DOWNTOWN CATALYST FLEX GRANT PROGRAM

OFFICIAL APPLICATION FORM

Administered by the City of Griffin Downtown Development Authority (DDA)

SECTION 1: APPLICANT AND PROPERTY PROFILE

Applicant / Entity Name:

____

Primary Contact Person:

____

Title / Role within Company:

____

Corporate Mailing Address:

____

Primary Phone Number:

____

Primary Email Address:

____

Project Property Physical Address:

____

Spalding County Tax Parcel ID:

____

Proposed Property Classification (Check all that apply):

[ ] Commercial

[ ] Industrial

[ ] Market-Rate Residential

[ ] Mixed-Use (Commercial and Housing)

SECTION 2: PROJECT FINANCIAL SUMMARY

Note: Applications reflecting a total capital investment of less than $500,000, or a grant request exceeding 10% of total funding, will be automatically disqualified from review.

Total Estimated Capital Investment (Hard costs, structural, machinery):

$____

Demonstrated Financing Gap Amount:

$____

Requested Flex Grant Amount (Maximum 10% of total investment):

$____

SECTION 3: COMMUNITY AND ECONOMIC IMPACT

Projected New Full-Time Equivalent (FTE) Jobs (Within 24 Months):

Estimated Annual Local Sales/Property Tax Revenue Generated:

$____

Does the project involve high-density mixed-use (Commercial and Housing)?

[ ] Yes

[ ] No

Does the project involve the elimination of blight/vacancy (property vacant 48+ consecutive months)?

[ ] Yes

[ ] No

SECTION 4: APPLICANT ACKNOWLEDGMENTS AND LEGAL CERTIFICATIONS

Please read and initial next to each clause to signify your understanding and compliance:

________ "At-Risk" Active Construction Clause

The applicant acknowledges that if the project has already commenced construction, this application is submitted under strict "At-Risk" conditions. The applicant certifies that the funding gap is the result of documented, unforeseen development hardships. The applicant explicitly accepts that the DDA is under no obligation to rescue stalled projects, and that prior investment in the property does not influence or guarantee board approval.

________ Disbursement Upon Completion Clause

The applicant recognizes that funds are never advanced. Grant distribution is executed solely on a reimbursement basis following full project completion, local building department sign-offs, issuance of a Certificate of Occupancy (CO), and a comprehensive line-item audit of paid receipts by DDA staff matching the proposed budget layout.

________ Adherence to Clawback Terms

The applicant agrees to execute a formal Performance Agreement and submit mandatory annual sustainability updates for four (4) years post-disbursement. In the event that business operations cease, the property is vacated, or the agreed capital threshold is abandoned, the applicant agrees to repay the Griffin DDA according to the strict clawback schedule: Year 1: 100% | Year 2: 75% | Year 3: 50% | Year 4: 25%.

SECTION 5: EXECUTION AND SIGNATURE BLOCK

By signing below, the undersigned representative certifies under penalty of perjury that all descriptions, financial entries, and impact projections detailed across this application packet are true, accurate, and completely verifiable by the Downtown Development Authority.

Authorized Applicant Signature:

____

Printed Name and Corporate Title:

____

Execution Date: ______________________

GRIFFIN DDA
DOWNTOWN DEVELOPMENT AUTHORITY

DOWNTOWN CATALYST FLEX GRANT PROGRAM

DDA BOARD PRESENTATION CHECKLIST

Administered by the City of Griffin Downtown Development Authority (DDA)

SECTION 1: LOGISTICS AND PROCEDURAL BOUNDARIES

Meeting Schedule: DDA Board meetings occur on the second Tuesday of each month at 8:15 AM.

Submission Deadline: Completed application packets must be received by the DDA Executive Director by the close of business on the first Monday of the month to be placed on that month's agenda.

Authorized Presenter: The presentation must be delivered live by the primary applicant or an authorized corporate officer.

Strict Time Allocation: Maximum of 10 minutes total. This window is strictly enforced and must include your project overview, presentation of exhibits. The board may have questions after your presentation so please schedule ample time.

SECTION 2: REQUIRED VISUAL EXHIBITS AND MATERIALS

Ensure you have physical or digital copies of the following assets ready for the Board. You will be able to present a PowerPoint. Please bring your PowerPoint presentation on a USB drive.

[ ] Architectural Drawings: Floor plans, elevations, and layout designs displaying structural scope.

[ ] Site Plans: Spatial boundaries, property positioning, footprint use, and downtown core context.

[ ] Visual Mock-ups: Renderings, material selections, or digital mock-ups of finished interior/exterior aesthetics.

[ ] Comprehensive Budget Layout: A line-item projection matching submitted hard construction and machinery costs.

SECTION 3: MANDATORY NARRATIVE METRICS

Your presentation must explicitly address and justify the following core scoring pillars:

[ ] Capital Investment Baseline: Verify that total capital investment meets or exceeds the $500,000 threshold.

[ ] Financing Gap and Award Cap: Clearly define the gap and show the grant request is capped at a maximum of 10% of funding.

[ ] Gap Necessity Justification: Articulate why the project would stall or remain unfeasible without this discretionary tool.

[ ] Permanent Job Creation: Detail projected full-time equivalent (FTE) jobs added within a 24-month window.

[ ] Local Tax Revenue Impact: Provide calculated projections for annual local sales tax and property tax generation.

[ ] Community Priority Alignment: Highlight if the project adds upper-story housing density or removes blight (48+ months vacant).

SECTION 4: PROGRAM COVENANT CONFIRMATIONS

Be prepared to confirm your compliance with the following rules during board and counsel inquiry:

[ ] Disbursement Model: Acknowledge that funds are never advanced; payment occurs post-completion via a single check after final Certificate of Occupancy (CO) issuance and a receipt audit.

[ ] "At-Risk" Active Construction: Confirm understanding that starting development prior to a board vote is at your own financial risk.

[ ] Performance and Clawbacks: Confirm agreement to execute a Performance Agreement and submit updates for four years post-disbursement, subject to the standard clawback repayment penalty schedule if operations cease.

For technical setup questions or slide submission formatting, contact:

City of Griffin Economic Development
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