



## **Navasota Economic Development Corporation**

### **Business Improvement Grant Program**

200 E. McAlpine  
P.O. Box 910  
Navasota, Texas 77868

P. 936-825-6475  
F. 936-825-4018  
[www.navasotaedc.com](http://www.navasotaedc.com)

# Table of Contents

---

## I. Guidelines & Criteria

Purpose .....	3
Eligibility .....	3
Guidelines .....	3-4
Application and Approval .....	4-5
Funding .....	5-6
Business Improvement Grant Types .....	6-7
Acknowledgement of Receipt of Guidelines and Criteria .....	7

## II. Business Improvement Grant Application

Project /Building or Property Information .....	8
Description of Project/Work Proposed .....	8-9
Matching Assistance Requested .....	9
Contractor Information .....	10
Timeline .....	10
Additional Information/Attachments.....	10-12
Owners/Applicant Agreement .....	13
Notary page .....	14

# Guidelines and Criteria

---

## Purpose

The purpose of this program is to promote the development and expansion of new and existing business enterprises within the City of Navasota, Texas, (the "City") and to enhance the economic welfare of the citizens of the City, by securing and retaining business enterprises and maintaining a higher level of employment, economic activity, and stability.

## Eligibility

Any new business planning to locate within the City or any business currently located within the city limits shall be eligible for this program. All buildings and facilities located within the City at the time of adoption of these guidelines shall be eligible for this program.

## Guidelines

- (A) Applicant must show proof of ownership of the subject facility, and/or proof that the owner of such facility has approved the application for such grant funds.
- (B) The owner of a business to be operated within a leased facility and the owner of such lease facility must apply jointly for the program. Copies of a lease agreement and proof of ownership of the leased facility shall be required.
- (C) A business may apply for one (1) or more of the four (4) types of grants set forth herein within any calendar year. A business that receives grant funding during a calendar year shall not be prohibited from making subsequent applications for funding in following years.
- (D) The maximum amount of funding available to any one applicant or business establishment shall be \$7,200 per calendar year. Such \$7,200 annual maximum shall only apply if all four (4) grant types are requested and approved.
- (E) All grants are reimbursement grants, and will only be funded after completion of the project in accordance with drawings and specifications approved by the Navasota Economic Development Corporation ("NEDC"), and after the applicant submits to NEDC proof of paid receipts for all applicable labor and materials. 4-5 Photographs of the completed work shall also be required (color prints, snap shots, or instant prints are acceptable).
- (F) Reimbursement grants are a cash match for funds disbursed by the applicant and are not to exceed the limits set forth. In-kind contributions may not be used as any part of the applicant's match. Only cash matches of the applicant's expenditures may be used.
- (G) The applicant shall be obligated to make the improvements in accordance with the application submitted to and approved by the NEDC Board of Directors. Thereafter, any modifications must first receive the written approval of either the NEDC Board of

Directors or its Executive Director. Failure to obtain such written approval prior to making any such modifications shall render the applicant ineligible to receive grant funding.

- (H)** The applicant shall be responsible for obtaining all applicable permits related to the improvement project. Copies of all permits related to the improvement project are to be included with the NEDC BIG application package before consideration for funding approval by the NEDC Board of Directors.
- (I)** The improvements, as presented in the application, must be completed in their entirety. Failure to complete all of the stated improvements shall render the applicant ineligible to receive grant funding.
- (J)** Upon approval of a grant application, and during the construction of the improvements, a representative or representatives of the NEDC shall have the right, at reasonable times, to have access to and inspect the work in progress.
- (K)** The applicant shall not begin any improvements prior to receiving written approval of grant funding from the NEDC.
- (L)** The applicant must complete the improvement project within six (6) months of receiving written approval therefore from the NEDC. Failure to complete the improvements within the required time period may result in the loss of the grant funds allocated for the project.
- (M)** The applicant must agree to remain in business and to not sell or assign such business to another person or entity for a period of twelve (12) months from the date of grant funding of his/her application.
- (N)** Approval of all applications shall be with the understanding and agreement that, in the event the business (applicant) fails to remain open, or the business or property is sold or transferred, within twelve (12) months after the funding of the grant, the applicant shall be considered in default of its obligations under the grant, and shall be required to reimburse the NEDC the grant money received, in accordance with the requirements in the "funding" section below.
- (O)** All applications must have a minimum of 3 bids from qualified contractors in order to substantiate cost of improvement(s).
- (P)** The applicant must agree that, in the event of default of its obligations, the NEDC has the right to reimbursement for all attorney's fees and costs, which may be incurred as a result of any legal action required to seek reimbursement of all grant funding received by applicant.

