CITY OF STUART
COMMUNITY REDEVELOPMENT AGENCY
121 SW Flagler Avenue ● Stuart, FL 34994
Development Department's Office ● Phone (772) 288-5375

Stuart Mural Matching Grant Program Guidelines and Application

MISSION

The objective of the program is to use murals as a catalyst for redefining our area as a destination for arts and culture. Public art is an essential component to community revitalization. Art strengthens communities, drives tourism, and fosters an environment of creativity and innovation. Through this community revitalization effort, we aim to engage the creative sector to drive economic development in Downtown Stuart.

PROGRAM DESCRIPTION

The applicants are eligible to receive financial assistance, in the form of a 50/50 funds match, not to exceed $~~2,000~~3,000, for new mural artwork that are adjacent to the public right-of-way or surface parking lots, or visible from the public right-of way.

Murals that are funded by the Mural Matching Grant Program may be placed on public buildings and facilities within the Community Redevelopment Area. With the appropriate contractual agreements, the City may also fund murals which are placed on private property limited to non-residential and mixed-use buildings or structures within the Urban Code District, ~~and~~ East Stuart Code District and "The Creek" Arts & Entertainment District located within the Community Redevelopment Area (See attached Mural Project Area Map).

Murals are considered temporary works of art. Murals funded by the Mural Matching Grant Program shall be maintained for a minimum of 5 years and shall be the responsibility of the applicant and/or artist. An agreement, which will clarify terms and conditions of the commitments including maintenance, must be signed by the property owner and the artist. This ensures that murals will continue to look as their artists and designers intended, and it also ensures opportunities for new murals and mural artists that reflect the changing perspectives and styles of the community.

A mural may not use letters, words, numerals, figures, emblems, logos or any parts or combinations thereof to advertise goods, services or merchandise. Commercial signs are permitted through the City's Development Department.

ELIGIBILITY AND APPLICATION REQUIREMENTS

Anyone can propose a mural project including property owners, artists, organizations, neighborhood associations, and government agencies. Ideas for murals will be accepted from anyone, provided it complies with a Minor Conditional Use application review process, public art work criteria and public notice requirements in accordance with Section 3.01.08 and Section 11.02.00 of the City's Land Development Code, which shall be processed in conjunction with this grant application. Issuance of a Minor Conditional Use Approval shall be granted by the City's Community Redevelopment Board.

For a Planned Unit Development (PUD), a minor amendment process for PUDs shall apply and the proposed mural shall be consistent with the terms and conditions of the development agreement. Approval shall be granted by the City's Community Redevelopment Board and the City Commission.

The Mural Matching Grant Program application shall be processed simultaneously with a Minor Conditional Use application approval process. Projects will be considered on a case-by-case basis, and any grant is contingent upon the approval by the Community Redevelopment Board. Approved projects will require a grant agreement, which will clarify terms and conditions of the commitments between the CRA and the applicant. The number of mural projects funded by the City will depend on the funding availability.

HOW THE MATCH WORKS

The City shall provide funding for no more than 50% of the total cost of the project, not to exceed $~~2,000~~3,000. Grant awards shall only be used for costs related to the mural project specified in the proposal. Grant awards shall be inclusive of artist's fees and related expense for design, supplies, insurance, transportation, installations, minor conditional use application fees/permits and public notification.

The applicant shall match the City grant through direct financial contributions, material donations (e.g. equipment, paint or other supplies) and/or volunteer time. The value of volunteer time is updated annually based on the State's wage calculation. ~~In 2018, the value of a volunteer hour is $24.69 per hour.~~ Contact the CRA Administrator if you intend to use volunteer hours as part of your match.

