



# **DOWNTOWN BUSINESS ENHANCEMENT GRANT GUIDELINES & APPLICATION**



**Downtown Elgin Business Enhancement Grant**  
**GUIDELINES**

**Section 1. Principal**

The Principal of the Building Enhancement Grant Program is the Elgin Economic Development Corporation (EDC).

**Section 2. Purpose**

The principal purpose of the grant is to enhance the economic sustainability of the City of Elgin by assisting property owners and business enterprises located within the Downtown Overlay District.

**Section 3. Applications**

Any person, partnership, joint venture, corporation, or other business entity may apply. *However*, owners of multiple businesses shall be allowed only one application per Funding Cycle and may not file multiple applications for each of their various businesses. The EDC may elect to approve the full amount requested in an application, a portion of the request or no amount at all.

**Section 4. Grants**

Grants provided under Elgin’s Business Enhancement Grant are Reimbursement Grants, such grants being a cash match for funds disbursed by an Applicant and are in amounts not to exceed those provided under Section 7, “Type of Grants” below. Only Applicant’s cash expenditures may be used as a grant match; in-kind contributions by Applicant or on behalf of Applicant will not be considered in determining funding amounts.

**Section 5. Funding Cycle**

A funding cycle shall be from October 1<sup>st</sup> to September 30<sup>th</sup> of a given year. For each funding cycle the EDC may, but is not obligated to, designate an amount of funding for that cycle. The EDC shall be under no obligation to utilize all designated funds during a funding cycle. Upon depletion of the designated funds the EDC may, at its sole discretion and without any obligation to do so, elect to fund additional grants during a given funding cycle. The EDC may elect, but is not obligated to do so, to hold over any pending applications; however, the EDC is under no obligation to establish future funding cycles.

**Section 6. Eligibility to Apply**

- A. Any new or existing business or property owner within Elgin’s Downtown Overlay District.
- B. Owners of existing business facilities within Elgin’s Downtown Overlay District.
- C. Business facilities must be zoned for commercial or industrial use.
- D. Applications must have attached at time of submission to the EDC all required written approvals, drawings, paid invoices, proof of payment, and other documents required herein, including approval by the HRB.

**Section 7. Type of Grant**

***50/50 match not to exceed \$ \$10,000.***

***Enhancements can include but are not limited to:***

- Pedestrian Amenities: *Outdoor dining , Awning or Shade Structure, Public Art installation, Lighting.*
- Code compliance - Reconstruction or new construction for public accessibility requirements and installation or upgrade of systems for safety purposes.
  - *Grease Trap installation*

- *Fire suppression system upgrades*
  - *ADA Bathrooms*
  - *Upgraded plumbing or HVAC.*
- Façade enhancements: *Painting, Replacement of windows and doors, Restoration of historical architecture*

### **Section 8. Guidelines**

- A. Proof of facility ownership may be required of applicants operating a business in an Applicant owned facility.
- B. An Applicant operating in a leased facility may be required to provide a copy of lease agreement for the facility; provided that if the Applicant is seeking a grant for building enhancements must also provide to the EDC at time of application submission written landlord's approval of such building maintenance work.
- C. Grant funding will be limited to one grant to one building during a grant-funding cycle.
- D. Improvements shall be made in accordance with project drawings, specifications, and/or other information provided with the application. Failure to do so will render the Applicant ineligible to receive grant funding. Any material modifications to the drawings, specifications, and/or other information provided with the application must first receive the written approval of the Historic Review Board if the work to be carried out is on the exterior of the building located in the historic district. Failure to obtain such prior written approval of the HRB will render the Applicant ineligible to receive grant funding.
- E. Applicant is obligated to obtain all applicable City permits and approvals related to the improvement project. Failure to do so will render the Applicant ineligible for grant funding.
- F. The improvements as presented in the application must be completed in their entirety before grant funding will be made. Incomplete improvements will render the Applicant ineligible for grant funding.
- G. Upon submission of a grant application to the EDC, and during the EDC's review of the application, a representative or representatives of the EDC shall have the right of access to inspect the work.

### **Section 9. Pre-approval Process:**

Applicants are encouraged to seek pre-approval of grant applications by pre-submitting an application to the EDC before work or purchases are made with all back up data attached, such as building plans, construction/purchase estimates, bids, proposals or list of items to be acquired with corresponding prices. All exterior improvement projects must be approved by the HRB prior to EDC approval.

### **Section 10. Application & Approval**

- A. Applications must be made on a form provided by the EDC.
- B. Applications will be considered by the EDC on specified dates ("Consideration Dates") set by the EDC to correspond with monthly board meetings of the EDC, but not at every board meeting of the EDC; and, applications and all required attachments must be submitted a minimum of 10 business days before consideration date. Approval from the HRB for exterior projects must be provided with the application.
- C. Consideration of applications may be delayed in the event the EDC fails to seat a quorum for a regular meeting, elects for any reason not to hold a regular monthly meeting, or elects for any reason not to consider applications at any particular meeting.
- D. Application with all required attachments, including copies of all invoices for actual

expenditure, must be submitted. **A summary of expenses (receipts) with total to be considered must be included.** The summary must include the date, description of the item/service and amount to be considered for the grant.