## **Application and Approval**

- (A)** Completed NEDC Business Improvement Grant Application must be submitted to the NEDC, to qualify for consideration.

- (B)** Applications filed with the NEDC on or before the first Monday of each month shall be considered at the next regular NEDC Board meeting or at such special Board meeting that may be called.
- (C)** Applications for the NEDC B.I.G. Program must be made on a form provided by the NEDC, which is available at 200 E. McAlpine Street, Navasota, Texas 77868.
- (D)** No NEDC grants will be accepted for any project that has initiated work prior to submission of this pre-application.
- (E)** Zoning for the project property must be commercial. No grants will be provided for residential structures.
- (F)** Applicant is solely responsible for obtaining any necessary and appropriate City of Navasota permits, including payment of any required fees.
- (G)** Applicant will provide preliminary design details if request by the NEDC.
- (H)** Applicants must be willing to work within the established Grant Guidelines and Criteria, set forth in the application and NEDC materials.
- (I)** All applications must be approved by a majority vote of the Board of Directors of the NEDC.
- (J)** All applicants shall be notified in writing of the NEDC's decision to approve or disapprove the application.
- (K)** The NEDC may award grant funds to an applicant, with certain provisions, conditions, or other requirements the NEDC deems necessary or appropriate.

## **Funding**

- (A)** Upon written notification to the NEDC by the applicant that a project has been completed, an inspection by an NEDC representative(s) shall be made to confirm that such project has been completed in accordance with the application, or any approved modifications thereto. Such notification shall include, but not be limited to, documentation of paid receipts for materials, labor, permits, inspection reports, or any other item that the NEDC may reasonably deem necessary for determining the project's completion.
- (B)** Within thirty (30) days following the required inspection, and confirmation of completion of the project in accordance with the application, or any approved modifications thereto, the Executive Director of the NEDC shall issue a letter of approval to the Board of Directors. A copy of such letter shall also be provided to the applicant. Funding authorization shall take place at the next regular NEDC Board meeting following the date of the Executive Director's approval letter. Upon authorization of the Board to fund

the grant, and after the sixty (60) day public notice requirement has been met, the total grant amount awarded shall be paid to the applicant.

- (C)** Within fourteen (14) days following an inspection and the presentation of the receipts, if determination is made by the NEDC's representative that the project has not been completed in accordance with the application, or any approved modifications thereof, the Executive Director shall issue a letter to the applicant indicating all areas of non-compliance. The applicant shall then have sixty (60) days, from the date of the Executive Director's letter, to make the modifications necessary to bring the project into compliance. Failure to complete such modifications within said sixty (60) day period shall be deemed a default of applicant's obligations under the grant.
- (D)** Available funding: The NEDC has budgeted \$25,000 per year to fund this grant program. Grant applications received after the available funding has been exhausted may be considered the following calendar year. The NEDC retains sole discretion to accept or reject applications received after the available funding has been exhausted.
- (E)** If the subject business is closed, sold, or transferred, or relocated within a six (6) month period after grant funding is received, the applicant shall be required to reimburse the NEDC for 100% of the grant amount received. Thereafter, until the twelve (12) month anniversary date of grant funding the applicant shall be required to reimburse the NEDC for 50% of the grant amount received if the subject business is closed, sold, transferred, or relocated.
- (F)** Payments due, must be paid in full within thirty (30) days after the date of written notification by the NEDC that the applicant/owner is in default of any of the funding requirements set forth herein. The form of such payment shall be a cashier's check or money order, made payable to Navasota Economic Development Corporation.
- (G)** If using a local contractor your qualified reimbursement shall be equal to 60% of the cost up to a maximum allowable for your selected grant type \*(Definition "local contractor" is a contractor who has a business address and sales tax permit that is registered within the City Limits of Navasota). If you choose to use a non-local contractor your reimbursement, you will only be eligible to 50% of the cost allowable. See six (6) types of grants below for more details on each grant type maximum allowance.

### **Business Improvement Grant types**

- (A)** FAÇADE IMPROVEMENT - Improvements to building facades including, but not limited to, structural rehabilitation, awnings, painting, reconstruction, and/or remodeling. Approved costs are **50% reimbursable**, with adequate documentation, **up to \$2,000** for projects receiving final approval from NEDC. The grant amount shall be equal to **60% reimbursable** of such improvements, **up to a maximum of \$2,200, if a local contractor is used.**
- (B)** SIGN IMPROVEMENT - New signs and/or renovation, or removal of existing signs. The

grant amount shall be equal to **50% of the cost** of such improvements, up to a **maximum of \$1,000**. The grant amount shall be equal to **60% reimbursable** of such improvements, **up to a maximum of \$1,100, if a local contractor is used**.

