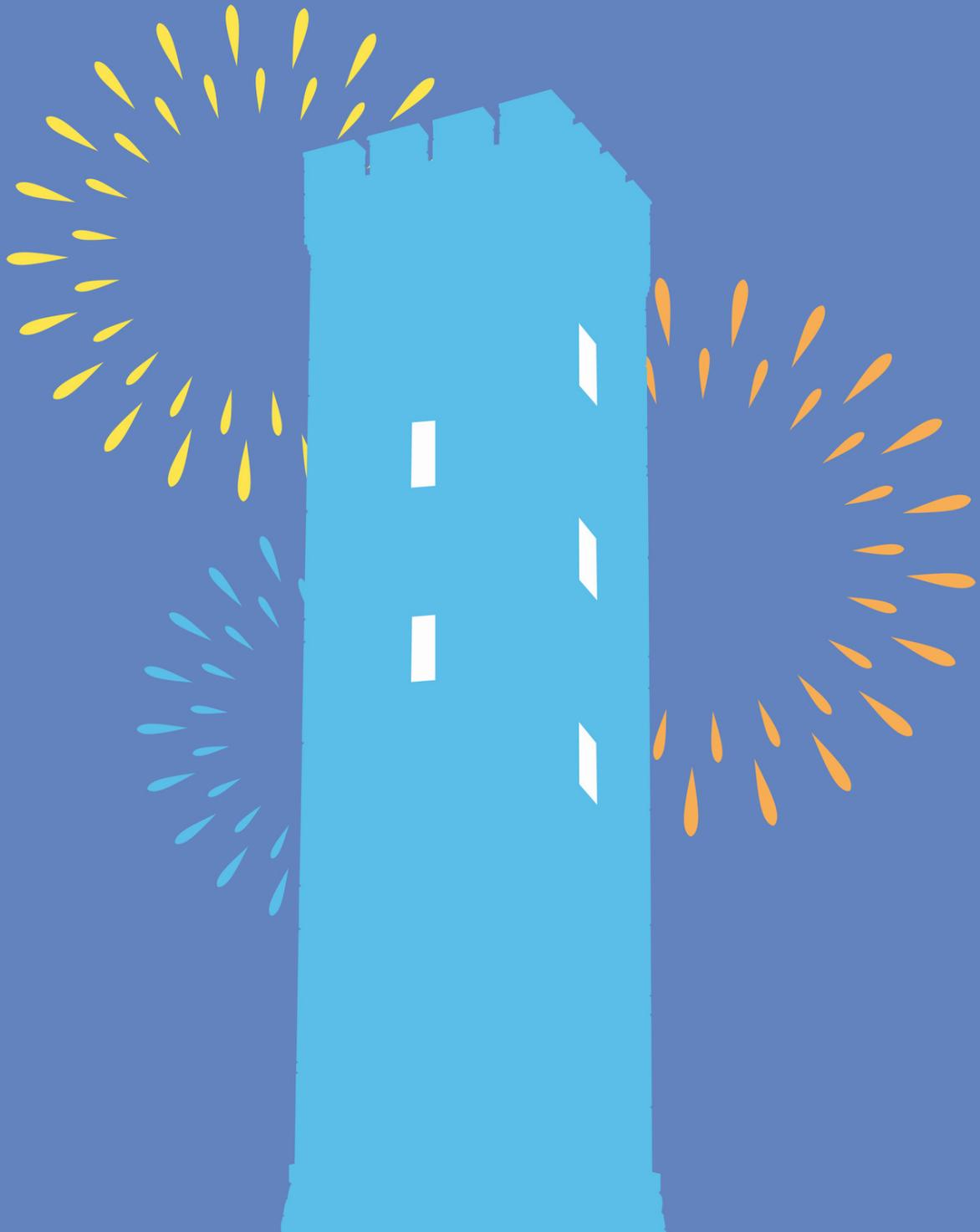


# GROW

# WELCOME TO FORT THOMAS

• COMMUNITY IS OUR BUSINESS •



Grants for  
Revitalization,  
Opportunity, and  
Workspace Improvement

Grow a Little or a Lot

★★★ THE CITY OF ★★★  
**FORT THOMAS**  
RENAISSANCE BOARD



# OUR COMMITMENT

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*"Community is our Business"*

★★★ THE CITY OF ★★★  
**FORT THOMAS**  
 RENAISSANCE BOARD

The City of Fort Thomas is committed to the development and support of small businesses in our community.

The Renaissance Board has two facade grant opportunities to provide funding for current or prospective small businesses and commercial property owners to invest in the community.

There are two grant opportunities available. You might choose to "Grow a Little" or "Grow a Lot". Through the Grow a Little program you can apply for a grant up to \$10,000. For our Grow a Lot program you can apply to receive a grant that would cover between \$10,000 and \$20,000 of the cost of the full project.

Through the grant opportunity, the business or property owner will be responsible for a minimum of 25% of the full cost of the project.



