



Whitesboro Economic Development Corporation
PO Box 340 / 111 W. Main Street
Whitesboro, Texas 76273
903-564-4000 edc@WhitesboroTexas.com
www.WhitesboroTexas.com

Façade Reimbursement Grant Program

**Assistance or questions while completing this application
may be directed to the WEDCO Director at 903-564-4000**

The Whitesboro Economic Development Corporation has designed the Façade Reimbursement grant match program as an economic incentive to enhance and revitalize the unique character of the Whitesboro Business district.

Facade Grant Reimbursement Grant Details- Total Funds \$20,000.00

Grant Application Committee/Design Committee will be made up of four (4) members to consider the applications submitted. Member 1 will be a WEDCO Board executive director. Members 2 through 4 will be current voting WEDCO board members

Details For Each Category:

- Set up as a single payment reimbursement to property owner(s) per building and/or applicant.
- Tier I- (70/30) matching grant with property owner not to exceed \$10,000.00 total per applicant and/or property location. Tier II- 50/50 on any amounts to be awarded greater than \$10,000 up to \$20,000.
- WEDCO matching grant program shall carry a \$30,000 Semi-annual cap and a \$60,000 annual budget cap.
- Grant funds shall be used exclusively for exterior storefront, sidewalk, pavement and/or signage.
- Applicants must be located in a Business district as zoned by the City of Whitesboro.
- All grant funding shall be matched by the owner for an amount not to exceed 70/30 Tier I, 50/50 Tier II of the cost of the project.
- All grant funding shall meet and/or exceed International Building code 2018 and city ordinance enforced by the City of Whitesboro.

- Grant funding shall not be awarded for completed construction prior to funding approval or for work covered by insurance.

All submitted project funding request shall be approved by the Whitesboro Economic Development Corporation Board of Directors.

- Once a grant is awarded, any deviation from the approved grant project may result in the total or partial withdrawal of the grant.
- All construction changes and/or deviation(s) from the approved project shall be pre-approved by the Whitesboro Economic Development Corporation Board of Directors prior to construction of change(s).
- All structures receiving grant funding shall be occupied by an operational business or start up business to be eligible for funds. The business operation shall be established and/or a startup business. All businesses receiving the grant shall remain in operation and open to the public for twelve (12) consecutive months. If the business does not continue for 12 consecutive months following the completion of construction and the funding of grant funds, the owner shall be required to refund the total funding amount to WEDCO within sixty (60) days following the closing of business. NO EXCEPTIONS.

Procedures:

1. ***Eligibility Process:*** Discuss project plans with City of Whitesboro Economic Development Director.
2. ***Complete Façade Reimbursement Grant Application:*** All applications must be filled out completely and include a scale drawing by the project architect or contractor of all the proposed grant work to be completed. This includes color samples, fabric or sign material selections and itemized written estimates on all project work from contractors or project architects. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.
3. ***Return Completed Application:*** The completed application form must be original and come attached with original itemized work estimates, color samples, drawings and example sign material(s) of the proposed work to the Whitesboro Economic Development Corporation (WEDCO) office located in the City of Whitesboro Municipal Building at 111 W. Main Street, no later than 5:00pm on the application deadline. Deadline #1 is October 1st and Deadline #2 is April 1st. If a grant is awarded, it will fund in the next six months upon the acceptance of application and completed work.
4. ***Application Submittal / Approval Process:*** All applications shall be considered on a completed application received by October 1st or April 1st and are eligible for as long as the funds are available to be awarded.

The funds for this grant program begin on October 1 of each year once approved during the budget session. Application deadlines are October 1st and April 1st annually. The approval process will include without limitation the following:

a). All Sign & Façade grant projects shall meet building standards and codes, as well as building permit requirements.

b). All applicants are required to present their grant reimbursement project to the Grant Application Committee/Design Committee prior to the WEDCO Board meeting for review. The Economic Development Director will schedule this meeting.

c). The WEDCO Board shall only consider applications which have been properly and fully completed and which contain all information required in the application or requested by the Grant Application Committee/Design Committee and only upon a recommendation to present to the WEDCO Board. A Grant Application Committee/Grant Application Committee/Design Committee will be made up of four(4) members to consider the applications submitted. Member one will be a WEDCO Board executive director. Members 2 through 4 will be current voting WEDCO board members who must unanimously approve the application to be presented to the full board for approval.

d). All construction bids/estimates submitted by an applicant must be current and must be dated no earlier than one hundred and eighty (180) days prior to the application deadline (October 1 or April 1). Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractors name, address, telephone number and shall itemize the bid in a manner that allows the Grant Application Committee/Design Committee to determine the bid components and authenticity of the bid.

e). An applicant who submits an application that was denied a grant by the Grant Application Committee/Design Committee and/or WEDCO Board shall be eligible to re-submit a grant application in the next 6-month open application period after the declined application was declined and recorded in the minutes.

f). The applicant, by submission of this application, represents the construction described within the application shall be used in a building which is in compliance with all codes and ordinances.