**(C)** PROPERTY IMPROVEMENT - Items such as, but not limited to landscaping, parking lot resurfacing, striping, driveway improvement, and lighting. The grant amount shall be equal to **50% of the cost** of such improvements, **up to a maximum of \$2,000**. The grant amount shall be equal to **60% reimbursable** of such improvements, **up to a maximum of \$2,200, if a local contractor is used**.

**(D)** MARKETING AND WEBSITE DEVELOPMENT – Items such as, but not limited to website design and development for businesses which do not currently have a website. Marketing consulting fees associated with developing a marketing campaign. The grant amount shall be equal to **50% of the cost** up to a **maximum of \$1,500**. The grant amount shall be equal to **60% reimbursable** of cost, **up to a maximum of \$1,700, if a local contractor is used**.

### **ACKNOWLEDGMENT OF RECEIPT OF GUIDELINES AND CRITERIA**

I have received the Guidelines and Criteria associated with the NEDC Business Improvement Grant. I (WE), the undersigned APPLICANT(S), acknowledge and agree to abide by and be subject to the terms and conditions of the Business Improvement Grant Program as described herein.

**Applicant Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Please note:**

The NEDC shall deliver a copy of these guidelines to any applicant for his/her review and the delivery hereof does not constitute an offer of a Business Improvement Grant to the applicant. The laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of this Business Improvement Grant Program and venue for any lawsuit or other proceeding involving this program shall be in Grimes County, Texas. If any provisions of this Business Improvement Grant Program are held to be invalid or unenforceable, the validity and enforcement of the remaining provisions shall not be affected thereby.

# Application

---

The information contained in the following pages of this application is confidential between the applicant and the NEDC; thus, in the event this application is rejected, the City of Navasota shall promptly return the entire application and not keep a copy thereof for any reason. If the request is granted, this application and all related documents will be filed at Navasota City Hall and available for public inspection.

I acknowledge that the Navasota Economic Development Corporation may or may not grant any application or request hereunder purely as a matter of discretion, that there is no legal right to rely on any previous actions taken in same or similar applications or in previous actions taken on another application concerning the same or similar property.

Applicant MUST attach supporting documents or extra pages when the space provided for a response is inadequate, or the applicant desires to provide additional information.

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (Work) \_\_\_\_\_ (Home/Cell) \_\_\_\_\_

## **PROJECT/BUILDING OR PROPERTY:**

Building/Business Name \_\_\_\_\_

Building Address (including legal description) \_\_\_\_\_

\_\_\_\_\_

Owners Name \_\_\_\_\_

Owners Phone \_\_\_\_\_

## **DESCRIPTION OF PROJECT/WORK PROPOSED:**

Exterior \_\_\_\_\_

\_\_\_\_\_

Interior \_\_\_\_\_

\_\_\_\_\_



Windows \_\_\_\_\_

\_\_\_\_\_

Roof \_\_\_\_\_

\_\_\_\_\_

Façade (Storefront/Doors) \_\_\_\_\_

\_\_\_\_\_

Painting \_\_\_\_\_

\_\_\_\_\_

Awning \_\_\_\_\_

\_\_\_\_\_

Marketing/Website Design \_\_\_\_\_

\_\_\_\_\_

Sign(s) \_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

Total Estimate \$ \_\_\_\_\_

**MATCHING ASSISTANCE REQUESTED:**

Façade Improvement (up to 60% not to exceed \$2,200) \$ \_\_\_\_\_

Sign Improvement (up to 60% not to exceed \$1,100) \$ \_\_\_\_\_

Property Improvement (up to 60% not to exceed \$2,200) \$ \_\_\_\_\_

Marketing and Website Development (up to 60% not to exceed \$1,700) \$ \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Are you using a local contractor? \_\_\_\_\_ (yes or no) (A "local contractor" is a contractor who has a local business address and has sales tax permit that is registered within the city limits of Navasota)

Project Architect, Designer, Contractor, or Coordinator:

\_\_\_\_\_ Phone \_\_\_\_\_

Tax ID \_\_\_\_\_ Registration/License \_\_\_\_\_

**TIMELINE:**

When do you expect to begin Project work? \_\_\_\_\_, 20\_\_\_\_\_

What is the anticipated completion date? \_\_\_\_\_, 20\_\_\_\_\_

**ADDITIONAL INFORMATION:**

**(A)** State the value of existing improvements. Use the valuation obtained by the Grimes County Appraisal District. If you wish to use some other alternative source of valuation, please indicate the source of such alternative valuation and attach a copy of any appraisal or opinion of value that was used or obtained:

\_\_\_\_\_

**(B)** Type and value of Proposed Improvements. In addition to the information provided previously, please estimate the additional value that is likely to be added to your property, or to your revenue and profitability, based upon the proposed improvements. If practicable and such documentation is available; please attach an appraisal or other opinion of value of the prospective improvements that are being relied upon in providing this information.

