

ADC FINE ART
GALLERY
(16 N. FORT THOMAS AVE)
2023 GROW GRANT
RECIPIENT



2024 GROW GRANT

GRANTS FOR REVITALIZATION,
OPPORTUNITY, AND
WORKSPACE IMPROVEMENT IN
FORT THOMAS, KENTUCKY.

OUR COMMITMENT

The City of Fort Thomas is committed to the development and support of small businesses in our community. The Grow Grant Committee offers façade and interior grant opportunities for current or prospective small businesses and commercial property owners.

Through the Grow Grant program you can apply for a grant up to \$10,000. For our Grow a Lot program you can apply to receive a grant that would cover up to \$20,000 of the cost of the full project. Through the grant opportunity, the business or property owner will be responsible for 50% of the full cost of the project.

RELEASE

By submission of application, applicant agrees, that the City of Fort Thomas is not responsible for defects, errors or omissions in design, materials or work on any improvements reviewed or approved, nor for any nonconforming or noncompliant materials or work.

The City of Fort Thomas, its staff, officers, directors, attorneys and agents have no liability whatsoever for the manner, quality, safety or compliance in which any improvements were made or installed. Applicant furthermore releases and holds the City of Fort Thomas harmless from any costs, claims or liability relating to the construction or reimbursement of any part of the improvements, or in any way relating to this grant request.

ELIGIBILITY

Any franchise, trade, occupation, profession or other business within the meaning and context of KRS 92.280, 92.281 and § 181 of the Kentucky Constitution, that has less than \$750,000 in annual payroll (Defined as W-2 wages or K-1 wages) other than:

- 1.Those business activities of sexually oriented businesses or sexual encounter establishments as elsewhere defined and regulated in other ordinances of the city; and
- 2.Those business activities which receive incentives from the Commonwealth that involve occupational license fees for which the City already is contributing to those incentives; and
- 3.Those businesses that have been approved for a Grow grant within the past 2 years; and
- 4.Those businesses that have exceeded or would exceed \$25,000 of any city grant over a 5 year period, unless approved by city council.

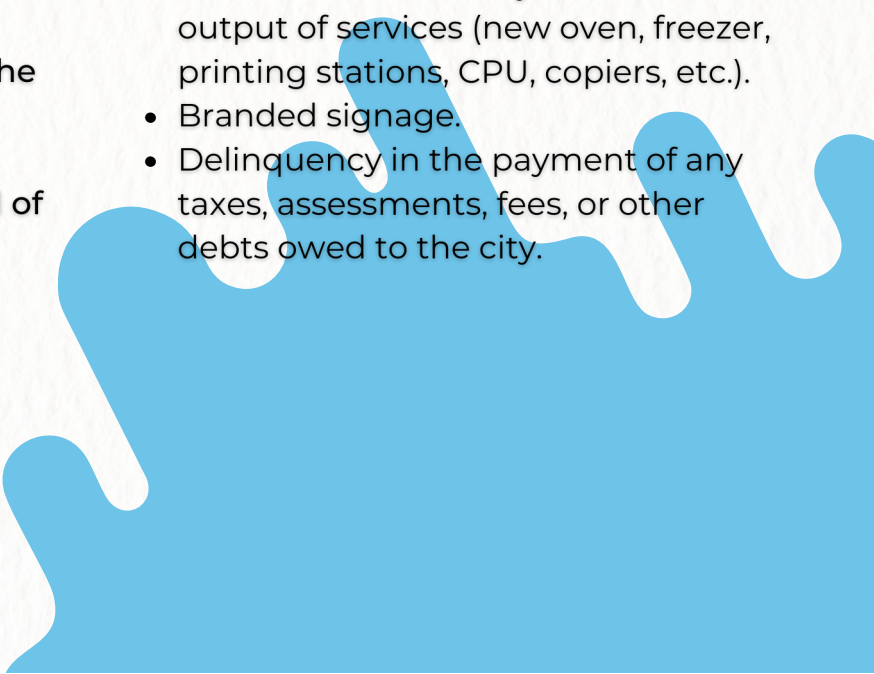
THE PROJECT(S)

The City of Fort Thomas may accept applications that fall outside of these parameters. If you have questions about whether your project would qualify please call the Economic Development Director.

