



# Design Improvement Grant Application

FUNDED BY DUCKTOWN CDC, ADMINISTERED BY ATLANTIC COUNTY IMPROVEMENT AUTHORITY (ACIA)



## Grant Basics

- The Ducktown CDC Design Grant program is only available to properties in the Ducktown Neighborhood and Venice Park. Mixed-use Properties with commercial and residential uses are eligible.
- All applications for grant funding will be reviewed by the Ducktown CDC.
- All applications must be approved prior to construction. No grant funding will be provided after-the-fact.
- The Ducktown CDC reserves the right to reject any application, and all applications are subject to availability of funds.
- The Ducktown CDC meets monthly to review applications. It is the responsibility of the applicant to provide the Ducktown Neighborhood CDC with all the necessary review material one week prior to the meeting. If the application is complete and meets all requirements, the application can be scheduled for review, and usually approved in one meeting. Incomplete applications may take additional meetings for approval. Specific requirements for submission are listed on a separate sheet.
- A minimum of two (2) estimates for construction of an approved project must be obtained before a contract can be awarded. The applicant may seek estimates from any qualified contractor.
- The Ducktown CDC will pay approved grant funds directly to the applicant in two stages, the first upon completion approved and signed contract agreements between applicant and vendor and then final payment to applicant upon final inspections and approvals from the City of Atlantic City Construction Office. Contracts for work shall be made between the applicant and the contractor. Neither Ducktown CDC nor the City of Atlantic City shall be liable to any contractor. All grant payments to applicants as a result of participation in this program, will be dispersed upon approvals by Ducktown CDC and the City of Atlantic City. Any work other than specifically listed as part of the Grant Program will not be subject to reimbursement.
- All permits for zoning and construction must be obtained from the City of Atlantic City Construction Office. Contractor or applicant will arrange for all required permits and inspections.
- The Ducktown CDC must approve any contract change orders.
- Final consideration of all applications will include a review of the property status, including conformance with all zoning, construction, and fire code issues, as well as verification of paid-up status on all property taxes. If the subject property or any other property owned (or partially owned) by the applicant has outstanding violations or is delinquent on any tax or other obligation to the Borough, the application will be denied.
- Project funding for applications is conditional upon availability of funds through the New Jersey Tax Revitalization Credits Program, Neighborhood Preservation Program or other funding mechanisms that may be established in the future



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## APPLICATION

NAME (Point of Contact): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Business Name(If Applicable): \_\_\_\_\_

Address of Application: \_\_\_\_\_

### Is the applicant the owner of the building?

- Yes.** The building owner is required to provide proof of ownership such as payment of property taxes or property deed.
- No.** If the applicant is not the owner of the builder, the applicant is **required** to submit written evidence of building owner's approval of the application (refer and fill out number 2). **Note:** the owner's approval can be shown in a simple letter.

Please check which neighborhood the property resides in

Ducktown

Venice Park



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**Please provide building owner's contact information.**

- Applicant is the building owner. If applicant is the building owner, and the contact information is the same as above, you can leave this section blank.

Name of Owner/Company/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Telephone: ( \_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_

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



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## PROJECT DESCRIPTION

### Awning Grant

**Funding structure:** 100% funding for new or replacement awnings up to \$1,500.00 maximum per business.

#### ***Awning Materials and standards:***

- Awnings of canvas, or similar material, such as “Sunbrella Dyed Acrylic Fabrics” are recommended, or as approved by the Design Committee.
- The program will **not** fund coated vinyl awning fabrics, such as “Cooleybrite” or similar materials. Equivalent fabrics are also prohibited.
- Straight, roll-up awnings are the approved style. However, straight, fixed awnings will also be allowed. Rounded awnings, such as “cascade” or “waterfall” will **not** qualify for grant funding.
- The preferred lighting of the awning or awning sign is from above, with fixtures approved for use by this program, such as “gooseneck” lamps. “Under lit” awnings are not eligible.
- Awning signage is subject to the existing regulations in City Ordinance.

