

**Gonzales Economic Development**

**Corporation**

**Business Incentive Grant (BIG)**

**Application**

Questions or Comments

Please contact

Economic Development Director, City of Gonzales

GEDC@gonzales.texas.gov

820 N St Joseph Gonzales, TX 78629

(830) 672-2815

1. The Business Incentive Grant Guidelines have been reviewed.  Yes No
2. One original application and one copy is attached. Yes No
3. All parties having ownership in the business, property or facility have signed this application. Yes No
4. This application contains two (2) cost estimates from qualified contractors and/or suppliers. Yes No
5. This business is a for-profit enterprise. Yes No
6. Type of grant being requested:

**Property Improvement-** Storefronts, including, but not limited to, items such as painting, reconstruction, remodeling, landscaping (if irrigated and maintained or warranted for one year), parking lot resurfacing, striping, driveway improvement, lighting, electrical, plumbing, fencing and other infrastructure.

**Sign Improvement-** New signs and renovation or removal of existing signs.

**Vacant, Underutilized & Occupancy-** Available to a business that rents or purchases a vacant or underutilized building and operates a business. GEDC will reimburse business owners up to 50% of their rent or mortgage payments, not to exceed $6,000.00. The reimbursement requires that the business signs a two (2) year lease and remains open and operating for a minimum of six (6) months before reimbursement payment is made.

**Mega-** GEDC will provide a matching grant of up to 50% of improvement costs to new or existing commercial or business property owners who make a minimum investment of at least $65,000.00 to purchase and/or renovate the building. Improvements may include but not limited to installation of sprinkler systems, ADA compliance, demolition, framing, and infrastructure.

**Small Business Incentive Grant Application**

1. Applicants name(s)
2. Business name Business website
3. Applicants’ business phone Cell phone
4. Applicants email address
5. Applicants mailing address
6. Physical address of property for which grant is requested
7. Estimated project start date Estimated project completion date
8. Do you own any or all interest in the property or building for which grant is being requested? Yes No
9. Owners’ business phone Owner’s cell phone
10. Owners email address
11. Owners mailing address
12. This business is a Sole Proprietorship Partnership S Corp Corporation Other
13. Describe the business activity, for example, professional office-law firm, manufacturing-auto parts, retail-women’s clothing, wholesale distribution-food products, restaurant-sit down or fast food.
14. This business is a new business or start up established

Year established

1. Has the applicant received a grant from the GEDC in the past? Yes No

Amount awarded Date

Use of grant

1. Number of jobs retained.
2. Number of employees projected over the next five (5) years.
3. Average annual wage paid to employees.
4. Provide a detailed description of the proposed project. Attach project drawings, specifications, and information about the project. For example: replacing roof, finishing out space for retail, add two (2) offices, remodel two (2) restrooms, upgrade electrical and plumbing to meet current city code.
5. Total estimated cost of the capital investment in the project.
6. Cost of land and or site acquisition.
7. Cost of site improvements.
8. Sales tax information for the past five (5) years is attached. Yes No
9. Sales tax projections for the next five (5) years is attached. Yes No
10. Estimated inventory located at the for the next five (5) years.
11. Estimated cost of new furniture, fixtures, and equipment added.

**Small Business Incentive Grant Application Continued**

1. Property tax information for real and personal property paid for the last five (5) years is attached. Yes No
2. Proof of financing is attached. Yes No
3. The project is being self-funded. Yes No

**Certifications and Acknowledgements**

I (we) the undersigned do hereby acknowledge and/or certify the following:

1. Prior to submission of this application, a copy of the “Guidelines and Criteria” for the Small Business Incentive Grant Application have been obtained, reviewed, and are clearly understood.

Initials of Applicant

Initials of Property Owner

1. The submission of the Application does not create any property, contract, or other legal rights in any person or entity to have the Grantor provide grant funding.

Initials of Applicant

Initials of Property Owner

1. If the grant funds are approved, full compliance will be maintained with all of the provisions of the Grant Guidelines and/or special provisions attached as part of the grant. Failure to do so may be grounds for ineligibility to receive previously approved grant funding.

Initials of Applicant

Initials of Property Owner

1. If grant funding is approved, a designee of the GEDC shall have the right to inspect the work in progress, as well as all completed improvements.

Initials of Applicant

Initials of Property Owner

1. All grant funding is contingent upon the continued availability of grant funds. The GEDC reserves the right to decrease funding or cancel the grant program at its sole discretion.

Initials of Applicant

Initials of Property Owner

1. The GEDC reserves unto itself its absolute right of discretion in deciding whether or not to approve a grant relative to this application. The Applicant accepts that all decisions relating to the award of grant funds involve subjective judgements, on the part of the decision-making entity, related to the aesthetics of the proposed project and the granting of the awarded funds for said project. The GEDC reserves the right to waive or add any of the requirements of a grant application as it is deemed necessary.

Initials of Applicant

Initials of Property Owner

1. The GEDC, its employees, and its agents shall be held harmless for any damages, both personal and property, which may result directly or indirectly from any incident associated with subject property of this Application both during and after construction, and that the GEDC, its employees, and its agents shall not be liable for any debts incurred in association with the execution and completion of the subject property of this Application, and further that I (we) the Applicant(s) assume all responsibility for any and all the aforementioned liabilities.

Initials of Applicant

Initials of Property Owner

1. 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 shall not be affected in thereby.

Initials of Applicant

Initials of Property Owner

1. The information provided in the Application has been provided voluntarily and may be relied upon as being true and correct, and that the GEDC may rely on the signatures affixed hereto as if the same had been signed by the Applicant(s) before a Notary Public or other authorized officer to administer oaths and take acknowledgements.

Initials of Applicant

Initials of Property Owner

1. State law requires that, by signing and submitting this application, you certify that the company, its branches, divisions, and departments do and will not knowingly employ any undocumented worker. An agreement with the company will require the company to repay the total amount of the public benefit received with interest at the rate and according to the terms of the agreement if the company is convicted of a violation under 8 U.S.C. Section 1324a(f). Repayment will be due not later than the 120th day after the

date the City notifies the company of the violation as provided in the agreement. An undocumented worker is an individual who, at the time of employment, is not: 1. Lawfully admitted for permanent residence to the United States; or 2. Authorized under law to be employed in that manner in the United States.

Initials of Applicant

Initials of Property Owner

 Signed this day of , 20 ,

 Applicant Name Printed

 Applicant Signature

 Signed this day of , 20 ,

 Property Owner Name Printed

 Property Owner Signature

**OFFICE USE ONLY**

**RECEIVED**

**Business Incentive Grant**

**DOCUMENTATION CHECKLIST**

**Required documentation to be provided by the applicant:**

 Establishment of business entity name (copy of Articles of Incorporation, dba, etc.)

 Sales Tax information for the past five (5) years (if applicable)

 State Sales Tax reporting form for most current (3-month, 1 year, 5 years if applicable)

 Copy of lease agreement (if facility is leased) and letter of support from landowner.

 Legal description of subject property (Deed of Ownership)

 Appraisal information for: Property, Business, etc.

 Vicinity map of subject property: Recent Survey, topical/street view

 Estimates of proposed improvements

 Spreadsheet of broken out product cost estimates

 Pictures of building’s exterior, roof, and foundation

 Documentation of approved financing

 Consultation with City of Gonzales Building Official

 Consultation with City of Gonzales Fire Marshal

 Copy of all permits for project

 Completed W-9 Form