



Community Redevelopment Agency for the City of Live Oak, Florida

City Hall Annex • 416 Howard Street S.E., Live Oak, FL 32064

Phone: (386) 362-2276 • Fax: (386) 330-6507

BSG – 2020 -

APPLICATION NO.: _____

To be completed by CRA Staff

BUSINESS STARTUP GRANT PROGRAM APPLICATION

OVERVIEW

This program is currently funded through September of 2020. There is no fee to apply; however, placing an application does not entitle the applicant to funding. The process for project application and approval is as follows:

- 1.) **Pre-Application Requirement** – Applicants interested in participating in the program must first contact and meet with the City of Live Oak Community Redevelopment Agency Staff to determine eligibility, review program requirements, and scheduling of application submission.
- 2.) **Grant Application Submission** – Applications must be filed/signed by the owner(s) of the property, or designated agent. Please submit application and all required documents as a complete package (*incomplete packets will not be considered*). There is no fee for submittal. A checklist is provided in the application form.
- 3.) **Application Packet Review and Consideration** – Staff will review the application packets in the order in which they are received. Site/Construction plans must be reviewed by all City departments to move forward. Applications will be scored by CRA Staff and selected projects will be recommended to the CRA Board for final approval.
- 4.) **Grant Funding, Agreements and Construction** – Once approved for funding by the CRA Board, the Applicant and CRA Board Chairman, on behalf of the CRA (Grantor), shall sign an agreement, which describes the obligations and limitations of the Grant. This document shall be referred to as the “*Live Oak CRA Business Startup Grant Program Agreement*”. The Applicant will henceforth be referred to as the “Grantee”. Additionally, all required plan review and building permits must be approved and issued, as may be applicable. The project may then proceed with the obligation of the CRA to reimburse up to the maximum possible grant funding, as approved by the CRA Board and indicated in the Agreement. Substantial modifications to final plans will require re-review and written approval from the CRA Board.
- 5.) **Construction Approval and Disbursement** – Upon completion of all project construction, the Grantee shall arrange for any required on-site inspection by the CRA Staff / Technical Review Team. Improvements will be documented and compared with what was proposed at application. If any discrepancies are noted, the CRA has the right to request the discrepancies are corrected and a timeframe for their correction will be established as necessary. The Grantee shall also submit written proof of payment in full for all improvements. Cash payment and cash receipts will not be accepted. Upon final written approval by the CRA Board, payment reimbursement to the Grantee, to the maximum extent possible, will be made within 60 business days of receipt and verification of all expenditure documents.

Applications may be submitted in-person or via email or fax. Application submissions and/or inquiries regarding this grant program may be address to:

City of Live Oak Community Redevelopment Agency

Attn: Gabrielle Redfern, Executive Director

Business Startup Grant Program

416 Howard St. E.

Live Oak, FL 32064

Phone: (386) 362-2276 | Fax: (386) 330-6507

<http://www.cityofliveoak.org/cra>

THIS SPACE FOR OFFICE USE ONLY



Community Redevelopment Agency for the City of Live Oak, Florida

Received By:

Date Stamp:

Return Application To:

Live Oak CRA

416 Howard St. E., Live Oak, FL 32064

APPLICANT INFORMATION

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Applicant is the Property Owner Tenant Other (please specify) _____

Is the property in anyone else's name besides yours? Yes No

(Husband/wife/children/life-estate/trust, siblings, etc.)

If yes, please list additional owner(s): _____

PRIMARY CONTACT INFORMATION

Will you be the primary contact for this application? Yes No

If no, please provide the primary contact's information below. If yes, please skip this section and complete the remainder of the application. Please include proof of agent authorization in the application submission as required, if applicable.

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

PROPERTY INFORMATION

Property Owner (if different from applicant): _____

Address: _____ City: _____ State: _____ Zip: _____

Property PIN/Tax ID #: _____

Is the property within the City of Live Community Redevelopment Area?* Yes No

**If no, this application will not be considered for the Business Startup Grant Program.*

Is this property for sale?* Yes No



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*If yes, please note: In the event the property is sold in the duration of this grant, the current owner/property manager must communicate this to the City of Live Oak Community Redevelopment Agency, and the new owner must provide proof of ownership in order for the grant process to be successfully closed out. A new application form with W-9 IRS Tax Form may need to be submitted for reimbursement purposes if the new owner provides proof of payment for improvements and related fees. Failure to communicate with the CRA regarding change in property ownership will result in denial for reimbursement.

THIS SPACE FOR OFFICE USE ONLY

Has this property changed ownership? Yes No

Has/Will the new owner provide proof of payment for improvements? Yes No

Has/Will the new owner be eligible for grant reimbursement? Yes* No

*If yes, please complete new application form and W-9 IRS Tax Form in order to process reimbursement.

