



CITY OF LONGWOOD
DOWNTOWN HISTORIC DISTRICT
MATCHING GRANT PROGRAM

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MATCHING GRANT PROGRAM

PROGRAM OVERVIEW

The purpose of the Downtown Historic District Matching Grant Program is to provide assistance to property owners to restore, improve or re-create historic architectural features of facades of structures anywhere within the City of Longwood Downtown Historic District, with primary emphasis given to contributing structures. All grant related work shall be in compliance with the City of Longwood Historic District Master Plan and Code Book and the Longwood Development Code.

- A. Where practical, all building facades shall be restored to their original period design. If it is deemed not practical by the City's Historic Preservation Board, then a similar architectural design shall be used. All horizontal and vertical features (lintels and piers) shall be retained.
- B. If a building does not have a historically significant architectural design or feature, then a proposed historic design may be submitted to qualify for the grant program.
- C. All storefronts shall be designed, constructed and maintained to compliment and accept the architectural features of the building.
- D. All color schemes shall accent the building as well as harmonize with adjacent buildings.
- E. Funds shall be allocated on a first come basis and on a funds availability basis. Only one Matching Grant shall be awarded per parcel of land per year. The owner of record is the only person or entity that can apply for grant monies. All grant funds awarded require a matching dollar-for-dollar expenditure by the owner. Funds may be awarded as follows:
 - Contributing Structures: Up to \$5,000.00 to restore or improve structure; or
 - Supporting Structures: Up to \$3,000.00 to restore or improve structure.
- F. No work for which a Grant is sought should begin until authorized by the City Commission.
- G. No Grant monies or matching monies shall be used to perform general repair, structural or any other work necessary to meet code in order to occupy the building.
- H. To qualify for grant funds, an application and appropriate documents must be submitted to the City of Longwood Planning Division Office at 174 West Church Avenue.
- I. No grants will be made to government-owned properties.

For Contributing Structures, in the event of an emergency situation such as extreme deterioration or termite damage, the Historic Preservation Board may consider funding up to 100 percent of the repair work if the applicant demonstrates economic hardship.

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GRANT PROCEDURES

1. A complete application package and checklist must be submitted to the City of Longwood Planning Division Office with any required or necessary supporting data by the first of the month.
2. City staff will review the project and submit the package to the City of Longwood Historic Preservation Board with its recommendation.
3. The City of Longwood Historic Preservation Board will review the application at its first available meeting. The regular scheduled meeting is held on the second Tuesday of each month.
4. Written notice will be delivered to the applicant indicating approval or denial of his/her application. No work should start until written notice is received. See Item 9 for appeals.
5. Applicant is responsible for obtaining any additional permits or approvals, such as a building permit, required to do the project. Cost of permitting cannot be part of grant funding.
6. When the project is complete, the City of Longwood will reimburse the applicant in accordance with the approved application and final inspection by the City.
7. Applicant must submit a paid bill for reimbursement or invoice together with an affidavit from the contractor certifying the work, as approved, is complete. Any unapproved changes will void the Grant. If applicant decides to change the project after approval, they must contact the City of Longwood Planning Division for appropriate action. The Planning Division or the Historic Preservation Board may approve minor revisions to the application after work is started, in accordance with the Master Plan and Code Book. No approved changes will result in a grant increase.
8. The Historic Preservation Board will review all applications. Approved applications will be forwarded to the City Commission for processing and authorization for payment. Applications recommended for denial by the Historic Preservation Board may be appealed to the City Commission.
9. Appeals by the applicant shall be processed to the City Commission for FINAL ACTION. There shall be no other appeal processed for the Matching Grant Program.

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**HISTORIC PRESERVATION
MATCHING GRANT APPLICATION**

OFFICE USE ONLY

Project Number: _____

Project Name: _____

1. Applicant Name: _____
2. Applicant's Address: _____
3. Applicant's Phone Number: _____
4. Business Name: _____
5. Property Address: _____
6. Historical Designation: Contributing Structure Supporting Structure
7. Type of Façade Improvement Planned: Please attach Supporting Data Checklist.
 - a. Painting: (Approximate sq. ft. area): _____
 - b. Structural Alterations: _____
 - c. Cosmetic Alterations: (Moldings, etc.): _____
 - d. Other work: Please specify: _____

8. Project Description: _____

10. Grant Amount Requested: _____
11. Applicant's Share: _____
12. Total Cost of Project: _____

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SUPPORTING DATA CHECKLIST FOR APPLICANTS

Please submit this checklist as part of your application.

PAINT:

- Provide samples of the colors chosen.
- Specify which color will be used for the body of the building, and which will be accent colors.

- Note where each color will be used.
- Submit written estimate from painter of your choice.

MAJOR FACADE ALTERATION:

- Provide a rendering of major changes, including paint colors where applicable.
- Submit a written estimate from contractor.

