

**Town of Lake Park
Community Redevelopment
Agency**



**GRAND OPENING
ASSISTANCE
PROGRAM**

GRAND OPENING ASSISTANCE PROGRAM:

The Lake Park Community Redevelopment Agency (CRA) offers assistance to new businesses within the CRA for their “Grand Opening”. It is at the discretion of the individual business (with the advice of the CRA) as to what style and size of grand opening they wish to have. Retail stores, for instance, may offer light hors-d’oeuvres & wine to invited guests while they look through the store, where a new restaurant may have a full band and open bar. Other businesses may wish to purchase advertising or mailings to announce their new location.

THE CRA OFFERS THE FOLLOWING:

- The CRA will assist in coordinating a publicizing grand opening events and fund up to \$500 of qualifying expenses.
- The CRA will make every effort to invite available Mayor and Commissioners.
- The CRA will provide the ribbon and scissors for the ribbon cutting.
- CRA advertise the event on the Town of Lake Park/CRA social media sites.

REQUIREMENTS:

- The CRA & the Business will mutually agree on a date and time for the Grand Opening. The processing and approval for an application could take up to four (4) weeks.
- The Business is responsible for providing the CRA with the Grand Opening schedule, activities and promotions. Business must let the CRA know what time the ribbon cutting will take place in order to invite the Mayor and Commissioners.

APPLICATION MUST BE SUBMITTED AT LEAST FOUR (4) WEEKS PRIOR TO EVENT DATE.

- Business must receive written approval from the CRA.
- Please provide to the CRA a W-9 indicating your business’s legal name, invoices and copies of your paid receipts for reimbursement. Please allow 45 days for processing.

The CRA must be listed on the invitation and the logo will be provided. Mail or Email a draft copy of your invitation before printing.

EXAMPLE: Sponsored by the Lake Park Community Redevelopment Agency or (Business name) and the Lake Park Community Redevelopment Agency Cordially invite you to attend the Grand Opening of ... Or Grand Opening in partnership with the Lake Park Community Redevelopment Agency.

*Grand Opening Assistance will be approved administratively by CRA Staff and does not require CRA Board Approval.

Application Date: _____

Applicants Name: _____

Phone Number: _____ Cell Phone: _____

Email: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Fax: _____

Website: _____

Anticipated Grand Opening Date: _____ Event Start/End Time: _____

Please describe the grand opening schedule (time of ribbon cutting, etc.) activities and/or promotions to take place during the event:

I have read and understand the eligibility requirements for the Grand Opening Assistance Grant Program.

Applicant(s) Signature

Date

Completed by CRA Staff Only

Date Received: _____ Approved: _____ Denied: _____

Additional Details: _____

Date: _____ Staff Initial: _____