

DOWNTOWN INCENTIVE APPLICATION

Business Name:

Applicant Name:

Phone:

Email:

Property Address:

Property Owner Name:

I am applying as the Property Owner

I am applying as the business owner or lease holder

This is a joint application with both property and business owner

SECTION 1: GRANT SELECTION

Select all that apply

Applicants may apply for multiple grants if eligible, except where noted.

Important: VIEW [Eligible Expenses Table](#) to see what each grant covers.

Facade Mini Grant (cannot be combined with Façade Grant)

Facade Grant (cannot be combined with Façade Mini Grant)

Signage Grant

Have you received a Certificate of Compliance for your signage from the LDDA?

Yes

No

Retail Conversion Grant

SECTION 2: PROJECT OVERVIEW

Project Description:

Estimated Start Date:

Estimated Completion Date:

Total Project Costs:

Total Grant Amount Request (from completed [Grant Cost Worksheet](#)):

Other Funding Sources:

How does your business align with the LDDA's [Master Plan of Development](#)?

Are you requesting a funding cap exception?

Yes

No

If yes, what gap (if any) does your project fill?

SECTION 3: REQUIRED DOCUMENTS CHECKLIST (check off list)

Completed [Grant Cost Worksheet](#) (view [Eligible Expenses Table](#) for eligible items)

Up to date **Property tax verification** (both property and personal property taxes if applicable)

Up to date **Sales tax verification** (if applicable)

Two comparable bids for each reimbursable expense. Exceptions may be approved by LDDA for specialized or limited-scope work.

Photos of existing conditions (before photos)

Architectural **renderings/plans**, or non-professional detailed drawings, include materials, colors, etc

Property owner authorization (if tenant is applying)

Completed [W-9 form](#) (required prior to reimbursement)

If requesting \$10,000 or more of total grant funding, please provide evidence of financing document, such as a bank commitment letter or last two years of tax returns (business or personal taxes).

Sections 4 – 10 help LDDA evaluate how your project supports downtown goals and priorities.

SECTION 4: BUSINESS / PROJECT TYPE ALIGNMENT

Select applicable categories of your business/project:

Apparel & Accessories

Children's Goods

Home & Furnishings / Vintage

Food & Beverage (cuisine type: _____)

Family Dining / Brunch / Dessert / Beverage

Market / Grocery

Entertainment / Recreation

Retail + Experience Hybrid

Arts / Cultural

Other:

Does your project fill a gap in the Downtown business mix (i.e. offer anything different than what is already offered in Downtown)? Yes No Unsure

Describe how:

SECTION 5: EXPERIENCE + ACTIVATION

Select applicable categories if your business offers these:

Classes / workshops

Interactive experiences

Events / programming

Entertainment

Hybrid retail + experience (shopping + activity/play)

Instagrammable design (photo/video opportunities people want to share)

Outdoor activation

Placemaking elements

None

Describe experience elements:

SECTION 6: CONTRIBUTION TO DISTRICT

Describe the unique contribution your business brings to the district:

SECTION 7: COMMUNITY IMPACT & ACCESSIBILITY

Target audience (**check top TWO**):

Families

Young professionals

Teens

Older adults

Tourists

General Population

Community Features (check all that apply):

Family-friendly

Multilingual

Community programming

SECTION 8: HOURS

List complete hours of operations:

Will your business operate any of these times/days? Check all that apply.

Evenings after 6pm

Weekends

Will business hours change after the project is complete? Check one.

Increase

Decrease

Stay the same

SECTION 9: EMPLOYMENT IMPACT

Current Full-time employees:

Current Part-time employees:

Estimated employees added within 3 years after project completion: FT

PT

SECTION 10: BUSINESS INFORMATION

A. Business + Community

Business Status: New Expanding Relocating Not Applicable

Diversity: Minority-owned Women-owned Veteran-owned

Local business

Local products

B. Design + Sustainability

Explain any unique design, art and/or placemaking that will be incorporated in the project:

Explain any sustainability practices, designs or products incorporated in the project:

C. Financial Commitment

Are both the property and business owners contributing to the project? Yes No

If yes, what is the % split of investment?

SECTION 11: GRANT REIMBURSEMENT CRITERIA

Applicant must complete the following to receive reimbursement after the project is completed and all vendors are paid:

- Submit after photos of completed project
- Submit paid, itemized invoices and proof of payment (canceled check, credit card receipt, bank statements of electronic fund transfers, etc.)
- Provide Certificate of Completion or Certificate of Occupancy (if applicable) from the City Building Permit Dept.
- Execute final Terms & Conditions agreement (will be provided to you by the LDDA)

SECTION 12: CERTIFICATION

I certify the information is accurate and work will not begin prior to approval.

INITIAL HERE

Signature, property owner
(Type in full name as signature)

Date

Signature, tenant/lease holder
(Type in full name as signature)

Date