



# City Of Winter Park

## West Fairbanks Business Façade Matching Grant Program

The City of Winter Park established the West Fairbanks Business Façade Matching Grant program to provide a financial incentive to encourage renovation of and reinvestment in the exterior of properties along the West Fairbanks Avenue entrance to Winter Park. Grants made to business and commercial properties will encourage reuse and redevelopment of underutilized properties, improve the appearance, and support the long-term viability of the corridor. Aesthetic improvements are appealing to business owners and patrons. The intent of this program is to enhance the West Fairbanks Avenue corridor and incentivize aesthetically engaging economic development.

### ELIGIBILITY

#### General

- The grant will contribute 50% of the total cost of eligible improvements up to \$5,000.00 to the Owner/Lessee.
- Owner/Lessee is responsible for all project costs in excess of the above amount.
- All work must be done on the exterior of a street facing side of an existing building on Fairbanks Avenue.
- Fairbanks Façade Program Grant can only be used once per building; regardless of ownership.

#### Applicants

- The grant applicant must be a property owner or a business owner leasing a storefront;
- The business must have a visible façade on West Fairbanks Avenue (see map);
- The business owner and property owner must submit a joint application;
- Proposed project must be a small business as defined by the U.S. Small Business Administration (For more information visit [www.sba.gov/size](http://www.sba.gov/size));
- Tenant must have at least two years remaining in lease at location of proposed project;
- The project applicant must owe no outstanding property taxes, fees, judgment, or liens to the City of Winter Park or Orange County and have no outstanding code violations.
- **Multiple Tenant Building:** Business tenants in a multiple tenant property may apply to the program as long as the tenant has a clearly definable independent entrance into the storefront that is clearly visible from public rights-of-way (ex. strip-mall tenants). Business tenants in multi-tenant buildings that do not have independent storefronts are not eligible to apply, however the property owner may still apply if they meet the

eligibility requirements. Multiple tenant property owners may apply if they meet all other eligibility requirements. The property owner and other tenants must agree to the proposed improvements for multiple tenant properties. Property owners will not be able to apply if other tenants in the same property have previously used the program. If no other tenant in the property has utilized the program then the property owner may apply as the applicant and receive up to \$5,000 for the entire property.

**Ineligible Applicants:** Government offices and agencies (non-governmental, for-profit, tenants are eligible), businesses that exclude service to minors, properties primarily in residential use, properties exempt from property taxes.

### Scope of Work

Rehabilitation of building facades visible to the street or public right-of-way, including:

- storefronts
- ledges
- gutters and downspouts
- signs and graphics
- exterior lighting
- canopies and awnings
- painting and masonry work
- Water and sewer connections in conjunction with one other façade improvement
- Parking lot landscaping in conjunction with one other façade improvement

**Ineligible Activities:** Roofs; structural foundations; billboards; security systems; non-permanent fixtures; interior window coverings; personal property and equipment; security bars; razor/barbed wire fencing; sidewalks and paving; work performed prior to application approval.

## **PROCESS**

### Pre-Application Meeting

The applicant is required to meet with city staff who will review the applicant's plans per the program requirements to determine eligibility. Staff will provide the applicant with general guidance as to whether the proposed project is likely to qualify for program funds and whether the applicant is sufficiently prepared to move forward to submit the application.

### Funding Reimbursement

Reimbursement shall be limited to no more than 50% of the total cost of eligible improvements, not to exceed \$5,000.00 per storefront. All necessary government approvals, building permits, and taxes are not eligible for reimbursement.

The City reserves the right to refuse reimbursements in whole or in part for work that is not completed within 6 months. Funds cannot be reserved indefinitely, grants may be subject to cancellation if not completed or significant progress has not been made by the completion

date. Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.

Grants are awarded on a first come, first served basis, as long as funding remains available in the program.

Contracts/Bidding:

Applicants are required to get two (2) competitive bids for every type of proposed work. The grant will match up to 50% of the cost of the bid up to \$5,000.00, excluding any design or planning costs. All contractors must be insured and licensed by the State of Florida. All construction contracts will be between the applicant and contractor.

Accepted applicants must enter into a contractual agreement with the City prior to disbursement of grant funds.

**Disclosures**

The City expressly reserves the right to reject any and all applications or to request additional information from any and all applicants and grantees. The City retains the right to amend the program guidelines, agreements, and application procedures. The City also retains the right to display and advertise properties that receive matching funds under this grant.

In the event all programs funds have been committed, owner/lessee may still submit an application. Due to the uncertain nature of budget availability in any given year, the City cannot guarantee that funding will be available or if any applicant will be reimbursed. Applicants who submit a completed application and are on the waiting list will be eligible to be reimbursed if funding becomes available up to one year past the date of their application submittal. Work completed in advance of funding availability must be maintained in like-new condition and match with the scope of work submitted with the application in order to receive reimbursement. Only applicants that have previously applied, and been placed on the waiting list prior to beginning any façade improvements, will be eligible for funding.

City Staff has the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Participants will be responsible for obtaining necessary regulatory approvals, including any needed by City departments or boards and including, but not limited to, building permits and any other necessary permits. All work must comply with city, state and federal regulations.

## **SUBMISSION REQUIREMENTS**

Application packages must include documentation to sufficiently illustrate the visual impact of the project and its cost.

***Failure to provide required information will delay the review and/or approval process.***

The applications must include the following attachments:

1. Complete application form
2. Copy of current business license
3. Copy of current property insurance
4. Written consent from property owner giving permission to conduct façade improvements if applicant is not the property owner
5. Letter of no objection from other tenants of multiple tenant properties
6. Digital photographs of existing conditions of building and site
7. Written description of project improvements including material list and color selections
8. Simple sketch of improvement project(s)
9. Two competitive bids for each type of work proposed

### **Submit complete applications to:**

City of Winter Park Economic Development/CRA  
Attn: West Fairbanks Business Façade Program  
401 South Park Avenue  
Winter Park, FL 32789

For more information about the West Fairbanks Business Façade Program, please contact our office at 407-599-3498.

# W. Fairbanks Facade Grant Program Eligibility Area

