



**Town of Jupiter**  
**Storefront Revitalization Matching Grant Program**  
**APPLICATION FORM**

Town of Jupiter Business Tax Receipt: \_\_\_\_\_

Business Name/Owner Applicant \_\_\_\_\_

Building Address/Location \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Property Owner (if different from above) \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Type of Business: \_\_\_\_\_ Retail \_\_\_\_\_ Service \_\_\_\_\_ Manufacturing

1. Is the building occupied? Yes \_\_\_ No \_\_\_ If yes, please state type of business; if unoccupied please explain your plans for the building. (Attach additional sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe how this project will provide a public benefit to the area and how you intend to maintain physical improvements. (Attach additional sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. If occupied, provide number of hours open or operating per week: \_\_\_\_\_

4. Total project budget: \$ \_\_\_\_\_  
Business contribution (must be at least a \$1 to \$1 ratio with grant) \$ \_\_\_\_\_  
Amount of grant requested (up to \$5,000): \$ \_\_\_\_\_

5. Type of Work to be completed (check all that apply):

Paint  Masonry repair/paint removal  Awning/Canopy  Windows  
 Restoration  Moving A/C  Safety/Handicap Accessibility

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Amount to be invested by applicant: \_\_\_\_\_ Amount of Grant Requested: \_\_\_\_\_

**Attach the following:**

1. A sheet describing in detail, the proposed scope of work. (In some cases, manufacturer specifications or diagram of project will be required upon request.)
2. A copy of the contractor/painter bid or estimated cost of materials if you will be doing the work.
3. Provide the estimated date of project start and completion.
4. Drawings of the work to be done or photos of where the work will be done.
5. Signed copy of the application agreement form.

**NOTE: Projects started and/or completed prior to application and prior to the approval by the Town Council are not eligible for reimbursement.**

**APPLICATION SUBMISSION:**

Please submit application to:

Russell Ruskay  
Business Development Director  
Town of Jupiter  
210 Military Trail  
Jupiter, FL 33458

Any person listed as an owner of the business must sign the application.

\_\_\_\_\_  
Business Owner's Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Print Name



## **Town of Jupiter**

### **Storefront Revitalization Matching Grant Program**

# **GUIDELINES AND ELIGIBILITY**

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### ***\$5,000 Matching Grants Available for Small Businesses***

The Town of Jupiter offers a Storefront Revitalization Matching Grant Program. The goal of the program is to rehabilitate and improve the viability of existing small business areas within the Town of Jupiter that provide services to our residents.

The grant program is intended for existing small business property owners who are interested in doing visible exterior improvements to their business.

The program will provide matching grants up to \$5,000 for improvements to small business properties. Businesses will be required to match each dollar of grant funds with one dollar from their own funds.

Collaborative projects are strongly encouraged and will be given high priority by the Town of Jupiter. Businesses are encouraged to apply where there are four or more businesses in one area working together toward curbside appeal improvements.

### ***Eligible Properties***

Small business storefronts located within the Town of Jupiter that meet three of the six eligible criteria, as described in the application package, will be considered for the grant. Both owner-occupied and leased properties are eligible (in the latter case, either the property owner or the business owner may apply for the grant and the property owner must execute the grant agreement with the Town of Jupiter). Only one grant per street address will be given. All taxes must be current and the property must meet Code Compliance regulations.

### ***Matching Requirements***

Each grant must be matched in full by the business or property owner. An applicant must match \$1 of their funds with each \$1 given by the Town. The applicant's matching contributions are not limited to the eligible work listed below but any exterior building improvements can count toward the applicant's match. Grant funds can only be used for the improvements listed below.

## ***Signs***

Removal of old and the design, production, and installation of new signs or installation of new signs. Signs must be permitted and meet all Town of Jupiter codes.

## ***Awnings/Canopies***

Removal of old and the design, production, and installation of new awnings and canopies. Awnings and canopies must be permitted and meet all Town of Jupiter codes.

## ***Facades***

Work performed on the exterior storefront of a building including cleaning, masonry, painting, window or door replacement, non-structural architectural elements, other repairs or rebuilding historic storefronts. Any applicable work must be permitted and meet all Town of Jupiter codes.

## ***Walls, Fencing, and Landscape***

Includes work to replace or add appropriate fencing or landscaping to hide incompatible or negative site elements such as storage yards, dumpsters, outdoor fabrication or work areas. Walls and fences must be permitted and meet all Town of Jupiter codes. Town staff must approve landscaping.

## ***Architectural Fees***

Not to exceed 20% of the of grant amount; Maximum of \$500.

## ***Reimbursement***

Reimbursement will be processed upon request after appropriate Town staff has approved that all project guidelines have been met and the project is 100-percent complete. Reimbursement will take approximately 30 days to process.

*The following items are specifically ineligible for the program:*

- Parking lot paving
- Interior work (even if visible through street-front windows)
- Other improvements required for redevelopment or occupancy of the property with the sole intention of complying with the Town of Jupiter's Building Codes
- Work required for Code Compliance
- Roof repair or replacement
- Franchise



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**CRITERIA**

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To be eligible for the Storefront Revitalization Matching Grant Program, the property/business must meet three of the six criteria listed below.