- 5. *Once the Applicant is Approved:*** Applicants receiving approval from the WEDCO Board shall follow the guidelines and process without limitation as follows:

No construction shall commence until final approval by the WEDCO Board has been granted.

a). All applicants shall be required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.

b). All applicants shall be required to furnish photographs of the building's exterior and signage prior to construction and immediately following the completion of construction funded by the grant proceeds.

- 6. *Final Approval:*** Applicants receiving Final approval from the WEDCO Board shall commence construction described within the application within ninety (90) days from the date the grant is awarded by WEDCO, and the application is returned to the applicant with the Economic Development Director stamp of approval and signature. All applicants must complete the construction described in the application within one (1) year from the date the grant is approved. If the applicant fails to perform the completion of the work as described in the grant application within one (1) year, the grant is denied. A grant denial, due to non-completion in the time limit allotted, cannot be appealed and shall be final with the WEDCO Board of Directors.

- 7. *Reimbursement:*** When the entire grant project has been satisfactorily completed and reviewed, the applicant shall present Economic Development Director with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding. The total payment submitted shall be reimbursed up to seventy percent (70%) in Tier I and fifty percent (50%) in Tier II not to exceed the total amount of the approved grant funded. If the submittals do not add up to the applicable seventy percent (70%) or fifty percent (50%) awarded, only seventy (70%) or fifty percent (50%) of the actual expenditures submitted shall be refunded.

- 8. *Appeal Process:*** Any applicant rejected by the Whitesboro Economic Development Corporation Board of Directors can appeal the decision only

if supporting evidence shows supporting details for merit of the appeal. The applicant shall submit a written request for review to the WEDCO executive director no later than ten (10) days from the date of the denied application notice by the WEDCO Board. The request for review shall state reasons why the applicant believes the application was improperly refused by the WEDCO Board and the reasons why the applicant believes the application should be approved. The WEDCO Board shall have ninety (90) days to review the request and consider action in the following funding period. WEDCO Board action determination shall be deemed final action regarding the application.

I have read the Sign & Façade Reimbursement Grant Program category funding and detail procedures.

Applicant Signature

Date

Attached documents include and documents needed:

- Application
- Application detail sheet
- Application budget worksheet
- Authorization to Proceed Notice
- Project Completion Report & Request for Reimbursement
- Financial Statement(s)
- Tax Return or Proforma Income Statement
- Bank Statement(s) to verify funds



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Sign & Façade Reimbursement Grant Program Application

Please read Application instructions carefully, failure to complete the documents in the correct order could cause delay or denial of grant funding. Make sure to enclose all required documentation and signatures. Submit application to Whitesboro Economic Development Corporation Office located in the Whitesboro City Hall Building at 111 W. Main, Whitesboro, Texas 76273 no later than 5:00pm October 1 or April 1. If you need assistance with this application, contact our office at 903.564.4000 and ask for the Economic Development Director.

Date of Application _____ Date Received by WEDCO _____

Applicant _____

Business Name _____

Mailing Address _____

Contact Phone _____ Email _____

Building Owner (if different from applicant) _____

Historical/Current Building Name _____

Physical Building Address _____

Type of Work (check all that apply)

☐ Sign ☐ Paint ☐ Masonry Cleaning ☐ Awning/Canopy

☐ Uncovering/Replace Windows ☐ New/Replace Masonry

☐ Sidewalk Total _____sf ☐ Pavement Total _____sf

Other _____

This image shows a blank sheet of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Date of Application

Budget Expense Worksheet

[Applicant Name & Address]

