



**Town of Jupiter**  
**Cypress Drive Commercial Matching Grant Program**  
**APPLICATION FORM**

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 \_\_\_\_\_ Warehouse

1. Is the building occupied? Yes \_\_\_ No \_\_\_; 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 (e.g. improve the appearance, function and/or safety) and how you intend to maintain physical improvements proposed for the grant. (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 \$25,000): \$ \_\_\_\_\_

**NOTE: Based on the availability of funds budgeted by the Town**

5. Type of Work to be completed (check all that apply):
- Screening, walls and fencing
  - Landscaping
  - Building facade improvements (e.g. awnings, shutters, windows, arcade, doors)
  - Masonry repair/paint removal
  - Paint (including Murals)
  - Relocate equipment
  - Safety/Handicap Accessibility
  - Other: \_\_\_\_\_
- 

**Attach the following:**

1. A letter describing in detail, the proposed scope of work. In some cases, manufacturer specifications or a diagram of the project will be required upon request.
2. A copy of the contractor bid or estimated cost of materials and quantities 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 and executed copy of the application agreement form.
6. Provide a statement of authority from the property owner.

**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 TO:**

Planning and Zoning Department  
 Town of Jupiter  
 210 Military Trail  
 Jupiter, FL 33458

Any person listed as the property owner must sign the application.

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

\_\_\_\_\_

Print Name

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

\_\_\_\_\_

Print Name



# Town of Jupiter Commercial Revitalization Matching Grant Program GUIDELINES AND ELIGIBILITY

---

## ***\$25,000 Matching Grants Available for Small Businesses***

The Town of Jupiter offers a Commercial 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 or property.

The program will provide matching grants up to \$25,000 for improvements to small business properties. Businesses or property owners 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 three 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 a minimum of three of the twelve eligible criteria, as described in the application package, will be considered for the grant. Projects that meet additional criteria will be prioritized. 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 not have any active Code Compliance cases.

***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.

## **Types of eligible improvements**

**Screening, Walls, and Fencing:** Includes work to replace or add appropriate screening, walls, and/or fencing to hide or secure 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.

**Landscaping:** New landscape areas and/or replacement landscaping that includes trees, palms, shrubs and/or ground cover is included provided that plants are low maintenance and drought tolerant. Increased pervious areas for landscaping is preferred over replacement plantings. Town staff is available to provide recommendations and must approve landscaping.

**Building facade improvements:** Work performed on the exterior of a building including masonry repair, painting or murals, window or door replacement, architectural elements such as arcades, entry features, awnings, shutters, trim, brackets, or other similar details. Masonry repair, window and door replacement, arcades, awnings, and shutters must be permitted through the building department and meet all Town of Jupiter codes. Any applicable work must be permitted and meet all Town of Jupiter codes.

**Architectural Fees:** Not to exceed 20% of the grant amount; Maximum of \$5,000.

**Reimbursement:** Reimbursement will be processed if work is completed within two years from Town Council awarding the grant, and upon request after appropriate Town staff has verified and approved all project guidelines were met and the project is 100-percent complete. Reimbursement will take approximately 30 days to process.

**NOTE: Funding will only be distributed through reimbursement. Paid invoices are required.**

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

- Parking lot paving or resurfacing
- Improvements on the interior of a building (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 on the occupied structure
- Any work associated with a franchise businesses



**Town of Jupiter**  
**Commercial Revitalization Matching Grant Program**  
**CRITERIA**

---

---

To be eligible for the Commercial Revitalization Matching Grant Program, the property/business must meet a minimum of three criteria listed below. Projects that meet additional criteria will be prioritized.