- E. The EDC reserves the right to utilize whatever outside resources it deems necessary for assistance in its decision-making process.
- F. Applicants will be notified in writing of the EDC's approval or disapproval of an application.
- G. The EDC may award Applicant a grant with certain provisions, conditions, or other requirements as it may from time to time deem appropriate.
- H. The EDC reserves the right to exercise its absolute discretion in determining approval or disapproval of an application, whether or not such discretion may be deemed arbitrary, or without basis in fact.

**Section 11. Standards**

The following factors, among such others as the EDC may deem necessary, shall be considered in determining whether or not to award a grant:

- A. The amount of additional funding being provided by the Applicant beyond the required cash match.
- B. The amount of current deterioration or blight the improvement will alleviate.
- C. The visual attractiveness and/or historic significance of the improvements as determined by the HRB's exercise of its absolute discretion in such determination.
- D. Health and safety issues which may be mitigated by the improvements.
- E. Level of improvement the project will make to the overall appearance of the building.
- F. Improvements that will assist in retaining a business or attracting a new business.
- G. Thoroughness of information provided in the application.

**Section 13. Amendment**

The EDC reserves unto itself the rights to, by a majority vote of the Board of Directors, amend these Guidelines as it may from time to time find desirable.

**Section 14. Notice**

- A. THE PROVISION OR DELIVERY OF THESE GUIDELINES TO AN INTERESTED PARTY DOES NOT CONSTITUTE AN OFFER OF AN IMPROVEMENT GRANT TO THAT PARTY.
- B. THE ADOPTION OF THESE GUIDELINES DOES NOT LIMIT THE DISCRETION OF THE EDC TO DECIDE WHETHER TO PROVIDE OR NOT PROVIDE A GRANT TO AN APPLICANT, WHICH ABSOLUTE RIGHT OF DISCRETION THE EDC RESERVES UNTO ITSELF, WHETHER OR NOT SUCH DISCRETION MAY BE DEEMED ARBITRARY OR WITHOUT FACTUAL BASIS.

**I/We have received and read these Guidelines for the Small Business Assistance Program and agree to be subject to them.**

**APPLICANT(S)**

By: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_



Downtown Building Enhancement

Term & Conditions :

A business may receive assistance for one grant per building during the fiscal year (October 1 to September 30). Funding assistance is approved and awarded at the sole discretion of the Elgin Economic Development Corporation (EDC) Board. Projects must be approved by the Historic Review Board if you are located in the historic district. Funding assistance is distributed as a reimbursement grant after the applicant submits paid receipts for the completed project and a certificate of occupancy is issued for the building for commercial use.

GRANT DETAILS

- 50/50 Match not to exceed \$10,000
Enhancements can include: Pedestrian Amenities, Code Compliance, Façade Enhancements ( see section 7 for examples)
Must provide itemized invoices and receipts detailing the work performed
Must be located in the downtown overlay district
Must be submitted to EDC prior to project beginning
Follow the City of Elgin Development Service permitting/CO processes applicable to the project

APPLICANT INFORMATION

Full Name :
Business Name :
Full Address :
E-Mail :
Phone :

PROJECT DETAILS

Amount of grant funds being requested?
Total cost of the project?
Number of employees: full-time: part-time:
Date Business was established:
Is the property owned or leased by the applicant?
Description of the project for which funding is requested. (Attach additional docs if necessary)

More Information :

OWEN.ROCK@ELGINTEXAS.GOV
512-229-3226

KALEY.FRYE@ELGINTEXAS.GOV
512-229-3240

**AFFIRMATION OF APPLICANT (S)**

**I (We) the undersigned do hereby acknowledge and/or certify, as the case may be, the following:**

- 1. That the submission of this Application does not create any property, contract, or other legal rights in any person or entity to have the EDC provide grant funding.**
- 2. That if grant funding is approved, full compliance will be maintained with all the provisions of the "Guidelines and Criteria", and/or special provisions attached as a part of the grant, and that failure to do so can be grounds for ineligibility to receive previously approved grant funding.**
- 3. That before application is to be reviewed by the EDC, a designee(s) of the EDC shall have the right to inspect the business and work to be considered.**
- 4. That the EDC reserves unto itself its absolute right of discretion in deciding whether or not to approve a grant relative to this application, whether or not such discretion is deemed arbitrary or without basis in fact.**
- 5. That the laws of the State of Texas shall govern the interpretation, validity, performance, and enforcement of the "Guidelines and Criteria", and this Application, and that if any provision or provisions of these should be held invalid or unenforceable, the validity and enforceability of the remaining provisions of these shall not be affected thereby.**
- 6. That the information provided in this Application, and all that may have been affixed hereto, is true and correct, and that the EDC may rely on all of the information herein contained, and all that may have been affixed hereto, as being true and correct**

Signed this day \_\_\_ of \_\_\_\_\_ 20\_\_

Signed this day \_\_\_ of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
(Print Applicant Name)

\_\_\_\_\_  
(Print Applicant Name)

\_\_\_\_\_  
(Applicant Signature )

\_\_\_\_\_  
(Applicant Signature)