



**LIGHTING IMPROVEMENT
MICRO GRANT PROGRAM**

Downtown Shreveport, Louisiana

**Sponsored by:
Downtown Development Authority**



Façade Improvement Micro Grant Program

The Downtown Development Authority (DDA) wishes to stimulate new investment, enhance business and development opportunities and to attract new customers to Downtown through a brighter and more attractive streetscape. The program is designed to increase customer traffic, enhance pedestrian safety, and improve the visual appeal of the street by providing an economic incentive to retailers, restaurants and other businesses for exterior and interior lighting which can be **seen from the front sidewalk and street.**

For interior (window display) and exterior lighting that enhances pedestrian safety in the public realm, a \$2,000 grant will be offered without requiring a match from the applicant, provided that the applicant keeps the lighting on from dusk until dawn.

Eligibility

Applications for grants shall meet the criteria outlined below:

1. Properties must be located within the downtown boundaries shown (See exhibit A)
2. The Lighting Improvement Micro Grant shall only be awarded for properties that contribute to the DDA through the payment of ad valorem taxes and are current on payment.
3. Applicants must be able to document total project costs that the grant amount will apply to.
4. Successful applicants must enter into a Funding/Grant Agreement with the DDA.
5. Prior to awarding of the check, there will be a final inspection of the installed lighting.

Application Process

Prospective applicant submits an application package which consists of an introductory letter providing an overview of the project and DDA Program Application.

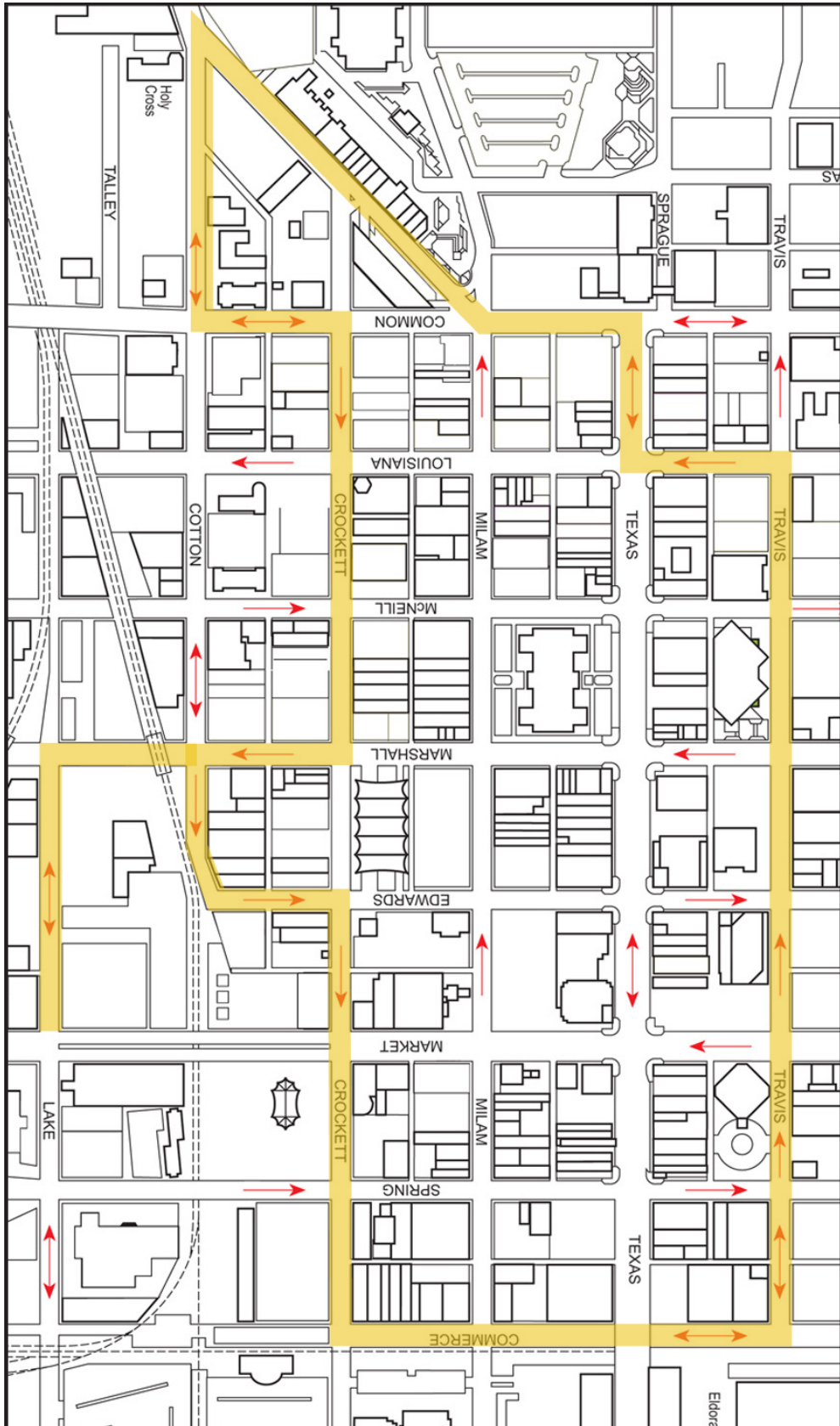
The DDA will provide a letter of Grant Commitment, subject to completion of the project according to city building permits, compliance with DDA program requirements, and all other required approvals. The Grant Commitment letter serves as a notice to proceed on Lighting Improvements.