### Sign Grant

**Funding Structure:** 100% funding for new or replacement signs up to \$1,500.00 maximum per business.

#### ***Sign materials and standards:***

- The sizes of the sign(s) and lettering must conform to the City Land Use Ordinance.
- White plastic, rear lighted signs are not allowed.
- A frame around the sign is usually desirable.
- Individuality and creative design solutions are encouraged.
- Projecting, or “blade” signs are encouraged.
- The sign location must fit in, logically and architecturally, with the building façade.
- All signs must be securely attached to the building, and not interfere with public safety.



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## **Landscape Grant**

**Funding Structure:** Funding for new or replacement plants up to \$500.00 maximum per business.

### ***Landscape Standards:***

- Grants will be available for new or replacement plants: trees, shrubs, ground cover, annuals and/or perennials.
- The applicant must exhibit diligence in maintaining the plant's life.
- Grants will not be made for replacing dead plants purchased in a previous grant.

## **A.D.A. Accessibility Grant**

**Funding Structure:** 100% funding for barrier-free entrance improvements to commercial establishments up to \$1,500.00 maximum per business.

### ***A.D.A Standards:***

- If the A.D.A. project must go before the Planning Board or Zoning Board of Adjustment, approval from that Board must take place before a grant can be considered.
- All design work must conform to the Americans with Disabilities Act.
- The City of Atlantic City Official will be responsible for enforcing the requirements of the Americans with Disabilities Act during all construction of the barrier-free improvements.

## **Ducktown Architectural Services Grant**

**Funding Structure:** Funding for Architectural Services up to \$1,000.00 maximum value for the preparation of a detailed report and an architectural rendering indicating improvements and renovations.

### ***Architectural Standards:***

- Only one grant per building in any five-year period.
- Applicants must be ready to begin construction within six months of the approval and complete all improvements within one year.

## **Lighting Grant**

**Funding Structure:** 100% funding for new or replacement lighting up to \$1,500.00 maximum per business.

### ***Lighting materials and standards:***

- The size and scope of the lighting must conform to the City of Atlantic City Land Use Ordinance.
- All lighting locations must fit in, logically and architecturally, with the building façade.
- All lighting must be securely attached to the building, and not interfere with public safety.



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## Type of Grant Sought

**NOTE: The maximum amount that any business is eligible to receive in any fiscal year is \$3,000.00, through any combination of these programs.**

**Please check all that apply:**

- Awning Improvement Grant up to a maximum of \$1,500.00 per business.
- Sign Improvement Grant up to a maximum of \$1,500.00 per business.
- Landscape Improvement Grant up to a maximum of \$500.00 per business.
- Architectural Services Grant.
- A.D.A. barrier-free entrance Grant up to a maximum of \$1,500.00 per business.
- Lighting Grant up to a maximum of \$1,500.00 per business.

## PLEASE ATTACH COPIES OF THE FOLLOWING

**\*NO APPLICATION WILL BE PROCESSED UNTIL ALL DOCUMENTS ARE SUBMITTED\***

- Current photograph of the building, showing areas of interest.
- COI (certificate of insurance)
- Proof of the proposed project. (image of proposal)
- Detailed cost estimate
- Second detailed cost estimate from an alternative vendor.
- Second proof corresponding to the second cost estimate. (image of proposal)
- Any pertinent color samples, drawings, plans, documents, etc. (If applicable)

PLEASE EMAIL THESE DOCUMENTS TO [ACDUCKTOWN@GMAIL.COM](mailto:ACDUCKTOWN@GMAIL.COM)

**\*\*Please sign on the next page\*\***

## AGREEMENT

*I understand that my project will be evaluated, and recommendations made as to the scope of work to be included in the Grant Program. I agree to utilize the services of Ducktown CDC Design Grant with respect to my project and to cooperate with the Design Grant 's reasonable recommendations. I understand that the submission of this application in no way guarantees me a grant from the Ducktown CDC as it reserves the right to reject any application. I understand that this application will be rejected if my property or any property in which I hold an interest has open violations of any City code or is delinquent about the payment of taxes or other charges due the City. All such properties will be ineligible to participate for a period of one year after the conditions*



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*are cured. I understand that additional information may be requested as needed.*

*I have read and agree to the terms and conditions set forth above.*

X \_\_\_\_\_  
Signature(s) of Owner

X \_\_\_\_\_  
Date