QUALIFYING PROJECTS

- Accessibility improvements (walkways, ADA compliance, etc).
- Storefront improvements (including exterior painting, awning, fencing, permanent benches, permanent planters, bike racks, long lasting landscaping and repairs).
- Decorative lighting - installation, repair or replacement of fixtures on exterior of façade.
- Renovation or restoration to improve architectural and historic details.
- Masonry work (cleaning, repair, brick work, tuck pointing) to improve the structural or appearance of a building/space.
- Energy Efficiency Items - Replacement or repair (windows, doors).
- Exterior Signage - installation, improvement or replacement of permanent signage fixtures.
- Mechanical, electrical, utility, and/or plumbing improvements.
- HVAC, fire suppression, improvement costs of bringing the building up to code.
- Permanent flooring, lighting, and fixtures.
- Improved customer restrooms.
- Construction of new walls/ demolition of unnecessary existing walls.
- Support mechanisms (foundation, support beams, columns, trusses, etc.) This excludes roof repairs/ replacement.

DISQUALIFYING PROJECTS

- Home based business.
 - Design fees related to websites branding or marketing.
 - Professional fees unrelated to the project.
 - Point of sale items.
 - Payroll or salaries unrelated to the project.
 - Projects or programs that have started prior to written approval of the grant.
 - Additions to the commercial property.
 - The purchase for resale, ingredients or items otherwise related to daily sales.
 - Replacement or new purchase of items that will directly affect the output of services (new oven, freezer, printing stations, CPU, copiers, etc.).
 - Branded signage.
 - Delinquency in the payment of any taxes, assessments, fees, or other debts owed to the city.
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GRANT PROCESS

- Applicants must complete the GROW grant application. **Incomplete applications will not be accepted. We will not accept missing information after the application due date.**
- Applications will be reviewed for completion by the Grow Grant Committee.
- Any application that is advanced will go to the Design Review Board for approval. Design Review Board meets on the fourth Thursday of the month and all forms must be complete with the application. You can find required forms at forthomasky.org.
- Applicants obtain all appropriate permits prior to beginning work on any qualifying improvements, renovations or additions.

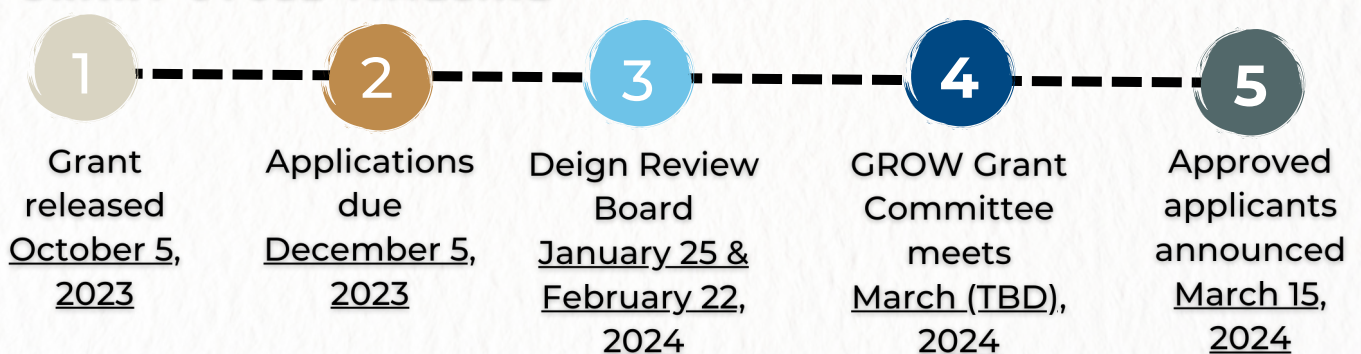
UPON APPROVAL

Any changes to qualifying expenditures must be approved by Economic Development Director. Once the grant is approved, the grantee has six months to begin work on the project and one year to complete. The grantee may be awarded a six month extension by Economic Development Director if the grantee can demonstrate good faith effort in completing the project. All projects are subject to appropriate zoning and building codes. Grant funding shall be dispersed only after the work is completed and final inspection has been made by Economic Development Director. Proof of costs incurred will be required in the form of appropriate receipts. The grantee is responsible for ongoing maintenance and upkeep of improvement.