# ELIGIBILITY

- Funds must be used for commercial or mixed use property located in the city of Fort Thomas.
- First time applicants will be given priority.

# RELEASE

By submission of application, applicant agrees, that the City of Fort Thomas is not responsible for defects, errors or omissions in design, materials or work in any improvements reviewed or approved, nor for any nonconforming or noncompliant materials or work.

The City of Fort Thomas, its staff, officers, directors, attorneys and agents have no liability whatsoever for the manner, quality, safety or compliance in which any improvements were made or installed. Applicant furthermore releases and holds the City of Fort Thomas harmless from any costs, claims or liability relating to the construction or reimbursement of any part of the improvements, or in any way relating to this grant request.

# DETAILS

## EXAMPLES OF QUALIFYING PROJECTS

- Accessibility improvements
- Store front improvements (including exterior painting, awning, fencing, permanent benches, permanent planters, bike racks, long lasting landscaping and repairs)
- Decorative lighting - installation, repair or replacement of fixtures on exterior of facade.
- Renovation or restoration to improve architectural and historic details, repair, replacement or removal of false fronts
- Renovation to improve ADA compliance
- Masonry work - cleaning, repair, brick work, tuck pointing
- Energy Efficiency Items - Replacement or repair (windows, doors)
- Exterior Signage - installation, improvement or replacement
- Repair or replacement of shutters, cornices, and other architectural features

The City of Fort Thomas may accept applications that fall outside of these parameters. If you have questions about whether your project would qualify please call the Renaissance Manager/Economic Development Director.

## EXAMPLES OF DISQUALIFYING PROJECTS

- Home based business
- Design fees related to websites branding or marketing
- Professional fees unrelated to the project
- Point of sale items
- Payroll or salaries unrelated to the project.
- Ongoing projects or programs
- The purchase for resale, ingredients or items otherwise related to daily sales
- Replacement or new purchase of items that will directly affect the output of services (new oven, freezer, printing stations, CPU, copiers, etc.)



# GRANT PROCESS

- It is recommended that applicants attend an informational meeting with the Renaissance Board prior to the application process to explore the viability of the project.
- Applicants must complete the GROW grant application.
- Applications will be reviewed for completion by the Renaissance Board.
- Applicants will receive written notice of advancement to the Design Review Board within 30 days of application submission.
- Any application that is advanced will go to the Design Review Board for approval. Design Review Board meets on the fourth Thursday of the month and all forms must be complete with the application. You can find required forms here: [bit.ly/ftthomasforms](http://bit.ly/ftthomasforms)
- Applicants obtain all appropriate permits prior to beginning work on any qualifying improvements, renovations or additions.

# UPON APPROVAL OF GRANT

- Any changes to qualifying expenditures must be approved by Renaissance Manager.
- Once the grant is approved, the grantee has six months to begin work on the project and one year to complete.
- The grantee may be awarded a six month extension by Renaissance Manager if the grantee can demonstrate good faith effort in completing the project.
- All projects are subject to appropriate zoning and building codes.
- Grant funding shall be dispersed only after the work is completed and final inspection has been made by Renaissance Manager.
- Proof of costs incurred will be required in the form of appropriate receipts.
- The grantee is responsible for ongoing maintenance and upkeep of improvement.





# GROW A LITTLE

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*Grant requests under \$10,000*

## Application Checklist

- \_\_\_ Create a Project Budget
- \_\_\_ Acquire written authorization from building owner (if not the applicant) acknowledging project improvements
- \_\_\_ Acquire copy of business lease or other relevant ownership or occupancy documentation
- \_\_\_ Complete forms and attach the review fee for the Design Review Board
- \_\_\_ Acquire drawing/plans of proposed project
- \_\_\_ Complete and submit application form

# GROW A LOT

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*Grant requests between  
\$10,000-\$20,000*

# SCORING CRITERIA

## **VISUAL IMPACT** 30 POINTS

- Project has a significant impact on the appearance of the building or storefront
- Improvements apply to more than one story or storefront of one facade
- Improvements will be visually significant because
  - Key, highly visible elements of the building are being improved
  - The improvements will mark a significant and noticeable change in terms of architectural or historical details

## **FINANCIAL IMPACT** 30 POINTS

- Applicant funds exceeds 25% of the total, projected cost
- The project is part of a larger project to make improvements to the business or building
- The project helps to make use of space that has been unoccupied

## **SAFETY IMPACT** 20 POINTS

- The project includes improvements being made to
  - ensure public safety
  - establish or preserve the building's structural integrity
  - resist water and moisture penetration
  - correct other serious safety issues
  - correct issues for ADA compliance
- The project includes improvements that will bring the building up to modern code.

## **ENERGY IMPACT** 20 POINTS

- The project includes improvements that will help to improve energy efficiency through replacement of windows and/or doors
- Project includes improvements, repairs or replacement of roof