\_\_\_\_\_

**(C)** What is the productive life of proposed improvements? You may attach such documentation or any other substantiation or information relating to any estimates that are considered.

\_\_\_\_\_

**(D)** If applicable, state the number and types of jobs to be created by proposed improvements.

\_\_\_\_\_

**(E)** If applicable, state the amount of payroll to be created by proposed improvements in the Navasota area.

\_\_\_\_\_

**(F)** If applicable, state whether the new jobs to be created will be filled by persons residing or projected to reside within the municipal limits of the City of Navasota.

---

**(G)** State the amount of taxable sales that are currently being generated for applicant annually in the City of Navasota, if applicable.

---

**(H)** State the amount of projected taxable sales, expressed annually, that the proposed improvements will generate.

---

**(I)** Is the business or proposed business of applicant related to the storage or transportation of a hazardous material (as defined in 79.001 of the Texas Civil Practice and Remedies Code) or may it endanger or threaten endanger individuals, property, or the environment as a result of the spillage, seepage, or other release of a hazardous material or as a result of fire or explosion involving a hazardous material? \_\_\_\_\_ (yes or no)

**PLEASE ATTACH TO APPLICATION THE FOLLOWING:**

- At least 3 quotes from qualified contractors. (A qualified contractor is a contractor that is currently licensed in their field)
  
- Attach a copy of the Applicant's most current annual or semi-annual financial report (statement) showing profit and loss, net worth and status of Applicant's capital account. Please attach copies of the Applicant's last three monthly bank statements.
  
- Photographs – Include 4-5 before project pictures. Indicate the present form and condition of the property/building (color prints, snap shots, or instant prints are acceptable).
  
- Elevation Drawings illustrating proposed changes and /or alterations (including placement of signs).
  
- Site Plan (to scale) illustrating current structure and proposed changes with property lines and dimensions, easements, and setback lines clearly shown.
  
- Detailed drawings and plans of the building that will indicate all proposed work (including any structural work or repair, paint color, awnings, signage, etc.).

- Information regarding the materials to be used (the NEDC may ask that samples be provided).
  
- Sign Design must include sign dimensions, logos, lettering, materials and colors (the planning and zoning department and/or the City's building code department must approve any proposed signs, prior to funding).
  
- All other documentation or information requested by the NEDC related to the project, as necessary.

**OWNER’S/APPLICANT’S AGREEMENT:**

I have met with a NEDC representative and I acknowledge that I have received, reviewed and fully understand the guidelines, criteria, standards, rules and procedures established by the NEDC for the Business Improvement Grant Program. I ask that my request to be considered for grant funds and agree to abide by the NEDC, B.I.G. guidelines, criteria, standards, rules and procedures as binding and contractual in nature, in the event that my proposed project is funded by the NEDC.

I understand that, if I am awarded any or all of the four (4) Business Improvement Grants by the NEDC, any deviation from the project detail approved by the board and/or deviation from this agreement will result in the withdrawal of the final approval for the grant and loss of grant funds for my proposed project.

All owner(s)/representative(s) who are signatories to the application affirm and represent that neither they, nor any representative or contractor associated with the project whom will participate in the project on behalf of the owner, have any common law or statutory conflict of interest with respect to this grant and/or the resulting funding that may be provided by the NEDC.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Owner/Applicant

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Co-Owner/Co Applicant/Owner Representative

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Navasota Economic Development Corporation

**Please return this application to:**  
Navasota Economic Development Corporation  
P.O. Box 910 (USPS)  
200 E. McAlpine Street (hand deliver)  
Navasota, Texas 77868  
Phone 936-825-6475  
Email [rwillenbrink@navasotatx.gov](mailto:rwillenbrink@navasotatx.gov)

**NOTARY PAGE:**

I hereby certify that I am the owner of the property or the majority owner of the corporation owning the property and further certify that the information provided on this Business Improvement Grant Application is true and correct.

Owner/Applicant or Applicant's Agent Signature \_\_\_\_\_

State of Texas, county of \_\_\_\_\_

Before me, a Notary Public, on this day personally appeared \_\_\_\_\_  
(Print Owner/Applicant or Applicant's Agent Name)

The above signed, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

Subscribed and sworn to before me, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notary Seal