REIMBURSEMENT OF EXPENSES PURSUANT TO THE GRANT

The approved business shall submit documentation satisfying the City of Fort Thomas Economic Development Director, showing proof of the approved Aesthetic and Structural improvements by June 2, 2025 allowing ample time for inspections. The Economic Development Director will present each qualifying grant to the Mayor and City Administrator for approval. The Grow Grant is only approved after the business or property owner has received a signed approval from the City of Fort Thomas. The City of Fort Thomas shall reimburse the business or property owner in an amount up to Fifty (50) percent of said improvements, but in no circumstances shall the City's contribution exceed \$20,000.

GRANT CYCLE TIMELINE



BEFORE STARTING THE APPLICATION

The following information is required to make a preliminary determination on the eligibility of a project under the GROW Grant Program. A hard copy with all required information, signatures, and supporting documents must be turned into the City of Fort Thomas Economic Development Director. Incomplete applications will not be accepted. We will not accept missing information after the application due date. **Applications can be mailed to 130 North Fort Thomas Avenue, Fort Thomas, KY 41075. Please refer to the Grow Program guidelines and the Economic Development Director for assistance with this application.**

DOCUMENTS TO ATTACH

- Proof of property ownership/ Occupational License.
- City of Fort Thomas's Certificate of Appropriateness (if applicable).
- Fort Thomas Building Permit (if applicable).
- Copy of Inspection completed by Building Inspector.
- Copy of plans submitted by a licensed contractor.
- Business Tenant conditional lease agreement (if applicable).
- Description of property and history of the business/ company.
- Filled out W-9 form.
- Yearly payroll reconciliation (documentation of payroll less than \$750,000 annually).
- The anticipated cost of the proposed improvements and the amount requested by the Business.
- An explanation for how the improvements of the business meets any of the following factors:
 1. Improve property aesthetics within the City of Fort Thomas
 2. The businesses' aesthetic and structural improvements will increase the property tax value

CHECK LIST

- ___ Create a Project Budget.
- ___ Acquire written authorization from building owner (if not the applicant). acknowledging project improvements.
- ___ Acquire copy of business lease or other relevant ownership or occupancy documentation.
- ___ Complete forms and attach the review fee for the Design Review Board.
- ___ Acquire drawing/plans of proposed project.
- ___ Complete and submit application form.

CONTACT US

Chanda Calentine
Economic Development Director
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ccalentine@ftthomas.org

Sam Shelton
City Administrative Assistant
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sshelton@ftthomas.org

Mark Stewart
Building Inspector
(859)572-1211
mstewart@ftthomas.org

2024 GROW GRANT

SECTION A: APPLICANT

Applicant Name	E-mail Address	SS# or TIN if Applicant is a business		
Street or P. O. Box	City	County	State	ZIP Code
Telephone Number	Fax Number	Owner of Property? Owner of Business (Company) operating on the subject Property?		

SECTION B: CO-APPLICANT (IF APPLICABLE)

Co-Applicant Name	E-mail Address	SS#		
Street or P. O. Box	City	County	State	ZIP Code
Telephone Number	Fax Number	Tax ID Number		

SECTION C: SUBJECT PROPERTY

Current Property Owner	Property ID Number	****		
Current Property Owner's Address:	City	County	State	ZIP Code
Street or P. O. Box				
Property Address	City	County	State	ZIP Code
Street	Fort Thomas	Campbell	KY	41075
Telephone Number	Fax Number	If purchasing subject property Purchase/Closing Date	****	

SECTION D: COMPANY (BUSINESS OPERATING ON SUBJECT PROPERTY)

Company's Name	Employer Identification Number (EIN)	****		
Current Address of Company	City	County	State	ZIP Code
Project Address (if different from above)	City	County	State	ZIP Code
	Fort Thomas	Campbell	KY	41075
Company's Taxable Year End	Organization Type	Do you have a Campbell County/Fort Thomas City Occupational License? <input type="checkbox"/> YES <input type="checkbox"/> NO		

