

Process for Applying for the Façade Grant

1. INTRODUCTORY MEETING/CONVERSATION WITH TIFTON DDA EXECUTIVE DIRECTOR

Must take place before any project work has begun.

All potential applicants must meet with the DDA Director on-site prior to filling out the application. Staff will assist the applicant by explain the program, application requirements, selection process, and general process.

2. SUBMISSION OF APPLICATION

Must take place before any project work has begun.

Applicant must submit the grant request in the form of an application at least two weeks prior to the month's DDA meeting. Applicant will submit their request to DDA Director who will review it to make sure the applicant has supplied all the necessary information including photographs, detailed sketches or drawings (including exact colors, materials to be used, dimensions, etc.), bids from contractors (on letterhead), and any other information that can assist the request. After review by DDA Director, the Façade Grant application will be sent to the DDA's Design Committee.

3. REVIEW OF APPLICATION

The Tifton DDA Design Committee will review all applicants and determine which projects get funded and at what amounts each will receive. Applications will be reviewed based on the overall impact to the revitalization process of downtown. Once approved by the Design Committee, a recommendation will be made to the DDA Board of Directors for final funding approval. All effort possible will be made to expediently review the application so as not to slow down the improvement process.

5. COMMENCE WORK

Once the project has been approved by the Tifton DDA Board of Directors, the applicant may begin work. Work must be completed within 90 days from date of approval. Work extensions are at the discretion of the board. The DDA Director has the right to conduct weekly site inspections. Any changes in the approved work must be approved by the DDA Executive Director and the DDA Design Committee.

6. REIMBURSEMENT

Once the project is completed, the applicant must submit copies of cost documentation (invoices, etc.) along with copies of all cleared checks to the Tifton DDA for reimbursement. Reimbursement will be made to applicant within 30 days of receipt of project payment documents.

