



City of Clearwater
Community Redevelopment Agency
Essential Equipment Grant Program

A. Program Overview

The Clearwater Community Redevelopment Agency (CRA) provides the **Essential Equipment Grant Program** up to \$3,500 to assist Food and Beverage (F&B) operators with the purchase or repair of essential equipment needed to effectively operate F&B establishments.

The amount of grant funds for the program will be established by the CRA Trustees on an annual basis. All grant awards are subject to budget availability. Applications will be accepted on a rolling basis. The application form is available by clicking on the link provided [CRA Grant Applications](#).

The **Essential Equipment Grant Program** directly promotes goals and objectives of the 2018 Clearwater Downtown Redevelopment Plan, specifically:

Objective 4D: Encourage renovation, restoration, and reuse of existing historic structures to maintain the character of Downtown's neighborhoods.

B. Program Eligibility and Activities

The Community Redevelopment Agency staff will administer the **Essential Equipment Grant Program**. Funding for this grant program is based on budget availability and will be considered on a first-come, first-served basis and awarded one-time. Previous CRA grant awardees *may* be considered eligible by the discretion of the Executive Director including but not limited to Business Renovation grant. Application submission does not guarantee approval. Applications will be reviewed for completeness and compliance with program criteria to determine eligibility for grant funding.

An applicant for the **Essential Equipment Grant Program** must meet all the following criteria to be eligible for the grant:

- Applicant is a business owner or commercial tenant operating a Food and Beverage establishment, within the Downtown CRA boundaries.
- Applicant must submit 2 quotes per item.
- Property taxes are current; and
- Currently open for business.

C. Grant Process

Food and Beverage (F&B) operators first complete a grant application. CRA staff reviews the application for funding eligibility. Once an application is determined complete and in compliance with the grant program, CRA staff will execute a grant agreement that outlines the approved funding amount and total equipment costs. The application form is available by clicking on the link provided [CRA Grant Applications](#).

Application Submission

1. Applications can be submitted via email, in person, or postal services. Incomplete applications will not be accepted.
2. Each application will be reviewed according to the following criteria:
 - I. Consistency with the goals of the Downtown Redevelopment Plan
 - II. Ability to meet the program objectives, legal and financial requirements of the grant

If the application is approved by the CRA Director, the applicant shall sign and complete a funding agreement.

Payment Process

Grant funds will be disbursed by the CRA to the applicant on a reimbursement basis for eligible project expenses. The CRA Director can approve grant reimbursements up to \$3,500. Applicants must submit paid invoices as proof of payment.

Projects requiring a building permit will need to submit proof of a Certificate of Occupancy or Completion prior to requesting reimbursement. The CRA Director has the authority to modify the payment process based on extenuating circumstances.

D. Next Steps

If you are interested in learning more about the **Essential Equipment Grant Program**, please click on the link provided [CRA Grant Applications](#) or contact Vickie Shire at Vickie.shire@myclearwater.com.