

REDEVELOPMENT GRANT PROGRAM APPLICATION

Kingsport Economic Development Board
City of Kingsport
415 Broad Street
Kingsport, TN 37660



For Information Contact:
Jessica McMurray
(423)224-2482
jessicamcmurray@kingsporttn.gov

APPLICANT INFORMATION

Applicant Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Email: _____

PROPERTY OWNER INFORMATION

Property Owner Name: _____
(if different from the applicant)
Property Owner Phone Number: _____ Years Owned: _____

PROJECT INFORMATION

Property Address: _____

Current Use of Property: ☐ Commercial ☐ Residential ☐ Mixed-Use
☐ Other (specify): _____

Proposed Use After Redevelopment : _____

Business/Organization Name: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Any historical or cultural significance of the property: ☐ Yes ☐ No

If yes, please explain: _____

I have read and understand the Program and Design Guidelines. ☐ Yes ☐ No
Does all work result in a publicly visible improvement? ☐ Yes ☐ No
Does this project comply with local zoning, fire and building codes? ☐ Yes ☐ No
Does proposed work align with Redevelopment Grant Program requirements? ☐ Yes ☐ No
Are you the property owner redeveloping for an Interior Tenant Preparation? ☐ Yes ☐ No

Will demolition occur for this project? ☐ Yes ☐ No If yes, indicate demo type below:
☐ Entire structure removal ☐ Partial structure removal

In what portions of the building will demolition occur?

PROJECT COST & FUNDING REQUEST

Total Project Cost (attach supporting documentation): \$ _____

Project Cost must exceed \$1,000 to be considered for a redevelopment grant.

Requested Redevelopment Grant Amount \$ _____

(limited to 10% of total project cost, up to \$20,000)

Example: Total project cost \$200,000 x 10% maximum grant amount request is \$20,000

REQUIRED DOCUMENTATION

(Attach the following documents to complete your application.)

- ☐ Photos of the existing property conditions (*before images*).
- ☐ Detailed project budget (*breakdown of costs for materials, labor, etc.*).
- ☐ Include separate budgets for facade and redevelopment components if applying for both.
- ☐ Conceptual design plans or sketches of proposed improvements.
- ☐ Contractor quotes or estimates.
- ☐ Proof of property ownership or lease agreement.
- ☐ Letter of approval from the property owner (if the applicant is not the owner), confirming consent for the proposed improvements and agreeing to basic building maintenance in the event the tenant vacates the property.

SCORING CRITERIA

Applications will be evaluated by the Façade and Redevelopment Grant Committee based on the quality of the project presentation and responses to the questions listed on the next page. **To be considered for funding, an application must achieve an average minimum score of 35 points or higher.** In addition to meeting the scoring criteria, applicants must also comply with all program requirements outlined in the Program Guidelines. Awards will be made to the highest-scoring applicants, subject to funding availability.

APPLICANT AGREEMENT

I, the undersigned, certify that the information provided in this grant application is true and complete to the best of my knowledge. I understand that submission of this application does not guarantee award of funds, and that any funded activities must comply with all applicable laws, regulations, and grant guidelines. I further agree to adhere to all terms, conditions, and requirements associated with this grant program.

Signature of Applicant: _____ Date: _____

Signature of
Property Owner: _____ Date: _____

REDEVELOPMENT GRANT QUESTIONS

VISIBILITY (1-8 points): Please describe the visual impact your project will have on the property and the surrounding area. Will your improvements be primarily small-scale or interior-focused, with minimal changes to how the property is seen or experienced by the public? If so, what are those changes, and why are they important? If your project includes enhancements to the building's appearance—either inside or outside—how will those changes improve the character and visibility of the property in its neighborhood? If your project transforms the entire look and feel of the building, how does it serve as a visual landmark or anchor within the community? What specific design elements or upgrades make the building stand out or redefine its presence in the area?

Design Quality and Compatibility (1-16 points): Describe how your project demonstrates thoughtful design and architectural quality? Are the improvements mainly structural repairs or basic functional updates? If so, please explain their purpose and scope. If your project incorporates design elements that reflect or complement the surrounding buildings, describe how those choices were made and how they contribute to neighborhood cohesion. If the design is intended to make a strong visual statement, explain how materials, proportions, and architectural details were selected to elevate the streetscape and reinforce the identity of the neighborhood. What makes your project's design meaningful in the context of its surroundings?

