
SPRUCE IT UP



SPRUCE IT UP is a façade improvement matching grant program administered by the LA Fashion District BID. This program seeks to enhance the environment of the LA Fashion District neighborhood with building, storefront, and public realm improvements. Existing property owners and businesses located within the LA Fashion District BID boundaries are eligible for up to \$6,000 in matching grant funds for improvements to their building's exterior. All grants will be awarded to eligible applicants while funds are available. In order to begin the grant process, please read through the following information carefully.

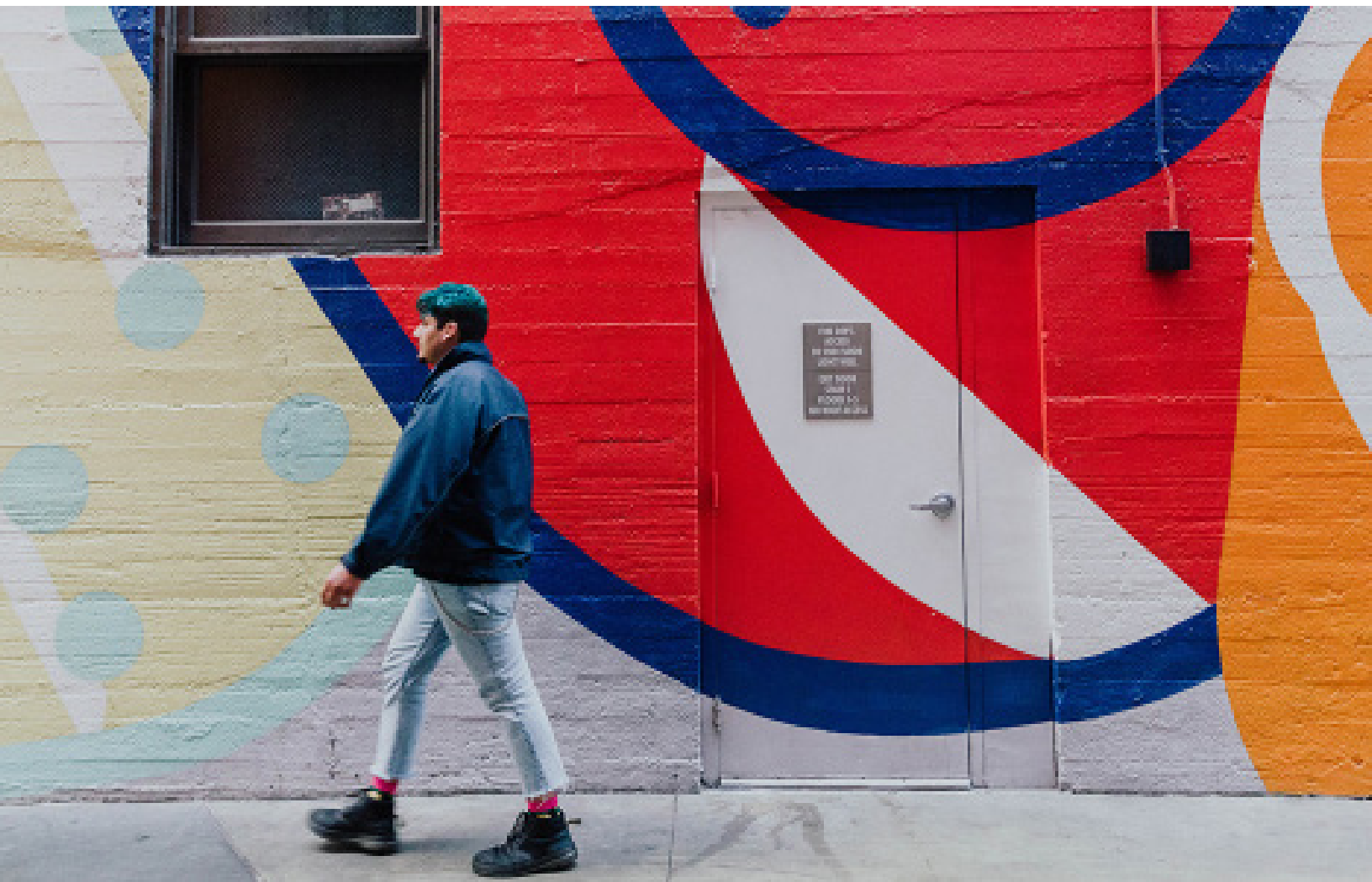


LA FASHION DISTRICT

PROGRAM OVERVIEW

Property owners and businesses within the LA Fashion District BID are eligible for up to \$6,000 in matching grant funds for improvements to their buildings' exterior. As a matching grant program, the BID will reimburse the property owner or business for up to 50% of the improvement expenses, up to a maximum of \$6,000. Funding will be released upon project completion, walk-through by BID staff, and when the BID receives all paid invoices and proof of payment.

The BID reserves the right under this program to exceed the maximum amount of \$6,000 on a case-by-case basis. All grants will be awarded to eligible applicants while funds are available. Applicants are eligible for only one grant award per calendar year.