---

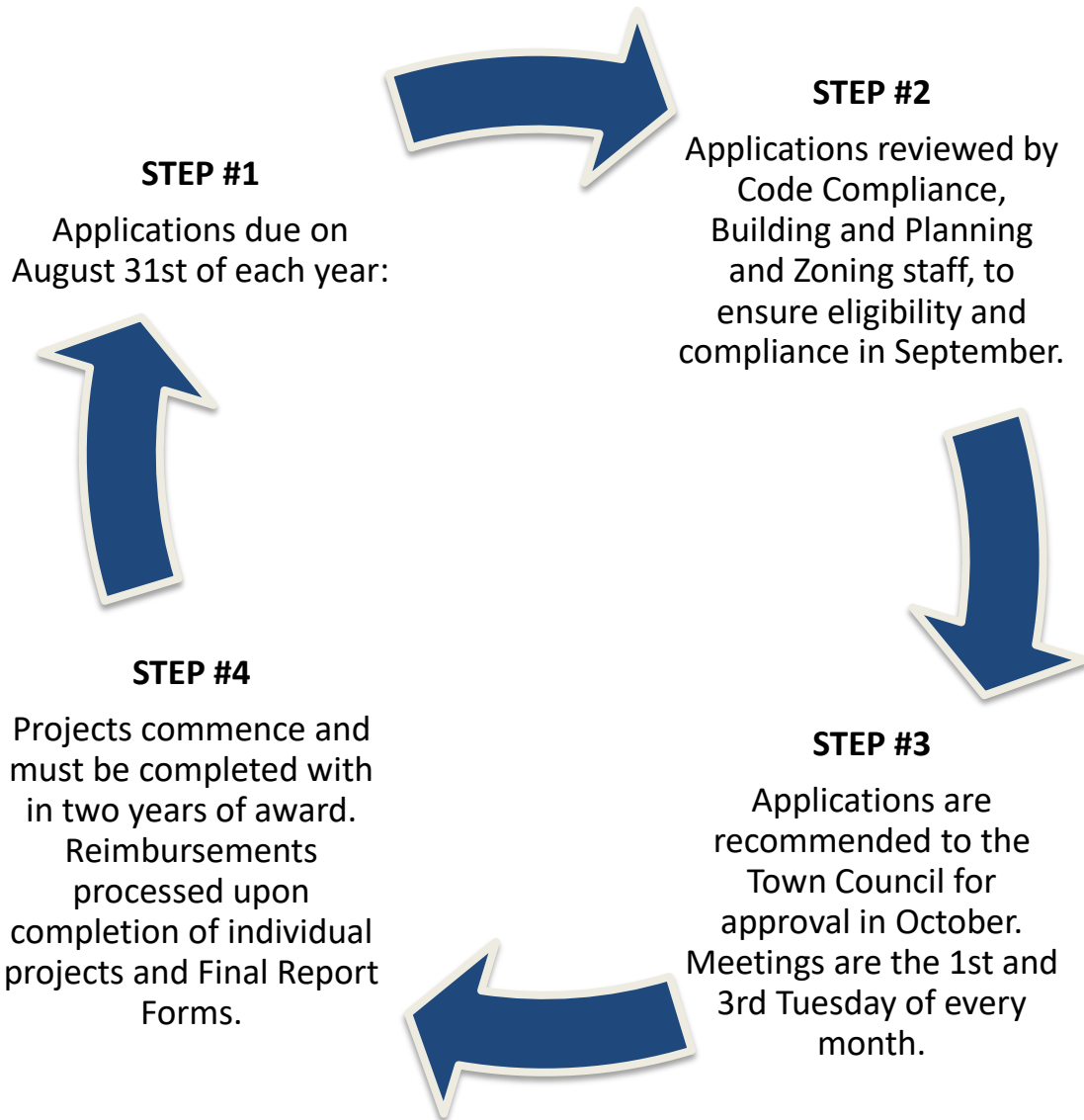
1. \_\_\_\_\_ Proposed improvements will enhance the buffer facing a residential neighborhood.
2. \_\_\_\_\_ Proposed improvements will face a main roadway.
3. \_\_\_\_\_ Located in redevelopment/overlay district.
4. \_\_\_\_\_ Originally built before current landscape codes (December 1990) and the proposed improvements will bring the property that is grandfathered closer to or meeting current landscape codes.
5. \_\_\_\_\_ Owner/operator (excluding franchisee).
6. \_\_\_\_\_ Located on Cypress Drive.
7. \_\_\_\_\_ Improvements are valued at a minimum of \$5,000.
8. \_\_\_\_\_ Age
9. \_\_\_\_\_ Recent Improvements

10. \_\_\_\_\_ Documented Issues with Property (Poor drainage, high lot coverage)
  
11. \_\_\_\_\_ Have not applied for the Commercial Revitalization Matching Grant Program within the last 3 years.
  
12. \_\_\_\_\_ Project Improvements include the improvement of drainage or increased green space



# Town of Jupiter Commercial Revitalization Matching Grant Program PROCESS

---





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

**FINAL REPORT FORM**

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

Property Owner Name (if different): \_\_\_\_\_

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

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

Date Work Completed within two years of award: \_\_\_\_\_

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 or Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Town Official

\_\_\_\_\_  
Date