



The Satellite Beach Community Redevelopment Agency

Anytime 22, 2017

Some Business, USA
Satellite Beach, FL 32937

RE: Façade Improvement Grant for _____.

Dear XXXXX,

Congratulations! On Anytime 22, 2017, City of Satellite Beach CRA approved funding up to _____ toward your Façade Improvement Project. As you are aware, the program is a 2:1 dollar match reimbursement for qualified improvements.

In order to qualify for the reimbursement, you will be required to enter into a rebate agreement with the CRA/City. Two copies of the agreement are included for your signature. Please sign the agreement and leave the date blank. **Your signature must be notarized.** Once the City Manager has executed the agreement, we will mail you an original copy. If you should have any questions, please do not hesitate to contact me directly.

Additionally, vendor registration and W-9 tax forms have been included that will need to be completed and processed in order for the City to provide a grant reimbursement. Please fill out the forms and return to my attention.

Sincerely,

John Stone
CRA Administrator
(321) 773-4409

Enclosures

cc: Applicant File