



Coconut Grove Business Improvement District Façade Improvement Grant Program Guidelines

Background

The Façade Improvement Grant Program is a grant program of the Village of Coconut Grove approved and funded by the Coconut Grove Business Improvement District (BID) annually. This program has allocated funds for qualified projects to generally be awarded on a first-come, first-served basis.

Program Objectives

The purpose of the Façade Improvement Grant Program is meant to support the rehabilitation and preservation of commercial property; encourage new business; and to retain, revitalize, and expand an existing business.

Eligibility

The following persons are eligible to apply and receive grant funds:

- Property owners of commercial buildings within the Business Improvement District.
- Business owners or tenants of commercial buildings within the Business Improvement District with property owner consent.

Eligible Improvements

Funds may be used for existing exterior façade improvements on commercial buildings in compliance with the current standards of the City of Miami. For the purposes of this program, “façade” includes the exterior of any building wall visible from a street or civic space, but does not include interior modifications, new roofing, structural improvements, or other site improvements *except* as specified below. The types of eligible projects include:

- Repair, restoration, or installation of exterior masonry and siding materials.
- Repair, replacement, or installation of awnings, windows, trim, doors, gutters, downspouts, stone and brick, or other architectural details.
- Repair, replacement, or installation of exterior lighting.
- Repair or construction of entryways.
- Cleaning, preparation, and painting exterior walls or trim, in conformance with the approved color palette.
- Removal of barriers to access for people with disabilities.
- Removal, replacement, or repair of exterior wall, freestanding, or projecting signs.
- Other improvements as approved.

Financing

Upon final inspection and completion of the project, the award will be released. Grants will be awarded



based on $\frac{2}{3}$ of the total project cost. The maximum grant award for a single project is **\$5,000**. There is no minimum project cost required to apply.

Example:

1. An approved project with a total project cost of **\$10,000** would be funded at the maximum **\$5,000**.
2. An approved project with a total project cost of **\$5,000** would be funded in the amount of **\$3,750**.
3. An approved project with a total project cost of **\$3,500** would be funded in the amount of **\$2,625**.

Application Process

The application process includes the following steps:

- Applicants must prepare a written description of the proposed improvements.
- Applicants must schedule a Grant Application Meeting with the Director and Projects Coordinator to discuss proposed improvements. BID staff will explain grant application requirements.
- Applicants must submit a grant application with supporting documentation as outlined at the Grant Application Meeting.
- Applicants must submit a complete application to the Projects Coordinator by mail, in person, or via email to Karla@grovebid.com. All Projects will require the submission of a minimum of three bids for review.

General Conditions

- Approval of grant applications is contingent upon available funds.
- Funding is limited to one façade grant application per property per year.
- All projects shall conform to the standards of the City of Miami and other applicable regulations in the Municipal Code.
- Once an application is approved, the applicant will be required to enter into a Grant Approval Agreement with the Business Improvement District.
- Construction may begin only after an application is approved. Any work completed prior to formal approval and signing of the Grant Agreement may not be eligible for grant reimbursement.
- All construction contractors shall have a valid contractor’s license in the State of Florida and a City of Miami Business License in good standing.
- Projects are required to be completed within one (1) year from the date of the grant approval. If the project timeline extends beyond one (1) year the grant applicant shall request an extension from the Director.
- Applicants are responsible for obtaining all necessary permits (i.e., building, electrical, etc.) prior to conducting work. Some projects will require approval prior to submission of a grant application.
- Applicants are required to pass all inspections applicable to the façade work prior to final payment of grant funds.
- Additional conditions may be included with the grant approval.

Review Process



Grant applications for projects with a total cost of \$25,000 or less are administratively reviewed and approved by the Projects Committee. Grant applications for projects with a total cost greater than \$25,000 will require review and approval by the Board of Directors.

Review Criteria

All projects will be reviewed based on the following criteria:

- Positive impact of the project on the aesthetic appearance of the building.
- Positive impact of the project on the overall streetscape.
- Preservation and enhancement of the architectural integrity of the building.

Reimbursement Procedure

Project reimbursement will occur based on the following procedures:

- Upon project completion, the applicant shall contact the Projects Coordinator to schedule a final site inspection.
- Reimbursement shall occur only after construction is complete and has passed a final site inspection for the approved facade work.
- Detailed written invoice(s) or itemized receipts and proof of payment (i.e., canceled checks) shall be provided with all reimbursement requests.
- Funds will be dispersed within thirty (30) days following submission and verification of all documentation and approval of the façade work.

Exceptions

Exceptions to these requirements may be requested for the following:

- Structural work that significantly contributes to the overall improvement of the structure and has a significant impact on the streetscape.



Façade Improvement Grant Application

To apply for a Façade Improvement Grant, please fill out the entire application. Make sure you fill out every field in the application. All fields are required.

Applicant Information

First Name:	
Last Name:	
Email Address:	
Company Name:	
Phone Number:	
Street Address:	
City / State:	
Zip Code:	
Are you the (circle):	Building and Business Owner – Business Owner and Tenant – Building Owner

About the Project

Total Project Cost:	\$
Description:	
Contractor:	
Business License No.:	



Project Timeline:	
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Contact Information

Property Owner:	
Tenant:	
Project Manager:	
Other:	