APPLICATION PROCESS

1. Download an application from the City's website, www.cityofstuart.us or secure an application at City Hall, Development Department's office located on 121 SW Flagler Avenue, Downtown Stuart.
2. Review the application, and if you have any questions please call 772-288-5375.
3. Submit a completed application package to City Hall, Development Department's office, which includes the following:

a. Completed Mural Matching Grant Application
b. Attach a COMPLETED BUDGET WORKSHEET (use template provided).
c. Attach a copy of the Minor Conditional Use application submitted to the Development Department.
d. Attach proof of ownership of the property or contract agreement for mural on private property.
e. W-9 form (as applicable)
f. Attach a copy of the liability insurance
g. Image(s) of a color rendering of proposed mural project
h. Image(s) of site and/or building/structure where the mural will be placed.
i. Project timeline.
j. If attaching panels to a wall, a materials list, drawing and attachment plans must be submitted, and a building permit may be required.
k. Attach any other documentation requested by the CRA Administrator in the pre-application meeting.

The applicant is responsible for all Development Department application fees, public notice, building and other permits and fees which are associated with the proposed project.

REIMBURSEMENT PROCESS

Disbursement of grant funds shall only occur when the following documents are submitted and all other required conditions are met:

Upon project completion, the applicant contacts the Development Department's office by calling 772-288-5375 with the project completion date.

The applicant submits a "reimbursement package" to the CRA which includes the following:

- Completed reimbursement form (provided by the CRA as part of the application);
- Copies of applicable invoices must show "paid in full"; (receipts must CLEARLY show how the project was paid, i.e. check, cash must be made by cashier's check or credit)
- Proof of payment (which must be at least as much as the amount indicated in the application); and photos of mural.
- Final approval by the City staff or copies of final inspection if building permit required.

If the project is not completed within one year from the approval of the grant, the grant award shall expire.

STUART COMMUNITY REDEVELOPMENT AGENCY
Mural Matching Grant Program Application

SUBMITTING AN APPLICATION IS NOT A GUARANTEE OF FUNDING

APPLICANT INFORMATION	
Name:	
Address:	
Phone:	Tax ID#
Email:	
Website:	

ARTIST INFORMATION	
Lead Artist Name:	
Other Artists (if applicable):	
Address:	
Phone:	Tax ID#
Email:	
Website:	

MURAL LOCATION INFORMATION
Name of Business:
Type of Business:
Property Owner Name / Phone:
Address of Proposed Project:

MURAL PROJECT SUMMARY	
Please provide project concept/description, mission statement and/or mural project name (include detailed summary on a separate attachment):	
Total Project Cost:	$
Matching Amount Requested:	$

Additional Instructions: At least one month prior to submitting your Mural Matching Grant application, meet with the CRA Administrator for an initial review of the mural, location, funding and building owner's approval. Contact Pinal Gandhi-Savdas @ (772) 288-5375 or email at pgandhi@ci.stuart.fl.us

Submit a completed application package to City Hall at 121 SW Flagler Avenue, Development Department's office, which includes the following:

1) Completed Mural Matching Grant Application.
2) Attach a COMPLETED BUDGET WORKSHEET (use template provided).
3) Attach a copy of the Minor Conditional Use application submitted to the Development Department.
4) Attach proof of ownership of the property or contract agreement for mural on private property.
5) W-9 form (as applicable).
6) Attach a copy of the liability insurance.
7) Image(s) of a color rendering of proposed mural project.
8) Image(s) of site and/or building/structure where the mural will be placed.
9) Project timeline.
10) If attaching panels to a wall, a materials list, drawing and attachment plans must be submitted, and a building permit may be required.
11) Attach any other documentation requested by the CRA Administrator in the pre-application meeting.

The applicant is responsible for all Development Department application fees, public notice, building and other permits and fees which are associated with the proposed project.

If you should have any questions, please call 772-288-5375.

