



# Guidelines and Criteria

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## **Purpose**

The purpose of the Campbellton Road Small Business Renovation Program (the “Program”) is to help small businesses thrive. Through this program, Rebuilding Together Atlanta will renovate five small businesses on Campbellton Road in Atlanta. Each winner will receive up to a \$12,000 renovation for their business.

## **Eligibility**

Any licensed business located on Campbellton Road shall be eligible for the Program if they also meet the following criteria:

1. Entrants must be independent owners/operators (owning no less than 20%) of the business.
2. The business must have been in continuous operation since 11/01/16.
3. The business has no more than \$200,000 in annual gross revenues.
4. The business must have a valid U.S. tax identification number and meet all eligibility requirements at the time of winner notification.
5. Owners of more than one business location or franchised businesses are not eligible.
6. The required City of Atlanta business license(s) must be active at the time of application.
7. All businesses must be current on any City of Atlanta property taxes or related fees.

## **Renovation Categories**

**(A) INTERIOR BUILDING IMPROVEMENT** - Improvements to building interiors including, but not limited to, structural rehabilitation, painting, interior signage, interior lighting, reconstruction, and/or remodeling. This category also includes minor or cosmetic interior improvements that enhance the appearance of the business. All improvements require the express written approval of the building owner, landlord and tenant or legal agent of the building owner. Exterior improvements are not eligible for this grant.

**(B) EQUIPMENT PURCHASES** – Equipment purchases as part of this program must be approved and coordinated by Rebuilding Together Atlanta. Company must demonstrate that use of equipment would be material and exclusively to the benefit of the business. Equipment purchases must be essential to the operation of the business based upon reasonable and customary uses.

Applicants may apply for one or both categories; however, the total combined amounts cannot exceed \$12,000 in total renovation or services awarded.

## **Guidelines**

**(A)** If the business is operated within a leased facility, the owner of the property must apply jointly for the Interior Building Improvement grant categories. Copies of a lease agreement and proof of ownership of the leased facility shall be required.

**(B)** All applicable Federal and State of Georgia laws, City and Fulton County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the applicants throughout and incorporated herein.

**(C)** All Applications and supporting materials as well as correspondence the Program Guidelines

become property of Rebuilding Together Atlanta when received. Any proprietary information contained in the Application should be so indicated. However, a general indication that the entire content of the Application, or a major portion of the Application, is proprietary will not be honored.

**(D)** A business may apply for one (1) or both (2) types of grants set forth herein.

**(E)** The maximum amount of funding available to any one applicant or business establishment shall be \$12,000 for the duration of the program. This program is not a cash grant. Funds will not be provided directly to business owners. Rather, Rebuilding Together Atlanta will manage the project to hire and pay contractors, consultants and vendors as needed to achieve the intended outcomes of the Program.

**(F)** Equipment and inventory purchases will only be funded in accordance with requisitions and specifications approved by Rebuilding Together Atlanta.

**(G)** The applicant shall be responsible for obtaining all applicable permits and paying any requisite taxes related to the improvement project, including payment of any required fees. Copies of all permits related to the improvement project must be provided in time for the work to occur. Failure to provide the permits in time shall render the applicant ineligible to receive grant funding.

**(H)** Upon approval of a grant application, and during the construction of the improvements, a representative or representatives of Rebuilding Together shall have the right, at reasonable times, to have access to and inspect the work in progress.

**(I)** Items, services and improvements purchased by the Applicant prior to receiving written approval from the Rebuilding Together will not be eligible for funding.

**(J)** The applicant must agree to remain in business and to not sell or assign such business to another person or entity for a period of twelve (12) months from the date of grant funding of his/her application.

**(K)** Approval of all applications shall be with the understanding and agreement that, in the event the business (applicant) fails to remain open, or the business or property is sold or transferred, within twelve (12) months after the funding of the grant, the applicant shall be considered in default of its obligations under the grant, and shall be required to reimburse the grant expenditures made by Rebuilding Together on behalf of the business, in accordance with the requirements in the "funding" section below.

**(L)** Rebuilding Together Atlanta is under no obligation to use any specific vendor or contractor to perform any work or secure equipment for any business. Rebuilding Together Atlanta will use whatever contractors and/or vendors they deem the most qualified and cost-effective.

**(M)** The applicant must agree that, in the event of default of its obligations, Rebuilding Together Atlanta has the right to reimbursement for all attorney's fees and costs, which may be incurred as a result of any legal action required to seek reimbursement of all grant funding received by applicant.