REDEVELOPMENT GRANT QUESTIONS

SUSTAINABILITY & PERMANENCE (1-16 points): What steps are being taken in your project to ensure the building's long-term usability, sustainability, and resilience? Are the improvements mostly cosmetic, such as new paint, light landscaping, or decorative features? If you are undertaking more substantial work, such as interior renovations, system upgrades (e.g., HVAC, electrical), or selective demolition, describe the intended outcomes for future functionality and performance. If your project involves a comprehensive redevelopment, please explain how it will strengthen the structural integrity of the property and support ongoing community use, occupancy, or investment over time. How are you planning for the building to remain a valuable asset well into the future?

COMMUNITY CONTRIBUTIONS & IMPACT (1-8 points): How will your project positively impact the broader community? Does it address existing issues such as blight, safety hazards, or underutilization? Please describe any specific improvements that contribute to real or perceived safety and neighborhood well-being. If your project is expected to stimulate local economic growth, detail how it will do so—such as by creating jobs, attracting new businesses or visitors, increasing property values, or encouraging nearby development. How does your project fit into a larger vision for revitalizing or energizing the area?

REDEVELOPMENT GRANT PROGRAM GUIDELINES

Kingsport Economic Development Board
City of Kingsport

415 Broad Street
Kingsport, TN 37660



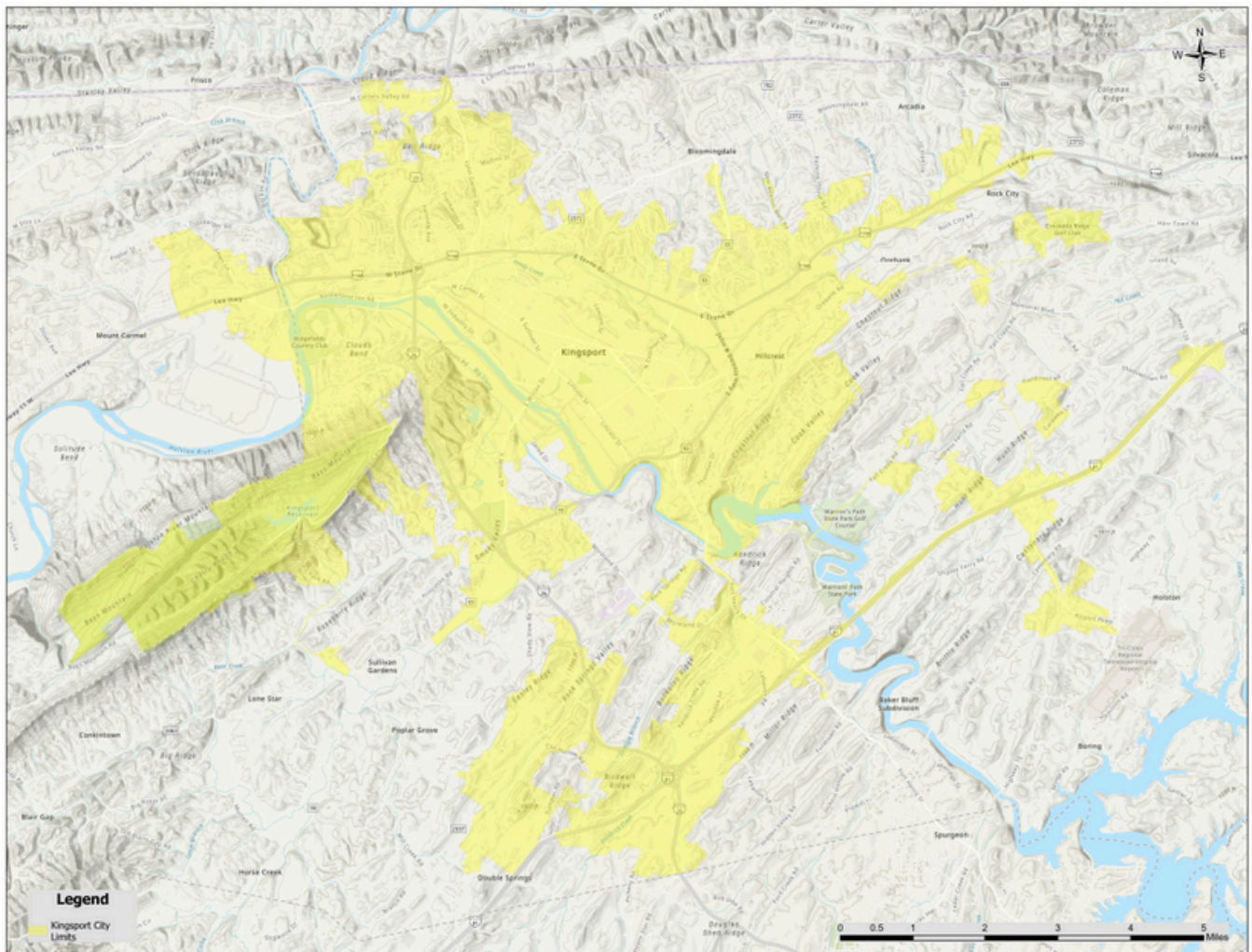
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PROGRAM GUIDELINES