PROPOSED BUSINESS INFORMATION

*If this project is to revitalize an existing space to attract potential businesses, check here and skip to the next section.

Will this location be used for a new, existing or returning business? _____

Name of Business: _____

Tax Identification #: _____ Website: _____

Please select which type of business you are:

- Corporation Partnership Other (please specify) _____
 LLC Sole Proprietary

What type of business is being proposed for this location? Retail Professional Business Office
 Restaurant Other: _____

Briefly describe the proposed business: _____

Are you a small business (less than 10 employees), as defined by the U.S. Small Business Association? Yes No

Will there be new jobs created at this location? Yes No

If yes, how many new jobs will be created? 1-3 4-6 7-9 10+ (please specify number) _____

ADDITIONAL PROPERTY INFORMATION

This application is for a: vacant parcel vacant building vacant tenant space

Current Use: _____ Zoning of Property: _____

Existing Bldg./Space Square Footage (if applicable): _____ Property Acreage: _____

Will this location require rezoning? Yes No

Do you have building plans for the proposed project?* Yes No

*If yes, attach copy of plans.

Please provide a list of all businesses currently operating from the project address (if applicable*).

(Attach additional pages if needed)

*Check here if building is vacant.

Business Name	Type of Business	Square Footage
1.		
2.		
3.		
4.		
5.		

PROJECT SUMMARY

The City of Live Oak CRA's Business Startup Grant Program provides funding for projects that utilize existing vacant buildings/tenant spaces and new building construction projects. Please specify the type of project being applied for and provide the information requested. This information will assist the CRA to determine which grant bracket the project will be eligible for.

This project is for: the new construction of a business on a vacant parcel
 the reuse of an existing vacant building/tenant space

FOR NEW CONSTRUCTION PROJECTS

Will/Has this project be/been bid out for construction?* Yes No

*If yes, please provide bid documents and the two (2) best offers received for the project; if no, please provide at least two (2) construction estimates, and specify which contractor will be used for the project.

Will this project include the demolition of an existing structure? Yes No

Will this project require tapping and connection to City utilities? Yes No

FOR EXISTING BUILDING/SPACE PROJECTS

Using the checkboxes below, please select the improvement(s) being applied for:

- | | |
|--|---|
| <input type="checkbox"/> ADA Improvements | <input type="checkbox"/> Damage Remediation (termite damage, etc.) |
| <input type="checkbox"/> Access to Building (ramp) | <input type="checkbox"/> Doors |
| <input type="checkbox"/> Restrooms | <input type="checkbox"/> Drywall |
| <input type="checkbox"/> Building Upgrades | <input type="checkbox"/> Flooring |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Interior Reconfiguration (buildouts, demolition, etc.) |
| <input type="checkbox"/> Electrical/Lighting | <input type="checkbox"/> Kitchen Installations |
| <input type="checkbox"/> HVAC | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Ceiling repair/refinishing/truss work | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Counters | |



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Briefly summarize the scope of work for this project (for new construction and reuse projects):

Please note: Site plans and construction plans must be reviewed and approved by all city departments prior to application moving forward for grant approval. Plan reviews generally take up to 30 days for approval, unless revisions are needed.

APPLICATION CHECKLIST AND REQUIRED DOCUMENTATION

REQUIRED TO APPLY

- Read through Business Startup Grant Program brochure and application
- Complete the Pre-Application Requirement – Schedule a Pre-Application Meeting with the CRA Co-Directors
Date Pre-Application Meeting Scheduled: _____
- Complete and sign the grant application form
- Complete W-9 IRS form (included with application). You will receive a 1099 Tax Form for any award received.

REQUIRED DOCUMENTATION

Please include with your application:

- Purpose Statement – a detailed written explanation of all proposed improvements
- A copy of the Property Deed of record, showing ownership
- A copy of the [tentative] Lease Agreement, if applicant and/or contact person is a tenant
- Proof of authorization if contact person is a designated agent of the applicant
- A copy of a survey of the parcel
- For renovations requiring structural changes and new construction projects, drawings/plans must be submitted, as required by the City of Live Oak Building Official
- At least two (2) cost estimates from different contractors for all categories of work, or copy of bid documents with the best two (2) offers received for the project. All estimates must include identical scopes of service.
- A list of all vendors or contractors, handymen, etc. which will be utilized to complete the proposed improvements.
- A specific list of the businesses which will be utilized for the purchase of all materials, with cost estimates and material breakdown. Materials-only estimates may be submitted singularly if from a bona fide retailer or supplier.
- Final general written construction cost estimates based on the proposed improvements, with applicable breakdowns.
- Proof that proposed work is to be done by a licensed contractor, or if can be done by another type of company, such as a handyman
- Proof that all companies which will be used are properly licensed to conduct business in the City of Live Oak