The DDA grant pays only for lighting to be installed, not for lighting that already exists.

Disclosure

The DDA expressly reserves the right to reject any and all applications or to request additional information from any and all applicants and grantees. The DDA retains the right to deviate from the program guidelines, or amend the program guidelines, agreements, and application procedures. The DDAD also retains the right to display and advertise properties that receive funds under this Grant. Grant funds are limited.

Exhibit A



Contact Information:

Liz Swaine, DDA Executive Director

liz@downtownshreveport.com

318-222-7403/ fax/ address

City of Shreveport Permits and Inspections

Phone: 318-673-6100

Fax: : 318-673-6112

505 Travis St., Government Plaza, Suite 130

<https://www.shreveportla.gov/473/Permits-Inspections>

Application For Downtown Lighting Grant Program

The DDA Downtown Lighting Grant is based on availability and considered on a first come first served basis. A completed application does not guarantee funding. Furthermore, no grants will be awarded retroactively, which means that funding will not be awarded for work done prior to the application date.

Applications will be reviewed and accepted as long as the required program guidelines have been met. Projects that do not comply with the program requirements and conditions will not be eligible for funding. An authorized corporate officer or partner(s) of the applicant's business must sign the application, in addition to the property owner(s), if the applicant is a tenant.

Name of applicant: _____

Home address: _____

Home phone number: _____ Tax I.D. or SSN: _____

Office address: _____

Office phone number: _____ Office fax: _____

Address of project/property: _____

Amount Requested: _____

Status of applicant/property-ownership (check one):

_____ Sole Ownership

_____ Corporation, Partnership or Trust (provide the names, addresses and phone numbers of all officers or trustees and include articles of incorporation, by-laws and/or partnership agreement)

_____ Tenant (provide written consent from the property-owner for the project)

Attach the following documents to your completed application:

1. Introductory letter providing an overview of the project
2. Copy of current business license
3. Copy of paid property tax receipt or copy of canceled check for current tax year
4. Copy of completed IRS Tax Form W9
5. Photographs of the building showing the location of the lighting, type of lighting fixtures and wattage of lighting.
6. Written consent from the property-owner if applicant is a tenant.

Please complete and sign:

I, _____, certify that the information presented in this application and in all attachments is true and complete to the best of my knowledge.

I authorize the Downtown Development Authority or its agent to check with City and regulatory agencies to determine compliance with city codes and status of tax collections.

I understand that the proceeds from any grant funds may be used only for this lighting project.

I understand that, in addition to this application, I may also need to pull a permit from the City of Shreveport's division of Permits and Inspections.

I understand that, if approved applicants shall agree to have DDA signage on the property while the project is under construction.

I understand that no lighting grant is approved until I am contacted in writing by the DDA.

Signature: _____ Date: _____