SECTION E: COMPANY'S CONTACT

Name of Company's Designee	Title	Name of Contact (if different from designee)	Title	
Street or P. O. Box	City	County	State	ZIP Code
Telephone Number	Fax Number	Email Address		

SECTION F: FACADE, STRUCTURAL, & OTHER IMPROVEMENTS

****	****	Number of commercial units	Number of residential units	
Has the Property been cited for code violations in the past year? YES <input type="checkbox"/> NO <input type="checkbox"/>	If YES, please explain	Current Appraised Value of Property		
		Land		
		Improvements		
		Total Value		
Please provide a description of the proposed improvements to the Property and the construction necessary to achieve.				
Will this project require the commercial portion of the Property to be closed during construction? YES NO				
If YES, would such a closure cause a current business to close its doors during construction? YES NO				
If Company/Business Owner is different from Property Owner or Applicant, Business Owner is both aware of the project and understands they are making appropriate arrangements.				
Signature _____ Business Owner		Date _____		
Please indicate the date your original intent was expressed to the City and its Renaissance Manager/Economic Development Director.	Date the Applicant expects to begin the project:	Date the Applicant expects to complete the project:	Date the Applicant expects to open/re-open the facility (if applicable):	
Please provide a detailed project timeline:				
Please provide the following information about your contractor.				
Name of Principal	Title	Company's Name	Telephone number	Email Address
Please provide a breakdown of the expected investment required and associated costs.				
Design:	\$			
Materials:	\$			
Labor:	\$			
Machinery & Equipment:	\$			
Permits and Licensing:	\$			
Other:	\$			
Total Project Investment:	\$			
Please provide a detailed description of how the project will be financed. <i>(Do not include Grow Funds at this time)</i>				
Please provide a brief description of your plans for the Property following the completion of the proposed project.				
Is this property a historic property? YES <input type="checkbox"/> NO <input type="checkbox"/>	Will you be pursuing property tax breaks? YES NO	Will you be pursuing the Kentucky State's Historic Preservation Tax Credit? YES NO		

SECTION G: SIGNAGE BRACKET APPLICATION (IF APPLICABLE)

Legal name of business	Name of business that appears on proposed sign	
Is the applicant the owner of the property where the proposed sign will be installed? YES NO		
If NO, to the question above, does the owner of the building approve the installation of the proposed sign bracket? YES NO	Property Owner's Approval <i>I hereby approve the applicant to purchase and install a sign on my property as proposed in this application.</i>	
	Signature _____ <i>Property Owner</i>	Date _____

APPLICATION AUTHORIZATION, CERTIFICATION & ACKNOWLEDGMENT

I/We, _____

(names and titles) duly authorized representatives of _____ (the Applicant) hereby apply for "Approved Project" status from the City of Fort Thomas, Kentucky, Planning Commission and hereby certify that I/We have been authorized by Applicant to file this application, to provide the information accompanying this application, to make the covenants and agreements set forth herein, and that the information provided herein is true and complete and that it reflects the applicant's intentions for investment.

I/We understand that the information provided with this application will be relied upon by the City in deciding whether to grant "Approved Project" status and that the City reserves the right to take action against the applicant or any other beneficiary of the Approved Project if the City discovers that the applicant intentionally provided misleading, inaccurate, or false information. I/We make this certification under the penalties of perjury.

I/We understand and hereby agree that by submission of the application, Applicant agrees, that the City of Fort Thomas is not responsible for defects, errors or omissions in design, materials or work in any improvements reviewed or approved, nor for any nonconforming or noncompliant materials or work. The City of Fort Thomas, its staff, officers, directors, attorneys and agents having no liability whatsoever for the manner, quality, safety or compliance in which any improvements were made or installed. Applicant furthermore releases and holds the City of Fort Thomas harmless from any costs, claims or liability relating to the construction or reimbursement of any part of the improvements, or in any way relating to this grant request.

I/We understand that pursuant to KRS 61.870 et seq., the Kentucky Open Records Act that this application and documents submitted in support thereof are public record.

I/We confirm that I/We have reviewed and accept all parts of this program's policies and requirements.

Signed:

_____	_____	_____
Name	Title	Date
_____	_____	_____
Name	Title	Date

[ADD NOTARY BLOCK]