



Façade Grant Application Required Documentation Checklist*

- CAP Workshop Completion Certificate
- Completed Online Application which includes questions in the following categories:
 - Business Impact
 - Community Impact
- Project Description
 - Detailed project overview with total cost, contractors, architects, timeline, and materials
 - Total cost of project with a complete breakdown of source of funding:
 - Grant amount requested.
 - Source of additional funding if total project costs exceed the grant amount (ex. bank statement, proof of loan, etc.)
 - Source of funding for the required 10% contribution (ex. bank statement, proof of loan, etc.)
 - Quotes/SOW/estimates from licensed contractors
 - Photos of current state
 - Renderings/conceptual drawings of completed project.
- Upload the following business documentation.
 - Property Lease
 - If you are a tenant, a signed letter of support from your landlord authorizing the proposed improvements.***
 - Proof of City of Norfolk tax payment
 - Current City of Norfolk Business License
 - Articles of Organization or Operating Agreement
- Signed Freedom of Information Act Disclosure/ Terms and Conditions (form will be provided in application)

* **The Capital Access Team reserves the right to request additional documentation when/if needed.**