

# DOWNTOWN DEVELOPMENT AUTHORITY

## 2011 INSIDE-OUT GRANT APPLICATION (07/2011)

Thank you for applying for the Inside-Out Grant offered by the Waynesboro Downtown Development Authority. The intent for the Inside-Out Grant Program is to encourage private investment in appropriate improvements in downtown commercial structures. The grant funding is provided by the Downtown Development Authority (DDA) through its private fund raising efforts and private contributions made to the Inside-Out Grant Program. Though a dollar-for-dollar match is required, the Downtown Development Authority is giving this money to qualified applicants—it is not a loan program. Therefore, as the DDA is granting funding, applicants must comply with all City of Waynesboro permitting, abide by City-enforced codes and ordinances, and follow proper policy and procedure as required by the City of Waynesboro and its Office of Planning and Development.

The Inside-Out Grant Program encourages you to plan ahead; therefore, you are required to submit your application with all of the necessary supporting documents and wait for notification of approval from the Downtown Development Authority (DDA) prior to beginning any improvements—construction or cosmetic. **It is recommended that submit your application 30 days in advance of your construction start date.**

Work outlined on your application that is started prior to receiving the DDA's official opinion will disqualify your application from the current round of grant funding.

The Downtown Development Director is available to assist you with Certificate of Appropriateness information and pre-planning walk-through with the Building Inspector. Call 706-554-8018 or (706) 554-8000 to schedule a meeting.

**Project applications will be judged on their feasibility and advancement of the City's goals of downtown revitalization and historic preservation.** The Downtown Development Authority can assist successful applicants with large-scale rehabilitation or renovation projects seek preservation-based consultation, façade renderings, state sources for low-interest rate loan funding, and assistance with state and federal tax incentives.

**In order to encourage widespread participation, the Inside-Out Grant Program offers a minimum of \$250 up to a maximum of \$1,000, dollar for dollar, in matching grants for commercial properties.**

**The INSIDE-OUT GRANT PROGRAM GUIDELINES provided with this application should be read thoroughly** as it details the application process, requirements, eligibility, application review, final review and grant payment, and other important general items related to the grant program.

**Return your completed application by mail to:**  
City of Waynesboro  
628 Myrick Street  
Waynesboro, GA 30830

**Hand-deliver your completed application to:**  
City of Waynesboro  
628 Myrick Street  
Waynesboro, GA 30830

**FOR OFFICE USE ONLY** received by: \_\_\_\_\_ date received: \_\_\_\_\_ time received: \_\_\_\_\_ documentation?  yes  no



# DDA Inside-Out Grant Application

To encourage widespread participation, the Inside-Out Grant Program offers a minimum of \$250 to a maximum of \$1,000, dollar for dollar, in matching grants. (07/2011)

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_ Name of Business: \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
street city state zip code

## APPLICANT INFORMATION

Applicant's Name: \_\_\_\_\_ Name of Business: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
street city state zip code

## PROJECT INFORMATION

Please provide a written description of the project below. If you need additional space, you may provide the project information on separate sheet(s) and attach to page 3 along with project bids, cost estimates and other supporting documents.

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Contractor's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Primary Telephone: \_\_\_\_\_ Mobile Telephone: \_\_\_\_\_  
Project Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Estimated Total Cost of Project: \$ \_\_\_\_\_

Grant Amount Requested: \$ \_\_\_\_\_

Please be sure to attach project bid and price quotes to page 3

## PROPERTY OWNER AND APPLICANT ACKNOWLEDGEMENT

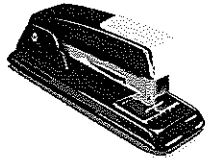
My signature below acknowledges the following:

- All permits required by the City of Waynesboro are the responsibility of the owner / applicant
- The project will be completed within 90 days (unless otherwise approved by the DDA)
- Reimbursement will occur after project completion and upon submission of appropriate forms and documents as outlined in the grant guidelines, or requested by the DDA / Downtown Development Director
- Work outlined on this grant application that is started prior to grant approval is not eligible for funding

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant/Business Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**PROJECT BIDS, COST ESTIMATES AND SUPPORTING DOCUMENTATION**

Please attach bids, cost estimates, other supporting documentation and any additional sheets describing the project.

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## APPLICATION CHECKLIST

This basic checklist is a guide to assist you with completing your grant application. The grant process is outlined on the flow chart insert of the Inside-Out Grant Program Guidelines and it is suggested that you thoroughly read the Inside-Out Grant Program Guidelines document prior to submitting your application. Depending on the scope and scale of your project, additional items may be requested by the DDA or the Building Inspector. These additional items may require additional time for completion, such as architectural drawings.

If you are approved for the grant and discover that you will need to amend the project specifications that you submitted for approval, you will need to stop work, complete and submit the Project Amendment Form and wait for amendment approval by the DDA. The Downtown Development Director will do their best to expedite the amendment approval.

Please note that if your grant application is approved, you must submit all end-of-project documents at the close of the project including receipts as requested by the DDA or the Downtown Development Director in order to receive grant payment.

### INSIDE-OUT GRANT APPLICATION CHECKLIST:

- Communication with the Downtown Development Director to discuss project scope is strongly suggested
- Application form
- Evidence of property ownership or the property owner's written approval for the project work
- A general description of the proposed project
- A detailed sketch of the proposed work (if architectural plans are not required)
- Samples of the exact fabric, materials and paint colors to be used
- Cost estimates
- Cost estimates from contractors
- Other documents may be requested by the DDA or Downtown Development Director
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