

# GENERAL ASSISTANCE GRANT PROGRAM

CITY OF GRIFFIN  
DOWNTOWN DEVELOPMENT AUTHORITY



## **GENERAL ASSISTANCE GRANT PROGRAM**

This program will be administered by the Griffin Downtown Development Authority and used for building projects and designated needs for businesses located in the Downtown Development Authority District. This grant program offers applicants opportunities for funding needs up to a 50% match and a \$5,000 maximum amount, for work performed in accordance with the details of the General Assistance Grant Program (GAGP).

- Permits issued by the City of Griffin must be obtained
- All exterior improvements must be approved by the Historic Preservation Commission if the project is located in the Historic District.
- Building projects must include any needed maintenance and will not be considered if they do not address current maintenance issues
- One application per building each year
- Grant is to pay for licensed contractors, equipment and materials for the project

The General Assistance Grant Program cannot be used in conjunction with the Downtown Façade Grant Program. The grant is to pay for licensed contractors, equipment and materials for the project.

### **ELIGIBILITY CRITERIA:**

1. Applicants must be property owners, or be tenants with written permission from property owner;
2. Properties must be up to date on all property taxes and other applicable fees owed to the City of Griffin; and
3. Property must be in the DDA District

### **REVIEW PROCESS:**

A completed application form and all requested supporting materials are required before a review takes place. Incomplete applications will be returned to the applicant. Applications are reviewed for completeness and conformance with the regulations by the Executive Director prior to the board meeting.

Accepted applications will be considered by the Downtown Development Authority Board at the following regularly scheduled public meeting, which generally occurs each 2nd Tuesday of the month at 8:15am in the Municipal Courtroom in City Hall. A majority of the board will approve, deny, or table each accepted application. Notification of the grant award decision will be provided to the applicant within two (2) weeks of the meeting.

### **APPLICATION PROCESS:**

Interested applicants should consult with the DDA (770-233-2901) and Historic Preservation Commission (770-233-4130) for design input. Applications must be received at the DDA office at least two (2) weeks prior to normally scheduled DDA meetings to be included to the agenda. DDA meetings are normally held on the 2<sup>nd</sup> Tuesday of each month. All applications and supporting materials are to be submitted to the Executive Director of the Downtown Development Authority at 201 E. Solomon St., Griffin, GA 30224.

- Applicant meets with DDA Executive Director to review application procedure and process.
- All exterior improvements in the Historic District must be approved by the Historic Preservation Commission before submitting the application if the property is located in the Historic District. For more information on the Historic Preservation Commission's meetings and on the standards they use, please contact the City of Griffin Planning and Development Department (770-233-4130).
- Applicant fills out application with the proposed costs associated with the project; takes pictures of building in its current condition before work has been started; applicant sketches out work to be done, noting planned aesthetic and floor plan and a description of work to be done.
- The application must be received at the DDA Office at 201 East Solomon Street, Griffin, GA 30224 at least two (2) weeks prior to normally scheduled DDA meetings to be considered at the monthly meeting on the 2nd Tuesday of the month.
- Griffin Downtown Development Authority will meet and review all acceptable applications and determine which projects are funded.
- Griffin Downtown Development Authority will notify each recipient of the results within two (2) weeks of the meeting.
- The applicant must start the project within ninety (90) days of being notified of the results of the application and must complete the project within one hundred eight (180) days of starting.
- We are aware that there are times when equipment needs to be replaced or work done more quickly than a normal application can be processed. In such cases, the applicant shall notify the Economic Development Director as quickly as possible to formally identify the need, expedience and initiate the application process. No equipment or work will be considered if not notified within thirty (30) days of need for equipment purchase or work to be done.
- During work and at least sixty (60) days after work is completed a General Assistance Grant Program sign should be placed in a conspicuous place on the property. (This will be provided by the DDA.)
- The Director of the Downtown Development Authority and DDA Members have the right to conduct site inspections. Any substantial changes to the accepted scope of work must have prior approval of the Griffin Downtown Development Authority Director and also the Historic Preservation Commission, if related to the exterior of the building.
- Applicant must submit copies of the project cost documentation (invoices, receipts, total savings from materials discounts obtained as part of the GAGP, associated spread sheets, etc.) and proof of all closed permits issued for the project to the DDA office.
- Upon review and acceptance of the substantiating cost data and close out of the project, the DDA will issue the applicable grant funds, up to \$5,000 maximum, to the applicant within 45 days of receipt of project cost and close out documents.

# GENERAL INFORMATION

APPLICANT IS THE:

- PROPERTY OWNER
- BUSINESS OWNER

NAME OF APPLICANT:

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APPLICANT'S ADDRESS:

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PHONE NUMBER:

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E-MAIL ADDRESS:

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NAME OF BUSINESS:

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PROJECT/BUSINESS ADDRESS:

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PROPERTY OWNER'S NAME (IF DIFFERENT FROM APPLICANT):

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NOTE: IF YOU ARE NOT THE PROPERTY OWNER, PLEASE HAVE THE PROPERTY OWNER OR AN AUTHORIZED REPRESENTATIVE CO-SIGN THIS APPLICATION WHERE INDICATED IN THE GENERAL CONDITIONS.

