE: \_\_\_\_\_ NO \_\_\_\_\_ YES  
If yes, please explain which grant, when (month/year) you applied, if you received the grant and if the grant process was closed in a satisfactory manner: \_\_\_\_\_

SUMMARY OF PROPOSED IMPROVEMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Work may not commence on the proposed project prior to the application being approved by the CRA Board, except in cases of emergency relating to health and/or safety has occurred and is confirmed by the CRA staff.*

**THE FOLLOWING INFORMATION MUST BE ATTACHED TO THE APPLICATION :**

**Photographs clearly showing existing condition of the interior, including close-up showing details. A proposal or estimate for the project. If the project is a self-help, applicant must include cost of materials.**

The Commercial Interior Improvement Grant is a reimbursement of **50%** of the cost of the approved project up to a cap of **\$5,000**. The project must be completed within 120 days or a request for an extension must be submitted to the CRA office.

Applications for projects must exceed a total cost of \$ 4,000. to be eligible to apply.

Requests for assistance from not for profit organizations will be considered on a case by case basis.

TOTAL COST OF PROPOSED IMPROVEMENTS \$ \_\_\_\_\_  
(Obtain and attach an estimate/proposal for this project.)

TOTAL AMOUNT OF GRANT REQUESTED \$ \_\_\_\_\_  
(Amount of grant may not exceed 50% of the total cost or \$5,000.)

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I understand that this application for an Interior Improvement Incentive Grant, if approved, will be granted on a reimbursable basis. Those changes or improvements not approved by the CRA will not be funded.

I also understand that these improvements and attachments must remain as part of the real property within the Sebring CRA District. I also give my permission to the CRA to place a "Redevelopment by Design Incentive" sign on my property during the improvement phase and for a minimum of 30 days after completion.

**The Sebring CRA reserves the right to accept or reject any application or part thereof.**

**The applicant or their representative must be present at the CRA meeting when the application is considered by the CRA or the application will be tabled.**

SIGNED: \_\_\_\_\_ / / / \_\_\_\_\_  
PROPERTY OWNER DATE

SIGNED: \_\_\_\_\_ / / / \_\_\_\_\_  
LESSEE DATE