Mural Matching Grant Program Budget Worksheet		
Project Expenses:	**Notes**	**Amount**
Artist Fees		
Assistant Fees		
Supplies/Materials		
Insurance		
Wall Preparation		
Scaffolding/Ladders/Lifts		
Sealing		
Maintenance		
Application Fees		
Public Notice/Posting Sign		
Other		
Total Budget		
Match:	**Notes**	**Amount**
Cash		
Foundation Grants		
Business Donations		
Individual Donations		
Fundraisers		
Other		
Total Cash		
In-Kind	**Notes**	**Amount**
Volunteer Time	Use IS Value*	
Donations of Materials		
Artist Fees	Donated by lead artist	
Assistant Fees		
Wall Preparation		
Publicity/Promotion		
Other		
Total In-Kind		
Total Match		
Funding Request:		
Does match equal or exceed funding request?		

*Estimated value according to Independent Sector (IS), a coalition of charities, foundations, corporations, and individuals that publishes research important to the nonprofit sector.



Mural Matching Grant Program Project Area City of Stuart

0 125 250 500 Meters

0 500 1,000 2,000 Feet

City of Stuart DEVELOPMENT

Mural Matching Grant Project Area boundary is maintained by the City of Stuart. This map is a conceptual planning tool only.

Created By: mjett

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City of Stuart
121 SW Flagler Ave.
Stuart, FL 34994
development@ci.stuart.fl.us
(772) 288-5326

Received by: _____
Reviewed by: _____
Approved by: _____

Application for Mural Minor Conditional Use Permit

Project ID#_____
(Staff Entry)

Pre-App Conference Date:	Application Date:
Project Name:	
Parcel ID#	Project Address:
Zoning/CRA Sub-district:	
Subdivision:	Lot(s):

Fee: $250.00 – Mural Minor Conditional Use Permit (Community Redevelopment Board)
(This does not include fees for public notice or any required recording fees)

A *Mural Minor Conditional Use Permit* shall be required for mural on public buildings and facilities within the Community Redevelopment Area and private properties limited to non-residential and mixed-use buildings and structures in the Urban Code District and the East Stuart Code District of the Community Redevelopment Area. For a Planned Unit Development (PUD), a minor amendment process for PUDs shall apply and the proposed mural shall be consistent with the terms and conditions of the Development Agreement.

Submittal Requirements: A completed application form, one (1) copy of all documents on a PDF formatted disc, the payment of fees, and pertinent information as required below.

Approving Authority: The Development Director is required to prepare a staff report and recommendation concerning this application for the Community Redevelopment Board (CRB) public hearing.

Justification: Please provide justification supporting the request for a Mural Conditional Use Permit including artist's resume/portfolio, proposed location of mural (photos of exterior wall), dimensions of mural (size/scale), paint colors, type of paint or other material to be used, description of the proposed mural, color rendering/drawing, and maintenance program (use additional pages if needed).

(over)

General Information

(Please Print or Type)

1. Property Owner, Lessee, Contract Purchaser, or Applicant (circle one):

Name:	City/State/Zip Code:
Title:	Telephone Number:
Company:	Facsimile Number:
Company Address:	Email Address (optional):

2. Agent of Record (if any): The following individual is designated as the Agent of Record for the property owner, lessee, or contract purchaser and should receive all correspondence related to the application review.

Name:	City/State/Zip Code:
Title:	Telephone Number:
Company:	Facsimile Number:
Company Address:	Email Address (optional):

3. The Undersigned, as the Property Owner, Lessee, Contract Purchaser, or Applicant (circle one), acknowledges responsibility for all City expenses associated with the referenced application (s) including time spent by the City's consultants and further acknowledges that payment of consultant fees will be made prior to the receipt of the consultant comments.

Name:	City/State/Zip Code:
Title:	Telephone Number:
Company:	Facsimile Number:
Company Address:	Email Address (optional):

I hereby certify that all information contained herein is true and correct.

4. Signed this _____ day of _____, 20____.

_____

Signature of Property Owner, Lessee, Contract Purchaser or Applicant (circle one)

State of Florida, Martin County The foregoing instrument was acknowledged before me on this _____ day of

_____ by _____ who is personally known to me, or who has produced

_____ as identification and who did/did not take an oath.

_____ Commission expires:

Notary Signature