**(N)** The applicant shall provide the information and affidavits required for compliance with the immigration requirements of E-Verify and SAVE.

- i. **E-Verify.** Applicant must comply with the Illegal Immigration Reform and Enforcement Act, O.C.G.A. §13-10-90, et seq. A completed E-Verify Contractor Affidavit must be submitted to Rebuilding Together Atlanta.
- ii. **SAVE Affidavit.** In addition to E-Verify, applicants are required to submit a completed SAVE (Systematic Alien Verification for Entitlements) Affidavit and provide proof of status. Acceptable status proof documents identified by the Office of the Attorney General may be found at: <http://law.ga.gov>.

## **Application and Approval**

- (A)** The completed Program Application must be submitted to Rebuilding Together Atlanta, to qualify for consideration. Incomplete applications will not be accepted.
- (B)** Applications filed with Rebuilding Together Atlanta shall be considered by an internal committee.
- (C)** Applications for the Program must be made on a form provided by Rebuilding Together, which is available at [www.RebuildingTogether-Atlanta.org](http://www.RebuildingTogether-Atlanta.org). All applications should be received by the application deadline in order to be considered. Complete applications should be mailed to **Rebuilding Together Atlanta, PO Box 44884, Atlanta, Georgia 30336**.
- (D)** Only projects initiated after the submission of the application will be eligible.
- (E)** Zoning for the project property must be commercial buildings. No grants will be provided for residential structures.
- (F)** Applicant will provide preliminary design details if requested by Rebuilding Together.
- (G)** Applicants must be willing to work within the established Grant Guidelines and Criteria, set forth in the application and Rebuilding Together materials.
- (H)** All applicants shall be notified in writing of Rebuilding Together Atlanta's decision to approve or decline the application.
- (I)** Rebuilding Together reserves the right to award a renovation grant to an applicant, with certain provisions, conditions, or other requirements that Rebuilding Together Atlanta deems necessary or appropriate.

## **Application**

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This is a competitive grant. The applicant acknowledges that Rebuilding Together Atlanta may or may not grant any application or request hereunder purely as a matter of discretion, that there is no legal right to rely on any previous actions taken in same or similar applications or in previous actions taken on another application concerning the same or similar property. Rebuilding Together Atlanta will not provide legal nor tax advice for grant recipients. All applicants and awardees should seek legal and tax advice on their own.

Only complete applications will be considered. All of the requested information and signatures on this application are required. Applicant **MUST** attach supporting documents or extra pages when the space provided for a response is inadequate, or the applicant desires to provide additional information.

### **ACKNOWLEDGMENT OF RECEIPT OF GUIDELINES AND CRITERIA**

The applicant acknowledges that they have received the Guidelines and Criteria associated with the Rebuilding Together Atlanta –Campbellton Road Small Business Renovation Program. The undersigned Applicant(s) acknowledges and agree to abide by and be subject to the terms and conditions of the Program as described herein.

**Please note:** Rebuilding Together Atlanta may deliver a copy of these guidelines to any applicant for his/her review and the delivery hereof does not constitute an offer nor acceptance to the applicant. The laws of the State of Georgia shall govern the interpretation, validity, performance and enforcement of this Program. If any provisions of this Program are held to be invalid or unenforceable, the validity and enforcement of the remaining provisions shall not be affected thereby.



## Campbellton Road Small Business Renovation Program APPLICATION

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (Work) \_\_\_\_\_ (Home/Cell) \_\_\_\_\_

**Project/Building or Property:**

Building/Business Name \_\_\_\_\_

Building Address \_\_\_\_\_

Owners Name \_\_\_\_\_

Owners Phone \_\_\_\_\_

Date Business Opened \_\_\_\_\_ Annual Revenue \$ \_\_\_\_\_

Number of Employees (F/T and P/T) \_\_\_\_\_

**Description of Project/Work Proposed:**

Equipment

Interior

Other

**Please attach additional pages if need.**

Total Estimate of Proposed Work \$ \_\_\_\_\_

**Narrative:**

Please share the story of your business and how receiving a small business renovation might help improve your business and the Campbellton Road area. Feel free to attach a separate sheet of paper if you choose. Please keep all narratives to between 250-500 words.

**PLEASE ATTACH TO APPLICATION THE FOLLOWING ITEMS:**

All items must be provided for the application to be complete.

