



### **Elyria Architectural Design Rendering Financial Support Program**

Funding under this program can be used to design and prepare detailed drawings, estimates, and provide feasibility studies for commercial and multi-use buildings in the city of Elyria. Participants are eligible for one incentive per calendar year.

#### **Eligibility:**

- Must be an existing building located in the designated downtown area of the city of Elyria or on Cleveland Street between Gulf Road and State Route 57. Ineligible structures include – but not limited to – Buildings that are entirely used as residential structures, greenhouses and agricultural uses, single family houses, any buildings dedicated to religious purposes or education.
- Any business or organization that primarily sells tobacco products, cigarettes, electronic smoking devices, THC, or vapor products as those terms are defined in Section 2927.02 of the Ohio Revised Code or operating as a sexually oriented business as that term is defined in Section 2907.40 of the Ohio Revised Code are ineligible.

#### **Application Requirements**

- The completed application must be signed by both the applicant and the owner of the property if different from the applicant.
- A completed W-9 Form (Request for Taxpayer identification Number and Certification) provided by the Internal Revenue Service (IRS) by the property owner.
- All applications must include a non-refundable \$250 application fee made out to the City of Elyria.
- The application must be submitted to the Mayor's Office on Economic Development in order to be reviewed and approved by the Economic Development Committee of Elyria City Council. Upon submittal of all requested information, applications that are determined to be complete will then be scored by the Program Administrators. The Program Administrators will provide recommendations to the EEDC based on the scoring criteria. If approved for



funding, the program applicant will be provided with a list of pre-qualified firms to choose from. If the program applicant wishes to utilize a different firm, the firm must submit qualifications to the City per the City's Request for Qualifications. The Program Administrators will review and evaluate the firm's proposal. If the firm meets the qualification standards, it will be placed on the list of pre-qualified firms. Please note, processing times may be delayed. The City reserves the right to reject any or all bids received and to accept any bid with any combination of alternates which is deemed most favorable to the City at the time and under the conditions stipulated in the project documents.

- Applications which are missing required application materials will not be considered until such time as the information is provided. Application fee will not be deposited until application is complete.
- Applications will be reviewed on a first-come, first-served basis until all available program funds have been allocated. Completed applications will be timestamped.

Any modifications to the approved scope of work or budget shall be approved by the City prior to the modification taking place.

Payment of the funds shall be up to \$10,000 in the form of reimbursement to the program applicant. The program applicant will be responsible for all payments to the firm. The program applicant may be reimbursed by the City after the program applicant has submitted proof of payment to the architectural firm providing the architectural design renderings after all work is satisfactorily completed according to the terms of the application and all costs are documented and submitted with receipts and/or invoices.

**The following criteria are not required but may receive favorable considerations:**

Applicants who are certified as a minority-owned business (MBE), woman-owned business (WBE), or are veterans with a service connected disability.

Projects that address existing ADA access issues or potential Building/Zoning/Sign Code violations which would be corrected by the investment.



Hospitality and Tourism: A business, registered at the local, state, and federal level that provides lodging, food and/or recreational services and is located in the city of Elyria.

Fill out the application below by hand, or complete the application via webform at the following link: <https://forms.gle/ubkcQ6dg2CcmYKpP8>

**Architectural Design Rendering Financial Support Program Application**

**Applicant Name:**

---

**Business Name (s):**

---

**Property Owner Name:**

---

**Applicant Street Address:**

---

**Parcel Number of Planned Project Location:**

---

**Applicant Telephone:** \_\_\_\_\_

**Applicant Email:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

*Application continued on next page...*





I, \_\_\_\_\_ the applicant, certify that I am not a City of Elyria employee or elected official. I am not the spouse, child/stepchild, sibling, parent/stepparent, grandparent or grandchild to any City of Elyria employee or elected official. I am not related by blood or marriage to any City of Elyria employee or elected official. I do not reside in the same household as any City of Elyria employee or elected official. No City of Elyria employee or elected official has a twenty percent (20%) or more ownership interest in my entity or real property that I own or the property for which this application applies.

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

Property Owner Signature (If Different):  
\_\_\_\_\_ Date: \_\_\_\_\_

#### REIMBURSEMENT DISCLAIMER

I acknowledge that I understand the terms of the City of Elyria's Architectural Design Rendering Financial Support Program. It is my intent to meet the specified terms of this application if approved (cost up to \$10,000). I further understand that this project is approved for grant reimbursement only in strict accordance with the terms of the project described herein and approved as part of the application. Any change order from the application must be approved in advance by the City of Elyria. Failure to comply will negate the terms of this agreement and jeopardize receipt of reimbursement funds.

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

Property Owner Signature (If Different):  
\_\_\_\_\_ Date: \_\_\_\_\_

*Application processing instructions on next page...*



**CITY APPLICATION PROCESSING**

**For more information** contact the Mayor's Office on Economic Development at (440) 326-1410.

**To submit this paper application please mail or deliver to:**

City of Elyria  
Dawn Calvert, Assistant Safety Service Director  
131 Court Street, Suite 301  
Elyria, Ohio 44035

**Or email to:** [economicdevelopment@cityofelyria.org](mailto:economicdevelopment@cityofelyria.org)