CLEARWATER DOWNTOWN DEVELOPMENT BOARD

Clearwater Downtown Development Board
Funding Request Policy and Procedures

This policy shall apply to funding requests for grants submitted to the Downtown Development Board (DDB):

POLICY

1. All property owners, residents and businesses located in the DDB district and/or projects that will occur in the DDB district are eligible for funding. Grant funds must be used to assist in the revitalization of downtown Clearwater as described in the DDB's ordinance.

2. Funding requests must comply with state, local and DDB ordinances and policies.

3. Funding requests will be considered on a rolling basis in the following categories: Marketing, Business Assistance and Project/Policy Work. The DDB will allocate a defined amount of funding for each category during their annual budget process.

4. The DDB will prioritize funding requests that align with the adopted work plan which will be adopted on an annual basis.

5. Grant payments will be issued in accordance with the DDB's adopted financial policies. The DDB may determine on a case by case basis if it will issue grant payments in advance of the activity/project or on a reimbursement basis.

FUNDING REQUEST PROCEDURE

1. The applicant will complete a grant funding request form and discuss the request with CRA staff. Staff will provide direction to the applicant on the DDB's funding priorities.

2. Once the request form is complete, CRA staff will email it to DDB members to solicit questions and comments for the applicant to respond to in preparation for the public hearing.

3. After the DDB member feedback is received, the request will be heard at the next available DDB meeting. The applicant may present their request at the hearing. Staff will prepare a recommendation including the proposed grant amount, project activities, payment schedule and reporting requirements. The DDB may choose to grant funding, deny funding or continue to another meeting.

4. If the grant request is approved, the applicant will complete a grant agreement that outlines the grant request, proposed activities, timeline, budget, reporting requirements and other pertinent information.