



Knoxville CBID Management Corporation Development Grant Program - Guidelines

The CBID Development Grant Program was created to provide a flexible source of funds to assist in making projects happen that add to downtown's vitality. The Development Committee was created to review and evaluate requests for funds and to make appropriate recommendations to the CBID Board of Directors for their consideration. Proposals are selected based on their ability to create or enhance activity and benefits for buildings located within the CBID.

GUIDELINES

Each request is assessed individually based on information received in response to the following Development Grant Program Application.

1. All applications are required to be delivered to the CBID staff.
 - a. Staff will deliver applications to the Development Committee prior to board submission.
 - b. CBID Staff will provide copies of the application to the CBID Board of Directors at the appropriate time.
 - c. Applicant is not to contact the Board until after the Development Committee review and recommendation(s) is made to the Board.
 - d. When requested, presentations to the Development Committee and the CBID Board of Director's will be made by the property owner or expected purchaser only.
 - e. The committee or board reserves the right to request a tenant or potential tenant presentation.
2. Applications are required to be submitted by the property owner, or potential buyer, and not by a tenant.
 - a. Grants are for façade or other publically viewed enhancements only.
 - b. Preference for funding will be given to applications for facades or enhancements that face a public street(s).
 - c. Facades or enhancements facing alleyways, parking lots etc. may be reviewed on a case-by-case basis with special permission of the committee.
3. A copy of the project's plans and budget must accompany application. Incomplete applications will not be accepted. Drawings must include façade square footage detail for each of the façade area(s) in which you are a requesting a grant.

4. Only permanent improvements are eligible for funding. Applications are due in CBID offices by the first day of each month and will be reviewed by the Development Committee with recommendations going to the CBID Board for their monthly meeting which will be held on the fourth Monday of each month.
5. Payment of the approved grant will occur upon completion of the improvements in accord with the application approved by CBID.
 - a. If for some reason you need to complete portions of the façade construction in phases, and wish to be reimbursed accordingly, please substantiate in your request. Without prior approval phased payments are not an option.
6. Your project must be started and completed within 12 months of grant approval.
 - a. Grant may be subject to an extension(s) if requested of the Development Committee with its recommendation to and approval of the CBID Board.
7. The previous grant cap and calculation formula have been removed from the application process.
 - a. Development grant(s) will be considered by the CBID Board based upon recommendations of the Development Committee.
8. CBID will not evaluate an application nor disburse funds on a project unless all City of Knoxville and Knox County property taxes and CBID assessments are current.
9. Certificate of Appropriateness, Certificate of Completion and/or Certificate of Occupancy will be required at time of payment.
 - a. **Advances of grant funds during construction and/or at completion will be based on a percentage of completion to be determined by a third party engineer/inspector selected by the CBID at the grant recipient's expense.**
10. The Development Committee and Board will evaluate project(s) based on submittals which meet the established criteria, CBID budget, and which give the best overall return on investment to the CBID.
11. Grant applications must be accompanied with a cashier's check. Application fees are one percent (1%) of the grant amount requested with a minimum of \$250 and a maximum of \$2,500.

In order to maximize the potential of the Development Grant Program, the committee and Board will maintain maximum flexibility in awarding funds and may, at its discretion, recommend waiver of one or more of these guidelines if special circumstances are determined to exist.

7. When will the project begin? _____
Completion? _____

Your project must be started and completed within 12 months of grant approval.

8. Will this project increase the number of downtown residents or permanent jobs? Yes No
If yes, by how many? _____

9. If this project will increase parking demand, what plans do you have to address this increased demand? _____

10. Application fee is nonrefundable and must accompany the application: Fee calculation is one percent (1%) of the grant amount requested with a minimum cost of \$250 and a maximum cost of \$2,500:

1% of grant amount requested

\$250 minimum

\$2,500 maximum

Please check one box

PROJECT REQUEST AND BUDGET

Please complete budget summary:

Total Cost of Project:

Land: \$ _____

Building: \$ _____

Improvements: \$ _____

Soft Costs: \$ _____

Total Cost: \$ _____

Describe what is included in Soft Cost: _____

Sources of Funding:

Equity:

Cash: \$ _____

Security: \$ _____

In-kind: \$ _____

Financing:

Requested from CBID: \$ _____

Other sources: \$ _____

Name Source of Other Financing: _____

Total Funding: \$ _____

- Provide twenty-six (26) complete packets of the application and drawings.
- Mark the top set "ORIGINAL" with 25 photocopies attached.
Include 24" x 36" (minimum size drawings) with "original" set.
- Drawings for 25 copy sets shall be reduced to 11" x 17" size.

THE CBID DEVELOPMENT GRANT APPLICATION CONSISTS OF ALL SIX (6) PAGES IN THIS PACKAGE
DEVELOPMENT GRANT PROGRAM - GUIDELINES
DEVELOPMENT GRANT PROGRAM APPLICATION
PROJECT REQUEST AND BUDGET

Return all 26 application packages to:

Ms. Michele Hummel
Downtown Knoxville/CBID
17 Market Square #201
Knoxville, TN 37902

If you have any questions, please contact CBID at 246-2654