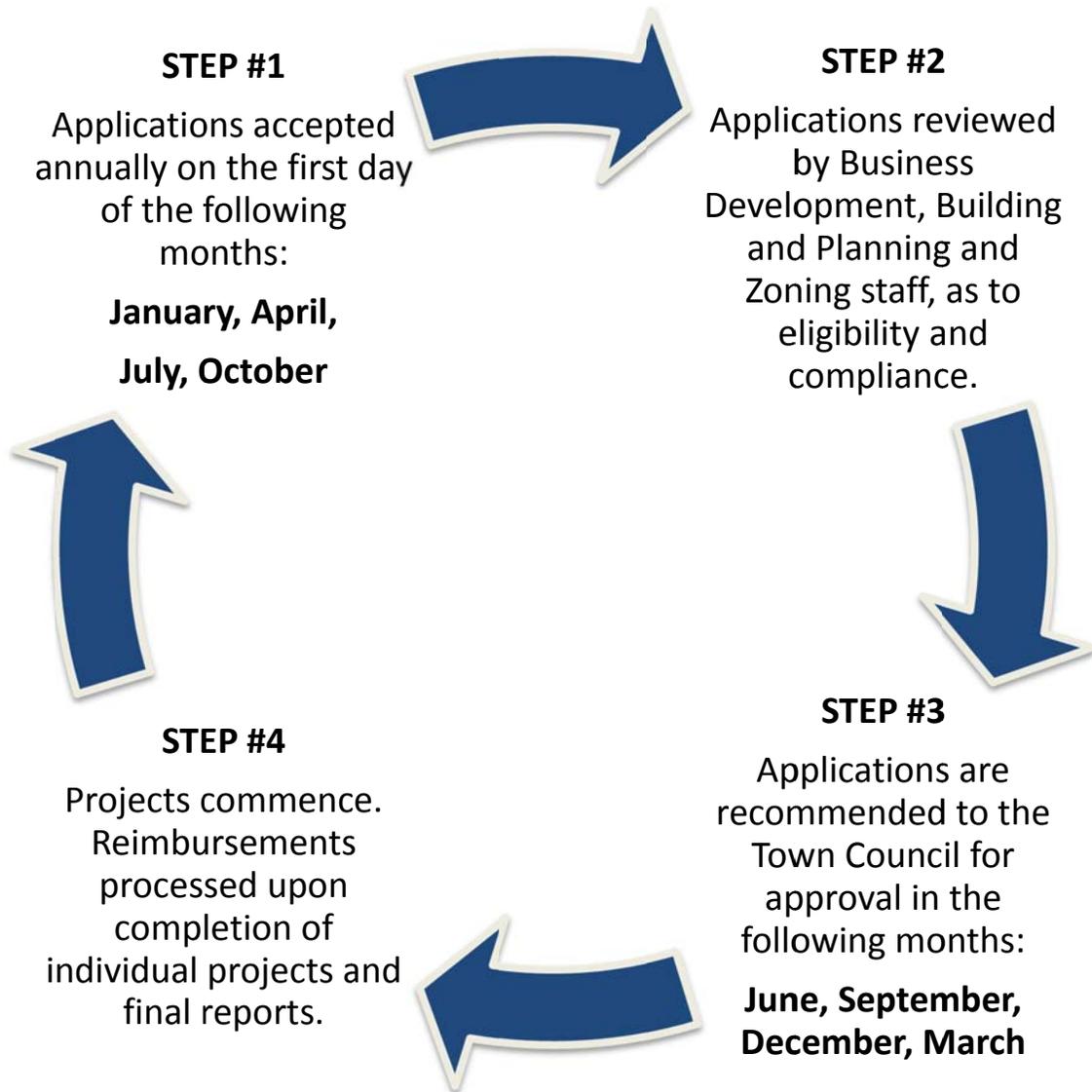
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1. Proposed improvements will enhance the buffer located adjacent to a residential neighborhood or will face a residential neighborhood\_\_\_\_\_.
2. Proposed improvements will face a main roadway\_\_\_\_\_.
3. Located in redevelopment/overlay district\_\_\_\_\_.
4. Established or renovated before current landscape codes (December 1990) and the proposed improvements will bring the property that is grandfathered in up to current landscape codes\_\_\_\_\_.
5. Owner/operator (excluding franchisee)\_\_\_\_\_.
6. Improvements are valued at a minimum of \$2,500\_\_\_\_\_.



**Town of Jupiter**  
**Storefront Revitalization Matching Grant Program**  
**PROCESS FLOWCHART**

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**Town of Jupiter**  
**Storefront Revitalization Matching Grant Program**  
**FINAL REPORT FORM**

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Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Scope of Work Completed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Grant Funds Requested: \_\_\_\_\_

Attachments – Please include the following items with your completed Final Report form:

1. Copies of paid contractor and receipts indicating total expenses for the project.
2. Digital and color photographs depicting the completed condition of the exterior of the property

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date