

CRA GRANT APPLICATION CHECKLIST



Please use the below checklist to assist with your application submittal. Failure to provide the following documentation will result in your application being deemed incomplete. All documentation must be submitted as detailed below on the Monday prior to the upcoming CRA Board meeting.

Required Documentation for ALL Grant Applicants (<i>except event grants – see separate list below</i>)	Applicant	CRA Staff
Completed application		
Complete description of the project (within application or as a separate attachment)		
Minimum of (2) professional and detailed quotes for ALL products & services to be completed under the grant request (must be State of Florida licensed & insured)* *DIY & Handy person improvements allowed for projects under \$25,000 – Handy person must be licensed and insured in the State of Florida		
Copy of State of Florida contractor’s license and insurance for contractor		
Copy business license and insurance for handy person		
List of projected funding sources		
Complete cost of the project		
Renderings of proposed improvements (to include an 8.5x11 electronic copy)		
Min. of (5) photos of the current interior and/or exterior condition of the structure/project (including one showing the neighboring properties) – printed & electronic copies on a CD/USB		
Min. of (5) photos of the interior and/or exterior of the completed project – printed & electronic copies on a CD/USB		
At least (1) historic photo of the property – printed & electronic copy provided on a CD/USB (for National & Local Register properties)		
Samples of all materials & colors to be used		
Proposed project timeline		
Proof of current property taxes (City & County)		
Historic Preservation Commission approval documentation (if applicable)		
Copy of non-profit status (if applicable)		

Additional Documentation for Anchor Tenant & Downtown Revitalization Applicants	Applicant	CRA Staff
Cover letter summarizing the funding request and how downtown will benefit from the project		
Business plan for project if the applicant has been in operation for LESS than three years		
Detailed budget report reflecting committed and projected sources of revenue and expenses for the proposed project/business (include any financial letters of commitment)		
Statement of projected funds needed for the project/business		
(2) Years of projected business financial statements (Balance Sheet, Profit & Loss, Cash Flow showing that the business can continue to operate in the next two years after this assistance if granted)		
Current year business tax receipts if applicant is an existing business		
All related City, County and State Licenses (must match applicant's name and/or business name)		
Copy of lease agreement for the project site (if applicable)		
Copy of the current property insurance for the building		
Copies of approved permitted plans and permit number (if applicable)		

Required Documentation for Event Marketing & Advertising Grant Applicants	Applicant	CRA Staff
Completed application (min. of 60 days prior to event)		
Copy of executed contract for event space in CRA district (if applicable)		
Detailed budget report reflecting committed and projected sources of revenue and expenses for the event		
Quotes/estimates for all proposed marketing & advertising		
List of all vendors (paying & in-kind)		
List of all sponsors (paying & in-kind)		
Copy of event insurance		
Copy/proof of commitments for event features/additions		