

## **PEDC Bert West Small Business Grant**

The Palacios EDC (PEDC) offers businesses the opportunity to protect, preserve and enhance storefronts within Palacios by applying for funding through the Bert West Small Business Grant.

**ABSOLUTELY NO WORK IS TO BEGIN ON THE REIMBURSABLE AND/OR MATCH IMPROVEMENTS CONSIDERED IN THIS APPLICATION PRIOR TO THE GRANT BEING APPROVED BY PEDC.**

### **Section 1. Goals of the Program**

- To promote the Revitalization of Downtown as set forth in our 2022 Goal Setting Session
- To create a more attractive community by encouraging visually appealing physical and structural improvements to local current and future business establishments.
- To promote the restoration of dilapidated buildings in downtown Palacios
- To encourage the redevelopment of existing commercial buildings increasing retail options for the citizens of Palacios

### **Section 2. Eligibility**

1. Any new or existing business within Palacios.
2. Business facilities solely serving as a residence are not eligible.
3. Business facilities and/or properties which have outstanding financial obligations to the City of Palacios, such as liens, court fines, city utility bills, or delinquent property taxes are not eligible.
4. Business facilities and/or property owners which have an ongoing lawsuit or are in any way parties to litigation against the City of Palacios are not eligible.
5. Applicant can apply for one grant for a total of \$10,000 or two grants that total \$10,000.

### **Section 3. Types of grants**

This is a reimbursement grant and is intended to replace funds spent by the business on approved items up to 50% of the total cost of the improvements, not to exceed \$10,000.00.

#### **FAÇADE IMPROVEMENT:**

Improvements to storefronts, including, but not limited to, items such as painting, reconstruction, awnings, windows and remodeling.

#### **SIGN IMPROVEMENTS:**

New signs, and renovation or removal of existing signs.

#### **INTERIOR IMPROVEMENTS: (May be considered match if it is permanent.)**

Work done on the inside must be permanent. Plumbing, Electrical, Floor Leveling, Sheetrock and Painting, Foundation.

### **Section 4. Design Plan Guidelines**

1. Applicant will show Proof of building ownership of the property.
2. An Applicant operating in a leased facility must have written permission from the property owner detailing improvements to be made. Copies of a lease agreement and proof of ownership will be required.

## Section 4. Design Plan Guidelines (cont.)

3. Improvements shall be made in accordance with project drawings, specifications, and/or information provided in the application and must be completed in their entirety. Failure to do so could render the Applicant ineligible to receive grant funding. Any modifications must first receive the written approval of the PEDC or its designee.
4. Applicant is obligated to obtain all applicable permits related to the improvement project. Failure to do so will render the Applicant ineligible for grant funding. *Special approval from the Texas Historical Commission on Recorded Historic Texas Landmarks is required for all designated buildings.*
5. Applicant is encouraged to use local vendors.
6. Improvements related to the grant must be completed within six (6) months of receiving grant approval from PEDC unless other arrangements have been agreed upon within the six (6) month timeframe.
  1. All applications must contain a cost estimate (bid) from a qualified contractor or supplier.
  2. Labor provided by the Applicant or his/her employees may not be included in the cost estimate of the project and is not reimbursable through this Program.
7. Application shall include photos of the existing condition to be improved and plans for proposed rehabilitation.

## Section 5. Application & Approval

1. Applicants are to use the form provided by the PEDC and may be obtained at **PEDC office, 311 Henderson, Palacios, TX** or PEDC website [www.palacios.org](http://www.palacios.org) **PEDC@Palacios.org**
2. Applications will be considered monthly at the regularly scheduled PEDC meetings as long as funding is available. Each applicant will be considered in the order received following evaluation criteria in Section 6.
3. Applicants are encouraged to attend the PEDC meeting.
4. Notice of award will be provided by email.

## Section 6. Funding REQUEST

1. Applicant shall provide the PEDC a completed After Grant Report with all documentation, such as, but not limited to, paid receipts for materials and labor, permits, inspection reports, project photographs, or any other items the PEDC may reasonable deem necessary for determining the successful completion of the project.
2. Upon receipt of a notification of completion, an on-site inspection may made by the PEDC to confirm completion in accordance with the application and/or approved modifications.