OTHER INFORMATION PROVIDED:

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APPLICATION INSTRUCTIONS

1. **Applicant (Owner) Name:** Enter the full name of the person applying for the grant. Please note that there can be only one applicant per application. Not-for-profit and for-profit organizations must enter their Federal Employer Identification Number in this space.
2. **Applicant's (Owner) Address:** Please provide the address where you would like to be contacted.
3. **Applicant's (Owner) Phone Number:** Where the applicant can be reached.
4. **Business Name:** Please provide the name of the business currently occupying the building in question.
5. **Property Address:** Please provide the address of the property where the building in question is located.
6. **Historical Designation:** Indicate whether the structure is contributing or supporting. Please contact the City if you do not know the answer.
7. **Improvement Type** Specify and detail the type of improvement.
8. **Project Description:** Describe the project for which the funding is requested. Indicate how you intend to use the funds requested, describing each of the major work items involved and what the end product will be. For Historic Preservation projects, also briefly describe the historic significance of the property or properties for which grant finding is being requested.
9. **Grant Amount Requested:** Enter the amount of grant funds being requested. Please note that the match must be equal to or exceed the amount of grant funds being requested. Only in very extreme situations, where the improvements are needed to address an emergency, the structure is contributing, and there is economic hardship, the Board may consider funding 100 percent of the improvements. For this to occur, the applicant will need to prove that the situation is an emergency and that the owner and the applicant do not have the financial resources to resolve the emergency. The applicant will be required to demonstrate economic hardship for review by the Board.
10. **Applicant's (Owner's) Share:** Preference will be given to those projects in which the applicant documents a commitment to contribute to the total cost of the project resources equal to or greater than the amount of financial assistance requested. One copy of the documentation substantiating the applicant's share shall be included in the application submission. Expenditures made prior to the grant period (that is, prior to the effective date of a fully executed Grant Award Agreement) are not allowable for purposes of match. Documentation of third party contributions must include written commitments from the organizations, agencies or private donor sources identified in the response to this question.

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The applicant's matching contribution may be in the form of cash, in-kind services, donated services, or donated materials.

- Of the owner's above referenced contribution, a minimum of 50 (fifty) percent of the awarded grant funds shall be required to be in the form of a cash contribution.
 - In-kind services may include salary and benefits but not overhead costs or profit.
 - Volunteer services should be valued at a minimum wage unless the donor is performing services in which he or she is regularly employed at a higher prevailing wage.
 - Donated material must be valued at the actual cost.
 - Public funds must be identified by source (i.e., appropriated funds, Community Development Block Grant funds, etc.).
 - Public and private donor commitments contingent upon the award of a grant are acceptable.
 - Work done by the applicant requires an estimate from an outside source to verify that costs are within reasonable parameters.
 - Major private donations, such as from foundations, should be separately identified; otherwise, private donations may be listed in lump sum.
11. **Total Cost of Project:** The total cost of the proposed project described in number 7 above. Matching and Local Cost Share funds may include in-kind services directly involved in project work, the value of volunteer services and donated materials, as well as cash funds.
 12. **Project Timeline:** Describe the timing of the project. Please note that Matching Grant projects must be completed within a 6-month time frame.
 13. **Applicant's (Owner's) Grant History:** Indicate whether or not your organization has received prior grant assistance from the City of Longwood. If yes, provide the year, title of the project, and amount of award for grants received previous to the date of this application. Attach an additional sheet if necessary.
 14. **Project Concern:** Provide a brief explanation of immediate concerns to the site or area. Please leave this question blank if it does not apply to your project.
 15. **Photograph:** Please attach a 3x5 photograph of the project site. This is required for all projects. Photographs shall be color glossy prints.
 16. **Information:** Other information as required or requested by the Planning Division to assist in application review and final decisions.
 17. **Supporting Data Checklist:** Please fill out the supporting data checklist and include with the application.

RELEASE AND HOLD HARMLESS AGREEMENT

Release executed on the _____ day of _____, 200__, by _____
_____ (Property Owner), of _____ (Street Address), City of
Longwood, County of Seminole, State of Florida, referred to as Releasor(s).

In consideration of being granted monies pursuant to the Downtown Historic District Matching Grant Program for restoration, modifications, or other physical changes to the property located at the above address, the Releasor(s), understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with City Codes and Regulations. The Releasor(s) waives, releases, discharges, and covenants not to sue the City of Longwood for loss or damage, and claims or damages therefore, on account of any work that has been performed.

Releasor(s) agree to indemnify and hold harmless the City of Longwood for any and all actions arising out of this Agreement of Releasor(s) participation in the Grant Program.

Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Florida and that if any portion of the agreement is held invalid by a Court, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this Release and Hold Harmless Agreement a its their own free will.

Releasor's obligations and duties hereunder shall in not manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

In any legal action arising out of the Agreement or the Releasor(s) participation in the Grant Program, the Releasor(s) shall pay all attorney fees and costs incurred by the City of Longwood.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Dated this _____ day of _____, 200__.

Property Owner Signature

Witness

Please Print

Property Owner Signature

Witness

Please Print