The Redevelopment Grant Program supports the improvement of commercial and mixed-use properties throughout Kingsport, with a focus on structural upgrades, visual enhancements, and long-term use. Administered by the Kingsport Economic Development Board (KEDB), the program is open citywide, with priority given to projects in the Central Business District. Each property may receive one grant per year, subject to funding availability. For repeat applicants, funding may be reduced based on the quality of past projects and previous awards. Materials that are compatible in quality, texture, finish and dimension to previously approved projects in the district are encouraged. Projects must align with the building's character and meet current building and zoning codes. This grant supports Kingsport's goals of revitalization, sustainability, and community pride.

ELIGIBLE PROPERTIES

Commercial and mixed-use properties located within the City of Kingsport municipal boundaries, are eligible for the Redevelopment Grant Program. Please refer to the map below for exact boundaries and eligible locations.



ELIGIBILITY REQUIREMENTS

Work that does not comply with the eligibility requirements will not be considered for funding.

- Rehabilitation involves returning a property to a functional state through repairs or alterations that allow for contemporary use while preserving important historic, architectural, and cultural features.
- Projects must maintain a quality image consistent with the character of the surrounding area and the City of Kingsport.
- Redevelopment efforts should encourage the ongoing use of historic and architecturally significant commercial buildings, increase investment, raise property values, and eliminate blighting influences.
- Plans must respect the architectural integrity of the building and neighboring streetscape.
- Properties in significant disrepair must present a comprehensive redevelopment plan that meets current building and zoning codes and brings the structure into occupiable condition.

Tenants seeking grant funding must include written consent from the property owner.

All work must result in a publicly visible improvement.

Projects must be located within Kingsport city limits and comply with all building and fire codes. Funds cannot be used to address code violations, insurance-covered damage, or damage from collisions or natural events.

The following types of projects or properties are not eligible for the Redevelopment Grant Program:

- *Projects or work completed prior to the last funding year*
- *Tax delinquent property or property whose owner has any other tax delinquent property*
- *Property in litigation*
- *Property in condemnation or receivership*
- *Property that is exempt from property taxes, unless proof of paid property taxes can be provided*
- *Residential projects with no commercial component*

REQUIRED MATERIAL FOR APPLICATION

Applications must include enough detail to show the project's visual impact and cost. Missing information will delay review.

Required items include:

- Photos of the existing property conditions (before images).
- Detailed project budget (breakdown of costs for materials, labor, etc.).
- Include separate budgets for facade and redevelopment components if applying for both.
- Conceptual design plans or sketches of proposed improvements.
- Contractor quotes or estimates.
- Proof of property ownership or lease agreement.
- Letter of approval from the property owner (if the applicant is not the owner), confirming consent for the proposed improvements and agreeing to maintain the façade in the event the tenant vacates the property.

If the applicant is a contractor doing their own work, at least one outside quote must be provided—self-labor is not reimbursable.

APPLICATION REVIEW

Applications will be reviewed for completeness before being forwarded to the Façade and Redevelopment Grant Committee. *Applicants are required to attend the committee meeting to present their project.*

Submission Deadlines:

February 1 (for March review)

May 1 (for June review)

August 1 (for September review)

November 1 (for December review)

The committee meets quarterly, and applications must be submitted at least 30 days in advance. Grants are awarded based on set criteria, with priority given to key areas and exceptional projects.

