

Façade Assistance and Community Enhancement (FACE) Program

Application Package

Revised January 2026

Tallahassee Community Redevelopment Agency

435 N Macomb Street
Tallahassee, FL 32301

850-891-8357

CRA@talgov.com



TALLAHASSEE
Community
Redevelopment
Agency



Façade Assistance and Community Enhancement (FACE) Program

Guidelines

A. Overview

The Façade Assistance and Community Enhancement Grant Program (FACE) is a reimbursement grant for eligible exterior improvements to commercial buildings located within the Tallahassee Community Redevelopment Area. This grant is a matching grant limited to 50% of eligible costs, not to exceed a maximum \$10,000 award. Grants are not guaranteed. ONLY one CRA grant award is permitted per address per fiscal year. All CRA grants are subject to funding availability.

Grants are contingent upon the availability of funds in the CRA budget. Grant awards are also contingent upon a demonstrated benefit to the CRA district and compliance with the Downtown or Greater Frenchtown/Southside redevelopment plan. Additional eligibility requirements and program features are described below.

****** Please note that certain uses are not eligible for CRA assistance. This includes convenience stores with gas stations, money services not provided by traditional banks (payday loans, check cashing, money orders, etc.), liquor stores, smoke and vape shops, marijuana dispensaries, adult novelty stores and other uses as may be determined by the CRA that are inconsistent with the CRA Community Redevelopment Plan.**

B. Grant Amount

- Maximum Grant: \$10,000/fiscal year
- Requires a dollar-for-dollar match
 - Start-up businesses, which have been in operation for three years or less, may be eligible for no-match dollars.

C. Eligible Properties

- The property must be located within the Greater Frenchtown/Southside or Downtown Redevelopment District. To determine whether a property is within a redevelopment district, go to <https://www.talgov.com/cra/cradistrictinquiry>
- Commercial and business properties which are subject to ad valorem taxes are eligible to participate in the program.
- Properties owned by governmental, educational, religious, and residential properties (including multi-family) are not eligible.

D. Eligible Expenses

Eligible improvements include new signage, exterior painting, pressure cleaning, awnings, exterior lighting, landscaping, hardscaping, and other improvements determined eligible by CRA Executive Director.

E. Additional Requirements

- Property must be located within a Tallahassee CRA District.
- Property use must be commercial and the property use must be allowed under the current zoning (non-conforming uses are not eligible)
- Property must be on tax rolls and current on ad valorem taxes
- Property cannot be the subject of a pending code enforcement action nor the subject of any code enforcement fines or liens
 - For properties purchased within the past 12-months, pending code violations may be exempt where the improvements will cure the code violation(s)
- Property cannot be the subject of any construction, judgment or tax liens
- Building(s) must be open to the public and cannot be member exclusive.
- Any grant must be consistent with Redevelopment Plan and Chapter 163, Part III, Community Redevelopment, Florida Statutes
- All work must be properly permitted, inspected and approved by the City of Tallahassee Growth Management Department, as applicable.
- Grant funds will be released after completion of construction and issuance of a Certificate of Occupancy (CO), Certificate of Completion (CC), or staff review for the improvements.
 - No improvements started or completed prior to application approval can be included in the total project cost and will not be eligible for reimbursement or matching funds.

F. Pre-Application Review

Pre-application (pre-submittal) review is available, but not required. If you would like assistance prior to applying, contact a member of the Tallahassee CRA staff at CRA@talgov.com for a free and no obligation consultation.

G. Submittal Requirements

- Three bids from each improvement
 - CRA grant will be determined based off the lowest qualified bid(s)
- Completed application (see checklist)
 - NOTE: all applicable items on the checklist must be met for an application to be considered completed
- Application signed by the applicant and property owner, if applicable
- Submit the application materials to CRA@talgov.com

H. Review and Approval Process

Upon receipt of an application, CRA staff will verify that the application is complete and make an initial determination of eligibility.

Final approval is at the discretion of the CRA director. This process, from application submittal to agreement execution will take approximately 2-3 weeks.

I. Conditions of Approval

- The terms and conditions of any grant awarded will be set out in a written agreement.
- Upon receipt of a written agreement, the applicant will have 30-days to review and sign the document.
- Improvements must be completed within one year of the effective date of the agreement.
- If applicant is a tenant, the application must be signed by the property owner.