## Section 7. Disclaimers:

1. PEDC reserves unto itself the absolute right of discretion in deciding whether to approve a grant relative to this application. The Applicant accepts that all decisions relating to the award of grant funds involves subjective judgments on the part of the decision-making entity related to the aesthetics of the proposed project and the granting of award funds for said project.
2. Funding cycles shall be October 1 through September 30. For each funding cycle, PEDC shall designate an amount of funding for that cycle. Upon depletion of those funds, PEDC will be under no obligation to fund additional grants. Likewise, PEDC is under no obligation to establish future cycles.
3. The following factors shall be considered in determining whether to award a grant:
  - Visual Impact: Improvement in the attractiveness of the location and the level of blight or deterioration removed; Level of improvement impact on overall appearance of facility; Productive life of improvements.
  - Economic Impact: Number of jobs created/ retained; Reuse of vacant or underutilized property; Appropriateness of business to overall economic development in the surrounding neighborhood; Mitigation of health and safety issues. Amount of additional funding expended by business.
4. Funding will only be provided on a reimbursement basis upon the completion of the project in accordance with Section 6.
5. PEDC shall be granted the right to inspect the improvement work in progress and upon completion.
6. The PEDC Board of Directors reserves unto itself the right to amend these Guidelines and Criteria as it may from time to time find desirable.
7. The provision or delivery of these guidelines and criteria to an interested party does not constitute an offer of an improvement grant to that party.
8. The PEDC, its employees, and its agents, do not attest to the quality, safety, or construction of a project eligible for, or receiving grant funding. Therefore, the PEDC, its employees, and agents shall be held harmless by the applicant/applicants for any and all damages associated with the planning, construction, and subsequent existence of any project whose application has been approved or has received actual grant funding.
9. Acceptance of grant monies is consent for the PEDC to use Applicant's business or facility in promotional materials, advertisements, and future publications.



311 Henderson  
Palacios, TX 77465

**City of Palacios - Palacios Economic Development Corporation**  
**BERT WEST Small Business Grant**

*Please send completed application and required material to: Palacios Economic Development Corporation, Attn: President, 311 Henderson, Palacios, TX 77465*

Name of Applicant \_\_\_\_\_ Title \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Ph: \_\_\_\_\_

Project Address: \_\_\_\_\_

Property Owner (if different from Applicant) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax: \_\_\_\_\_

(EIN) Tax Identification No.: \_\_\_\_\_ 501(c)3: (yes or no)

Lease Terms (if applicable): \_\_\_\_\_

Check Type of Work to be Done:	Other	
Permanent Signage	Brick Work	Painting
Storefront Upgrade	Windows	Awnings

Details of Planned Improvements

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City of Palacios - Palacios Economic Development Corporation  
Bert West Small Business Grant  
**Budget Summary Form**

DESCRIPTION	CASH	PEDC REQUEST	TOTALS
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
<b>Total</b>			0

Time Frame (length of project – beginning and ending months: \_\_\_\_\_)

How many jobs will be created as a result of this program? Full-time \_\_\_ Part-time \_\_\_

How many jobs will be retained as a result of this program? Full-time \_\_\_ Part-time \_\_\_

**Applicant Certification**

The Applicant, and Owner, if applicable, certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a grant under the City of Palacios – Palacios EDC is true and complete to the best of the Applicant’s knowledge and belief.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature (if different from Applicant)

\_\_\_\_\_  
Date

Please understand that the submission of a completed application is not an assurance of project funding. The PEDC Board reserves the right to negotiate with successful applicants. All decisions of the PEDC Board are final. Applicant must submit the following items to be considered:

- Completed application
- Written description of project improvements
- Current photographs of property
- Drawings or plans detailing the planned work
- Written approval by property owner for planned improvement is required
- Two (2) itemized cost estimates from two independent source.

If grant is approved and work is completed, Applicant is required to provide to PEDC an *After Grant Report* including:

- Written notice that all work is complete, along with photographs (within 14 days of completion)
- Paid receipts
- Proof of payment to contracted vendors for reimbursement
- Project must be completed no later than \_\_\_\_\_.

PEDC will reimburse Applicant for approved and verified improvements under the grant within 14 days of receipt of the above material.

+++++Do not write below this line+++++

**Internal Use Only (move to the checklist)**

***Date Received*** \_\_\_\_\_

***Date Submitted to Board Funding*** \_\_\_\_\_

***Funding Approved*** \_\_\_\_\_ ***Funding Not Approved*** \_\_\_\_\_

***Reasons*** \_\_\_\_\_

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311 Henderson  
Palacios, TX 77465

**City of Palacios - Palacios Economic Development Corporation  
Bert West Small Business Grant  
After Grant Report**

Name of Grantee: \_\_\_\_\_ E-mail: \_\_\_\_\_

Business Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Project Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Post Project Checklist:

Pictures

Paid Receipts

Proof of Payments

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date