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Dawsonville Downtown Development Authority Grant Checklist

***The following items MUST be adhered to and submitted with your application
BEFORE your request will be considered.***

- Business must be located within the Dawsonville Downtown Development Area
Is the location inside the Historic District? ____ yes ____ no
If yes, prior approval may be required from Historic Preservation Commission
- Proof of Corporate Status (Secretary of State)
- Proof of Business License (City of Dawsonville)
- Background check from Dawson County Sheriff's Office
- Fee \$50.00 (check made payable to DDA)
- Two (2) Project Cost Estimates

Estimated project start date: _____

**Project must commence within sixty (60) days of the grant award*

Estimated project completion date: _____

**Project must be completed within one (1) year of commencement*

The following items MUST be completed prior to grant disbursement.

- Project as submitted must be 100% complete.
 - Inspection of completed project by DDA member to their satisfaction.
 - Submission of paid itemized invoices reflecting project work and cost.
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DAWSONVILLE DOWNTOWN DEVELOPMENT PROJECT GRANT FUND GUIDELINES AND APPLICATION PACKET

The Downtown Development Project Grant Fund was created by the City of Dawsonville, Georgia in order for the Dawsonville Downtown Development Authority (“DDA”) to award grants for Projects that promote the development of trade, commerce, industry, and employment opportunities within the Dawsonville Downtown Development Area.

GRANT AMOUNTS AND GUIDELINES

Subject to budgeted funds, there is no pre-determined amount for grant awards. Instead, the applicant is to provide in the written application a description of the proposed Project including itemized estimated costs of the Project and a description of how the Project will benefit the citizens of the City of Dawsonville and fulfill the established guidelines set forth herein. Amounts of awards are subject to current budget funds available for the program. Awards will not be disbursed until the Project is complete and itemized invoices or other evidence of Project completion is submitted to the satisfaction of the DDA following inspection of the completed Project by the DDA or its designee. Awards will be made in an estimated amount, but only disbursed to the extent of actual cost incurred or the amount of the award, whichever is less. For example, a grant award is made for an estimated amount of \$5,000, but the actual Project construction costs \$4,824 would result in disbursement of \$4,824. By way of further example, if the grant award is made for an estimated amount of \$5,000 and the actual Project construction costs \$5,824, the disbursement would be \$5,000. Further guidelines include:

1. Each grant award must promote the development of trade, commerce, industry, and employment opportunities in the downtown development area;
2. Each Project for which a grant is awarded must meet the following definition of “Project”: The acquisition, construction, installation, modification, renovation, or rehabilitation of land, interests in land, buildings, structures, facilities, or other improvements located or to be located within the downtown development area, or other improvement for the essential public purpose of the development of trade, commerce, industry, and employment opportunities in the Dawsonville Downtown Development Area;
3. The Project must be within the Dawsonville Downtown Development Area;
4. Any Project within the Dawsonville Historic District must receive the prior approval of the Dawsonville Historic Preservation Commission as a pre-condition to any grant award.
5. The amount of the grant will be determined by the DDA based on the information provided in the Application, the funds available, and the number of requests under consideration;
6. Eligible applicants are Downtown Development Area commercial property owners, as well as business owners (with the property owner’s permission);
7. Projects funded with grants must commence within sixty (60) days of the grant award and must be completed within one (1) year of commencement in order to be eligible for grant disbursement. If a Project is not in compliance with the requisite timeframe, the grant award will lapse and the applicant shall not be entitled to any funds;
8. All property taxes, licenses and permits must be current at all times during the applicant period and up until completion of the Project;

9. Grant applicants are fully responsible for all aspects of the Project, including any relationships between contractors and supplies and securing all necessary permits and approvals. Grant applicants that are entities shall provide proof of corporate status along with their application (such as a print out of good standing from the Georgia Secretary of State).
10. Grant applicants or their principal(s) shall consent to a background check by the Dawson County Sheriff's Office at the expense of the applicant. No grant award may be made to any applicant or entity managed by an applicant that has a felony conviction or a misdemeanor conviction of high and aggravating circumstances.
11. The grant application fee shall be \$50.00. The DDA will use the application fee to fund the cost of completed Project inspections prior to disbursement of funds and such other administrative costs of the DDA as arise in the Grant process.
12. Each grant application shall be accompanied by at least 2 estimates of Project costs from individuals or entities independent of the Applicant.
13. The most important factor in granting awards considered by the DDA shall be the number and type of jobs that will be created by the Project. Within that consideration, priority shall be granted to Projects creating higher income jobs over those creating lower income jobs.
14. As a general rule and subject to modification on a case by case basis for substantial reason(s), Projects to expand established businesses and their employment opportunities shall be favored over Projects for start up businesses and their employment opportunities.
15. The DDA may issue a matching grant for any Project whereby the Applicant would agree to match the funds awarded. For example, an estimated \$5,000 Project cost could result in a \$2,500 award from the DDA upon completion and proof that the Applicant had spent at least \$2,500 on the Project.

**DAWSONVILLE DOWNTOWN DEVELOPMENT GRANT PROJECT
FUND APPLICATION**

APPLICANT

Name of Business: _____

Name of Person Filing Application: _____

Phone: _____ Email: _____

Address: _____

Description of Applicant's Business: _____

Description of Products/Services Offered by Applicant's Business: _____

OWNER OF PROPERTY, IF OTHER THAN APPLICANT

Owner: _____ Contact Name: _____

Address: _____

Phone: _____ Email: _____

DESIGNATED PROPERTY

Address: _____

Within Dawsonville's Downtown Development Area? _____ (Y) _____ (N)

Within the Dawsonville Historic District? _____ (Y) _____ (N)

PROJECT

Cost of Project (**attach at least 2 estimates**): \$ _____

Description of Project (use additional pages if necessary): _____

Description of Number of New Jobs that will be created by the Project and range of New Job income levels: _____

Proposed Start Date: _____ Proposed Completion Date: _____

APPLICANT'S CERTIFICATION

I, (applicant name) _____ agree that the above constitutes the proposal for the Project at this time and that any changes or additional will require additional information. My signature certifies that I have read, understand, and agree to all of the grant program guidelines, regulations, and deadlines and that I consent to any and all background checks done by the Dawsonville DDA. I represent and warrant that I have not been convicted of a felony or a misdemeanor of a high and aggravating nature. I hereby submit this Application for the proposed Project and understand that this application is pending review by the Dawsonville DDA. I understand that the Project must commence within sixty (60) days of the award of the grant and that the Project must be completed within one (1) year of the date of commencement or the award shall lapse. I understand that I will not receive any grant funds until after completion of the Project, submission of itemized invoices reflecting actual completed Project costs to the satisfaction of the DDA and an inspection for completion by the DDA.

Applicant's Signature: _____ Date: _____

By signing below, the Property Owner consents to this Application and to the Project work being done on the identified property:

Property Owner's Signature: _____ Date: _____

STAFF USE ONLY

Project located within the Dawsonville Downtown Development area: yes _____ no _____

Project located within the Historic District: yes _____ no _____

HPC approval acquired: yes _____ no _____ n/a _____

Proof of corporate status received: yes _____ no _____

Proof of Business License received: yes _____ no _____

Background check from Dawson County Sheriff's Office received: yes _____ no _____

Application fee paid (\$50): yes _____ no _____

Two (2) project cost estimates received: yes _____ no _____

Date reviewed by DDA: _____

Application: ____ Granted in the amount of \$ _____ on _____.

Application: ____ Denied

Project Completion Inspection Date: _____ Inspector: _____

Paid itemized invoices received: yes _____ no _____

Project Funds Disbursement Date: _____ Approved by: _____