Month/Day/Yr

Signage Reimbursement / Contractor Name		Total Cost	Company Match	WEDCO Match	Difference (%)
		\$	\$	\$	%
					%
					%
Sidewalk / Pavement Reimbursement / Contractor Name		Total Cost	Company Match	WEDCO Match	Difference (%)
		\$	\$	\$	%
					%
					%
					%
					%
					%
Façade Reimbursement / Contractor Name		Total Cost	Company Match	WEDCO Match	Difference (%)
					%
					%
					%
					%
					%
					%
					%
					%
Total Expenses		Total Cost of Project	Total Company Match	WEDCO Total Match up to 70%/50%	Difference (%)
	#	\$	\$	\$	%



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Notice To Proceed

The following has the permission to proceed with construction by the Whitesboro Economic Development Corporation and will be awarded the funds as specified within this document.

Name of Building Owner

Physical Address of Building

Contact Information

Name

Daytime Phone #

Mailing Address (if different from physical address)

\$ _____
Total Amount of Awarded Funds

\$ _____
Total Match Funds by Owner

Attached Budget reflecting detailed listing of awarded funding dollars: Attachment "A"

Page 2 of 2 “Notice To Proceed”

The undersigned does hereby agree to reimburse expenditures as detailed in attachment “A” upon completion of all work, City of Whitesboro inspection approval by the City of Whitesboro Inspector, and complete copies of returned check(s) and/or credit card statement(s) provided by the owner. It is understood these awarded funds are reimbursement funds up to and to not exceed 70% for Teir 1 and 50% for Tier II of the project cost in three categories: Signage, Sidewalk/Pavement, and Façade. Improvements will not exceed \$20,000.00 and shall only be reimbursed after full inspections conducted by the City of Whitesboro Inspection Department and the Economic Development Director for a single payment reimbursement of the approved funding. All rules and regulations shall be followed and the building shall occupy an operable business open full time (40 hours per week or more) to the public for a period, not less than twelve consecutive months following completion of all work and payment of grant funds. Failure to occupy an operable business during this time shall warrant default by the owner and cause repayment of grant funding.

Executed at Whitesboro, Texas

on this _____ day of _____, Year _____ .

Owner:

By: _____

State of Texas County of Grayson

Subscribed and sworn to me this _____ day of _____, Year _____.

Notary Public: _____

My Commission expires: _____

Whitesboro Economic Development Corporation (WEDCO)

By: _____

State of Texas County of Grayson

Subscribed and sworn to me this _____ day of _____, Year _____.

Notary Public: _____

My Commission expires: _____

Approved by:
Whitesboro Economic Development

By: _____
WEDCO President



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Project Completion Report Request for Reimbursement

This completion report, including documentation of all materials required by the Whitesboro Economic Development Corporation for reimbursement of approved façade project does certify that the project as approved is 100% complete. The building inspector shall make a final on-site inspection of such completed project prior to the release of any funds for such project. Copies of all building permits, bills, receipts, and cancelled checks or credit card payments, contractor's final waivers of lien, and photographs of completed work associated with the grant reimbursement program are included. **Check List Below (please initial completion of enclosure)**

- Copy of receipts _____ int.
- Copy of building permits _____ int.
- Copy of cancelled checks / credit card receipts _____ int.
- Contractor Lien Release(s) _____ int.
- Photographs _____ int.

Property Address: _____

Owner Name: _____

Owner Address (if different from property) _____

Final Cost Breakdown: (attach additional sheets, if necessary)

Work Description Contractor Total Cost Tier 1- 70%
Tier II -50%

		\$	\$

Total Cost reimbursement
 \$ \$

Number of Attachments: _____

Final 70% Tier I and 50% Tier II reimbursement not to exceed prior approval amount and the 70%/50% shall not exceed total maximum amount for each section of approval. This is a 70/30 Tier I and a 50/50 Tier II reimbursement not to exceed approved amount.

I/We hereby certify that the Final Cost Breakdown items have been completed at the indicated address and that they have been paid in full and this project is submitted to the Economic Development Director for final inspection and approval for reimbursement on this _____ day of _____, Year _____.

Building Owner Signature

Signature Date

Reimbursement of all funds is final upon completion of building inspection and approval by the Economic Development Director, the Grant Application Committee/Design Committee and the WEDCO Board of Directors. The WEDCO Board of Directors has the right of final approval of all expenditures if required by the owner of the building project.

Reimbursement Authorized (for WEDCO use only)

Signature & Title

Date

\$ _____
Amount Approved

CK No. & Date Paid