Continue below for application

Application

Applicant and Business Information

Applicant Name: _____ Application Date: _____

Phone Number: _____ Email Address: _____

Business Address: _____

Parcel ID Number: _____ Tax ID or EIN: _____

Name of Business: _____

Type of Business: _____ Number of Years in Business: _____

Property Owner Information (if different from Applicant)

Name of Property Owner: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

What improvements are being made? (check all that apply)

☐ New signage

☐ Exterior painting

☐ Pressure washing

☐ Awnings

☐ Exterior lighting

☐ Landscaping/hardscaping

Project Financing Information

Amount of Grant Funds Requested: _____ Total Project Cost: _____

Bid One* – Contractor Name: _____ Bid Amount: _____

Bid Two* – Contractor Name: _____ Bid Amount: _____

Bid Three* – Contractor Name: _____ Bid Amount: _____

*Provide itemized bids in application

Has the property received Tallahassee CRA funding in previous years? ☐ Yes ☐ No

If yes, indicate the type and amount.

Type: _____ Amount: _____

How will applicant's portion of the project be financed?

Verification of funding sources will be required before final approval of the grant application (i.e. Provide bank statement or letter from financial institution or others) applicant match.

Project Summary

Please provide a summary of the proposed project and how the requested funds will be used.

Attach additional pages if necessary.

Note: A site visit with the applicant may be necessary to understand the scope and nature of the project.

Applicant(s) Certification

Please read the following and sign below. Applicants, all property owners, and/or authorized corporate officers, or authorized partners, etc. must sign this application.

The information contained in this application is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this application and hereby give their consent for such information to be provided. The CRA retains the sole decision as to whether this grant application is approved, disapproved, or modified.

The named Property Owners and/or authorized corporate officers, or authorized partners, etc. agrees with and approves the proposed enhancements outlined in this application and will sign the Notice of Grant Agreement and Restrictive Covenants and/or Mortgage and/or other required documents.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project for not less than five (5) years.

Name (Print)

Name (Print)

Title

Title

Signature

Signature

Date

Date

Name (Print)

Name (Print)

Title

Title

Signature

Signature

Date

Date

**Certification (Property Owners, authorized corporate officers, authorized partners, etc.),
If different from the Applicant**

Please read the following and sign below.

All Property Owners and/or authorized corporate officers, or authorized partners, etc. (if different than the Applicant) must sign this application.

The information contained in this application is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this application and hereby give their consent for such information to be provided. The CRA retains the sole decision as to whether this grant application is approved, disapproved, or modified.

The named Applicant, Property Owners and/or authorized corporate officers, or authorized partners, etc. agrees with and approves the proposed enhancements outlined in this application and will sign the Notice of Grant Agreement and Restrictive Covenants and/or Mortgage and/or other required documents.

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Name (Print)

Name (Print)

Title

Title

Signature

Signature

Date

Date

Name (Print)

Name (Print)

Title

Title

Signature

Signature

Date

Date

FACE Application Checklist

- ☐ Property is within CRA redevelopment district:
 - ☐ Greater Frenchtown Southside (GFS) or ☐ Downtown District (DT)
- ☐ Submit photographs of the current site condition and existing structure(s)
- ☐ Submit three (3) quotes from licensed contractors including itemization of all proposed improvements
- ☐ Provide documents showing site control: deed (if owner) or lease (if tenant)
- ☐ If on local historic register, obtain and submit Certificate of Appropriateness for proposed improvements: (for info re HPO properties, contact the Tallahassee Trust for Historic Preservation)
- ☐ Provide statement from all lenders stating loans are up to date and in good standing
- ☐ Provide proof of funds for portions of the project costs not funded by the requested grant. Applicant funding may consist of bank loans, lines of credit, other grants, etc.

Acknowledgments: Review and Initial Below:

_____ Property taxes are current not in default.

_____ Property is free of tax liens, mechanic's or materialmen's liens, judgment liens or code enforcement liens.

_____ Grant funds are a reimbursement and will be disbursed upon completion of improvements and the issuance of a Certificate of Occupancy (CO), Certificate of Completion (CC), or if no CO or CC, upon verification of completion by CRA staff.

_____ Property only be eligible for CRA funding one time per fiscal year.

_____ Improvements must be completed within one year of the effective date of the agreement.