LA FASHION DISTRICT

APPLICATION PROCESS

1. Determine what façade/storefront improvements are needed and get City approval (if necessary)
2. Fill out the SPRUCE IT UP Application and gather all required documents needed (checklist on page ##) to complete your grant application and submit your PDF to: **jasmine@fashiondistrict.org**
3. The BID's Selection Committee reivew applications and determine which properties/businesses can move forward in the grant process. If your project gets approved, you move on to Step 4.
4. You can begin the work to make the improvements that were proposed and approved in your application (the work has to begin within 90 days of being approved).
5. Upon completion of improvements and upgrades, the BID visits yours property/business to review the improvements that were made, check to ensure the completed work matches what was approved in your application.
6. Submit all invoices and receipts for the improvements/upgrades that were made (this must be done within 10 days of the BID's visit to review completed work). All invoices submitted for reimbursement **MUST** be paid priorer to you submitting them (please include receipts of payments or invoices showing payment).
7. The BID reimburses you for 50% of your improvements/upgrades (this amount will not exceed \$6K unless determined otherwise).

IMPORTANT THINGS TO KNOW

1. It's the applicant's responsibility to receive approval from the City Department of Building and Safety for all project aspects prior to submission of application.
2. Please see the schedule for submission deadlines and selection committee meeting dates. Plan to submit your application (with required documentation) in alignment with the receipt of City approvals and to coincide with your expected start date.
3. Please submit the attached application and requested documentation. Submissions will be reviewed in the order in which they are received. The BID will maintain a waiting list for all prospective participants if funding for the year runs out.
4. Applicants are required to submit a PDF with all required documentation for the selection committee.
5. The project must be approved before any work can begin; failure of approval may result in the denial of the application for a qualifying project.
6. Projects not done in accordance with the requirements will not be considered.
7. Note that all projects must begin within ninety (90) days of grant approval.
8. Applicants are responsible for ensuring that construction does not impede the public right-of-way if selected.
9. Applicant must post signage on the building façade while the project is under construction, indicating work is being done as part of the LA Fashion District BID Façade Improvement Program. Signage will be provided by the BID and should be returned upon completion of construction.
10. The scope of work approved by the selection committee will be used to inspect completed work before grant funding is disbursed. An onsite walk-through will be scheduled and conducted by BID Staff to verify. Any variance from the scope of work may lead to forfeiture of the grant funding unless otherwise approved.
11. Appropriate documentation, such as invoices (paid in full), must be submitted for fund reimbursement upon successful review of completed work. All reimbursable expenses must be submitted within ten (10) days of successful review.

IMPORTANT DATES

2021 Application Deadlines	2021 Selection Committee Meeting Dates
June 14th	June 30th
July 12th	July 29th
August 9th	August 27th
September 13th	September 30th
October 11th	October 28th
November 8th	November 30th
December 13th	December 30th

ELIGIBLE APPLICANTS

The program is open to any LA Fashion District commercial property or commercial property owner who has a property or business located within the Business Improvement District. The property owner may not be delinquent on assessments to the BID (property taxes). Eligible projects must be approved by the [City Department of Building and Safety](#) prior to submission of application. Dilapidated commercial buildings and BIPOC/Women-owned businesses will be heavily considered. Storefronts must be visible from the street. Businesses that serve low to moderate-income clientele & located at a central corridor are preferred.

Applicants must be either the current property owner(s) or the current business owner(s)/tenant(s). The property owner must provide the tenant written consent to participate in the façade improvement program. If multiple owners own the property, then each will be required to sign off. If both the property owner and tenant apply, the property owner will have priority over the business owner.

INELIGIBLE APPLICANTS

- Residential Buildings (apartments), unless connected to a mixed-use building
- Home-based businesses
- Structure not facing the public right-of-way
- Banks
- Churches and other religious institutions

ELIGIBLE IMPROVEMENTS/UPGRADES

- Façade Improvements including, but not limited to window installation, signage, awnings, decorative improvements, doors, landscaping, paint, and exterior lighting.
- Signage of the property to be improved must be brought up to conformance with the [City Sign Ordinance](#).
- Other expenses are deemed eligible by the selection committee.

INELIGIBLE IMPROVEMENTS/UPGRADES

- Interior items including but not limited to appliances, lighting, wall coverings, carpet, and paint.
- Work completed before being awarded the grant.
- Other expenses are deemed ineligible by the selection committee.

TIMELINE

Applications will be accepted beginning May 10th, 2021, and thereafter until December 13th, 2021, or until funding has been awarded. (see full schedule above). Applicants will be reviewed at the end of each month and can expect to hear about their application status by the 1st week of the month that follows the committee's review.

CONTACT INFORMATION

The LA Fashion District BID is happy to answer questions about the SPRUCE IT UP program and the LA Fashion District by e-mail or phone.

Jasmine Ramos
jasmine@fashiondistrict.org
213-488-1153