DESCRIPTION OF PROPOSED IMPROVEMENTS/NEEDS (E.G. EQUIPMENT, DOORS, SIGNS, LIGHTING, HVAC, PLUMBING, PAINT, ETC.):

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PROPOSED PROJECT BUDGET:

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IS THIS BUDGET BASED ON INFORMATION FROM CONTRACTORS AND MATERIAL COSTS?

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HOW MUCH FUNDING ASSISTANCE ARE YOU REQUESTING? (MAX. \$5,000)

\_\_\_\_\_

PROPOSED START DATE: \_\_\_\_\_ ESTIMATED COMPLETION DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

GRIFFIN DOWNTOWN DEVELOPMENT AUTHORITY USE ONLY:

RECEIVED: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

## GENERAL CONDITIONS

- IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT THE APPLICANT SHALL BE SOLELY RESPONSIBLE FOR ALL SAFETY CONDITIONS AND COMPLIANCE WITH ALL SAFETY REGULATIONS, BUILDING CODES, ORDINANCES, AND OTHER APPLICABLE REGULATIONS.
- IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT TO BE ELIGIBLE FOR FUNDING WORK COMPLETED OR EQUIPMENT PURCHASED PRIOR TO FINAL APPROVAL IS INELIGIBLE FOR FUNDING, UNLESS SUCH EFFORTS REQUIRED MORE EXPEDIENT JUSTIFIABLE EFFORTS AND THE APPLICATION IS SUBMITTED WITHIN SIXTY (60) DAYS OF THE PURCHASE OR COMPLETION OF WORK.
- IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT THE APPLICANT WILL NOT SEEK TO HOLD GRIFFIN DOWNTOWN DEVELOPMENT AUTHORITY OR THE CITY OF GRIFFIN, AND/OR ITS AGENTS, EMPLOYEES, OFFICERS AND/OR DIRECTORS LIABLE FOR ANY PROPERTY DAMAGE, PERSONAL INJURY, OR OTHER LOSS RELATING IN ANY WAY TO THE GENERAL ASSISTANCE GRANT PROGRAM
- THE APPLICANT SHALL BE RESPONSIBLE FOR MAINTAINING VALID AND SUFFICIENT INSURANCE COVERAGE FOR PROPERTY DAMAGE AND PERSONAL INJURY LIABILITY RELATING TO THE GENERAL ASSISTANCE GRANT PROGRAM.
- THE APPLICANT AGREES TO MAINTAIN THE PROPERTY AND IMPROVEMENTS, INCLUDING, BUT NOT LIMITED TO, PROMPTLY REMOVING GRAFFITI, TRASH, AND SWEEPING AND SHOVELING IN FRONT OF THE PROPERTY.
- THE APPLICANT AGREES TO RETURN THE GRANT MONEY RECEIVED IF THE IMPROVEMENT IS REMOVED WITHIN TWO YEARS.

- THE APPLICANT MUST BEGIN THE PROJECT WITHIN NINETY (90) DAYS OF BEING NOTIFIED THAT THEY HAVE BEEN AWARDED THE GRANT AND MUST COMPLETE THE PROJECT ONE HUNDRED EIGHTY (180) DAYS OF BEGINNING THE PROJECT.
- THE APPLICANT AUTHORIZES GRIFFIN DOWNTOWN DEVELOPMENT AUTHORITY TO PROMOTE AN APPROVED PROJECT, INCLUDING BUT NOT LIMITED TO DISPLAYING A SIGN AT THE SITE, DURING AND AFTER CONSTRUCTION, AND USING PHOTOGRAPHS AND DESCRIPTIONS OF THE PROJECT IN DOWNTOWN GRIFFIN MATERIALS AND PRESS RELEASES.
- THE APPLICANT HAS READ AND UNDERSTANDS THE "GRIFFIN DOWNTOWN DEVELOPMENT AUTHORITY GENERAL ASSISTANCE PROGRAM GRANT GUIDELINES" DOCUMENT OUTLINING PROGRAM GUIDELINES AND PROCEDURES.
- THE APPLICANT UNDERSTANDS THAT GRIFFIN DOWNTOWN DEVELOPMENT AUTHORITY RESERVES THE RIGHT TO MAKE CHANGES IN CONDITIONS OF THE GENERAL ASSISTANCE GRANT PROGRAM AS WARRANTED.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTE: IF YOU ARE NOT THE PROPERTY OWNER, PLEASE HAVE THE PROPERTY OWNER OR AN AUTHORIZED REPRESENTATIVE CO-SIGN THIS APPLICATION WHERE INDICATED IN THE GENERAL CONDITIONS.

OWNER AUTHORIZATION:

AS THE OWNER OF (INSERT PROPERTY ADDRESS)

\_\_\_\_\_

I HAVE REVIEWED THE ABOVE APPLICATION AND AUTHORIZE OPERATOR OF \_\_\_\_\_ AT SAID ADDRESS TO PERFORM THE BUILDING IMPROVEMENTS DESCRIBED ABOVE AS PART OF THE GRIFFIN DOWNTOWN DEVELOPMENT AUTHORITY GENERAL ASSISTANCE GRANT PROGRAM.

SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_