AWARD REIMBURSEMENT

Reimbursements shall be limited to 10% of the total cost of eligible redevelopment improvements. The maximum amount of the grant is \$20,000 per building for general facade improvements. Grant awards will be made on a case by case basis by the Façade & Redevelopment Grant Committee.

The committee reserves the right to deny reimbursement, in whole or in part, for work that:

- Does not conform to proposal submitted with application
- Does not conform to Design Guidelines
- Lacks industry-standard workmanship
- Is not completed within 180 days unless extension is granted by committee
- Includes changes to approved plan without committee approval

A one-time extension of up to 180 days may be granted upon written request, submission of an updated project timeline, and attendance in person at the next scheduled Façade & Redevelopment Committee meeting. Projects not completed within the extended timeframe will require submission of a new application.

If the total cost of the project increases from initial proposal to final completion and funding is limited, the Grant Committee may only award reimbursement for the original proposal.

REQUIRED MATERIALS FOR REIMBURSEMENT

Reimbursement can be expected within three (3) to six (6) weeks after all required documentation is submitted.

- Proof of payment—such as canceled checks, bank statements, or credit card statements—must be provided, covering at least the required match and owner investment. Invoices must be marked "paid," signed and dated by contractors; cash payments are not accepted. Payments must be recorded in a spreadsheet, with backup documentation numbered to match each entry. Lien waivers are not acceptable proof of payment.
- Color photos of the completed project
- Certificate of Occupancy

REDEVELOPMENT SCORING RUBRIC

Applications will be evaluated by the Façade and Redevelopment Grant Committee based on the quality of the presentation and responses to the questions listed on pages 3 and 4. ***To be considered for funding, an application must achieve an average minimum score of 35 points or higher.*** In addition to meeting the scoring criteria, applicants must also comply with all program requirements outlined in the Program Guidelines. Awards will be made to the highest-scoring applicants, subject to funding availability.

Applicant: _____ **Property Address:** _____

Visibility (1-8 points):

_____ Points

1-2 points – Minimal Visual Impact: Improvements are limited to small-scale aesthetic and interior enhancements with little or no change to the property's visibility or public perception.

3-6 points – Moderate Visual Impact: Interior upgrades enhance overall appearance and contribute meaningfully to the property's character and the surrounding area, but do not involve major structural or layout changes.

7-8 points – Full Building Transformation: The redevelopment significantly enhances or completely transforms the building's exterior and interior, creating a strong visual anchor in the area and elevating the identity of the corridor or neighborhood.

Design Quality and Compatibility (1-16 points):

_____ Points

1-5 points – Minimal Design Integration: The project includes only basic updates or structural repairs. Limited architectural consideration is given to context, materials, or design quality.

6-11 points – Moderate Design Integration: The design incorporates some architectural enhancements and reflects a partial effort to align with the character of the surrounding area. There is noticeable improvement in aesthetics and compatibility, though not fully cohesive or transformative.

12-16 points – Significant Design Integration: The redevelopment reflects a thoughtful and high-quality architectural approach, fully consistent with neighboring buildings and enhancing the overall streetscape. Materials, proportions, and design details show a strong commitment to place-making and neighborhood improvement.

Sustainability & Permanence (1-16 points):

_____ Points

1-5 points – Minor, primarily cosmetic improvements (e.g., interior paint, décor, general maintenance, light landscaping) with minimal impact on the property's structural integrity or long-term usability.

6-11 points – Significant renovations including major interior redevelopment, selective demolition, and upgrades to core systems (e.g., HVAC, electrical, plumbing); supports functional reuse and improved interior performance.

12-16 points – Comprehensive redevelopment involving full-scale transformation of interior and, where applicable, exterior elements. Includes structural enhancements and long-term planning for sustained occupancy, investment, or community use.

Community Contributions & Economic Impact (1-8 points):

_____ Points

1-4 points – Blight Reduction and Safety Improvements: The redevelopment removes blighted or unsafe conditions and contributes to perceived or actual safety improvements in the neighborhood.

5-8 points – Economic Catalyst: The project provides measurable economic benefits (e.g., new jobs, increased foot traffic, enhanced tax base) and demonstrably improves adjacent property values or encourages additional investment in the area.

Total Points: _____

Grant Award Date: _____

Grant Award Amount: _____