- Attach a copy of the Applicant's most current annual or semi-annual financial report (statement) showing profit and loss. Please attach copies of the Applicant's last three monthly bank statements.
- Photographs – Include 3-5 'before' project pictures of the area(s) you are requesting renovation. (Color prints, snap shots, or instant prints are acceptable).
- Type and value of Proposed Improvements. In addition to the information provided previously, please estimate the additional value that is likely to be added to your property, *or to your revenue and profitability*, based upon the proposed improvements. If practical and if such documentation is available; please attach an appraisal summary or other opinion of value of the prospective improvements that are being relied upon in providing this information.
- Applicants must complete and include the following documents
  - Notarized S.A.V.E. Affidavit and Copy of Photo Identification
  - Notarized Statement of Property Ownership
  - Owners/Applicant Agreement

**Delivery Instructions:**

PLEASE SEND COMPLETED APPLICATION & MATERIALS TO:

Rebuilding Together Atlanta  
PO Box 44884  
Atlanta, Georgia 30336

Questions? Email: [admin@RebuildingTogether-Atlanta.com](mailto:admin@RebuildingTogether-Atlanta.com)

**COMPLETE APPLICATIONS MUST BE RECEIVED BY MONDAY, DECEMBER 3, 2018 TO BE ELIGIBLE**

**Owner's/Applicant's Agreement:**

I acknowledge that I have received, reviewed and fully understand the guidelines, criteria, standards, rules and procedures established by Rebuilding Together Atlanta for the Campbellton Road Small Business Renovation Program. I ask that my request to be considered for a renovation of my small business and agree to abide by the Campbellton Road Small Business Renovation Program guidelines, criteria, standards, rules and procedures as binding and contractual in nature, in the event that my proposed project is funded by Rebuilding Together Atlanta. I acknowledge that Rebuilding Together Atlanta's invitation to submit an application does not constitute a commitment to conduct or finance the proposed project.

I understand that, if I am awarded a renovation of my small business by Rebuilding Together Atlanta, any deviation from the project detail approved by Rebuilding Together Atlanta and/or deviation from this agreement will result in the withdrawal of the final approval for the grant and loss of grant funds for my proposed project.

All owner(s)/representative(s) who are signatories to the application affirm and represent that neither they, nor any representative or contractor associated with the project whom will participate in the project on behalf of the owner, have any common law or statutory conflict of interest with respect to this grant and/or the resulting funding that may be provided by Rebuilding Together Atlanta.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Owner/Applicant Name (Print Legibly)

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Co-Owner/Co Applicant/Owner Representative

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Other Relevant Party (Print Legibly)

**Notary Page:**

**Statement of Property Ownership**

I hereby certify that I am the owner of the property or the majority owner of the corporation owning the property and further certify that the information provided on this grant application is true and correct.

Owner/Applicant or Applicant's Agent Signature \_\_\_\_\_

State of Georgia, county of \_\_\_\_\_

Before me, a Notary Public, on this day personally appeared \_\_\_\_\_  
(Print Owner/Applicant or Applicant's Agent Name)

The above signed, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

Subscribed and sworn to before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notary Seal



**SAVE AFFIDAVIT IN ACCORDANCE WITH O.C.G.A §50-36-1(e)(2)**

**REBUILDING TOGETHER ATLANTA AFFIDAVIT  
VERIFYING STATUS FOR RECEIPT OF PUBLIC BENEFIT**

By executing this affidavit under oath, as an applicant for a contract with Rebuilding Together Atlanta, or other public benefit as provided by O.C.G.A. §50-36-1, and determined by the Attorney General of Georgia in accordance therewith, I state the following with respect to my application for a public benefit from Rebuilding Together Atlanta:

For: \_\_\_\_\_.  
[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

- 1) \_\_\_\_\_ I am a United States Citizen  
OR
- 2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or  
OR
- 3) \_\_\_\_\_ I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.

**All non-citizens must provide their Alien Registration Number below.**

\_\_\_\_\_  
Alien Registration number for non-citizens

The undersigned applicant also hereby verifies that he or she has provided at least one secure and verifiable document as required by O.C.G.A. §50-36-1(e)(1) with this Affidavit. **The secure and verifiable document provided with this affidavit is:**

\_\_\_\_\_  
In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. §16-10-20, and face criminal penalties as allowed by such criminal statute

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Date:

\_\_\_\_\_  
Printed Name:

Sworn to and subscribed before me  
This \_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_