

## **“BIG” APPLICATION CHECKLIST**

Please return this form with your completed application. Contact the Buda EDC office at 295-2022 if you did not receive all pages of the application.

- Received and completed 7 page application
- “Before” photos of building/property
- Contractor/supplier costs estimates

In addition, new businesses must also include the following:

- Signed lease agreement
- Verification of commercial zoning
- Copy of building plans

# THINK “BIG”

## BUDA IMPROVEMENT GRANT PROGRAM

### I. PROGRAM OVERVIEW

The Buda Economic Development Corporation introduces the Buda Improvement Grant Program or “BIG”. The program was established to address stated goals and objectives as outlined in the City of Buda Comprehensive Plan, Economic Development Program and Policies 2002-2012 to:

- Develop funding mechanisms to encourage desirable economic development, and
- Focus diversity downtown by using incentives in order to preserve the character of downtown and make it a focal point for the community

This grant program is sponsored, funded and monitored by the Buda Economic Development Corporation Board of Directors who may amend, adjust or eliminate this program at any time.

### II. PROGRAM GOALS

The “BIG” Program is intended to promote and enhance the economic development of Buda’s downtown district by offering grant funds for exterior improvements. In pursuit of these goals, the program will provide for:

- Promotion of the economic vitality of the downtown district
- Improvement of the attractiveness and utility of existing buildings and property in the downtown district
- Restoration and continued maintenance of existing buildings and property in the downtown district

### III. SCOPE OF PROGRAM

For the purpose of this program, the Buda downtown district is generally defined as two blocks east and two blocks west of a north-south line (Main Street) commencing at the north railroad crossing and ending at the south railroad crossing. The Buda Economic Development Corporation has budgeted \$25,000 per year to accomplish this effort. The grant award decisions of the Buda Economic Development Corporation Board of Directors are final.

#### **IV. PROGRAM GUIDELINES**

- Grants are competitive and awarded on a first come/first served basis
- Applicants not receiving an award may reapply in 30 days
- Grants are approved for exterior-type (RENOVATION) projects only; this includes but is not limited to new awnings, lighting, signage, windows, paint and other repairs; no money is available for working capital (OR INTERIOR RENOVATIONS)
- Improvements must be visible to the general public
- All projects must be pre-approved by the Buda EDC before work commences
- Applications are usually considered by next Buda EDC board meeting
- Building/business owner is responsible for all necessary permits, proper zoning and compliance with Buda UDC (Unified Development Code) which includes Historical Commission review
- For tenants, property owner must authorize grant application (see part D of application)

#### **V. PROGRAM APPLICATION CRITERIA**

- Project must satisfy the Program Goals
- Submission must include:
  - completed application
  - “before” photo
  - contractor/supplier cost estimates to include at least one local bidAdditional items for new businesses include:
  - signed lease
  - verification of commercial zoning
  - copy of building plans
- Maximum of 50% of grant award is available “up front”; balance upon completion of project pending verification/review of total expenditures
- **New Business Owners Please Note:** 100% of the award will be withheld pending business opening
- Applicant match and grant award is categorized as follows:
  - Applicant Match: \$0                      Grant Award: \$2,000 (max)
  - Applicant Match: \$500                  Grant Award: \$3,000 (max)
  - Applicant Match: \$1,000               Grant Award: \$5,000 (max)(Applicant’s match should be credited against total project costs as detailed in Part C of “BIG” Program Application)

**THINK “BIG”**

**BUDA IMPROVEMENT GRANT PROGRAM**

**APPLICATION**

**PART A**

**DATE:** \_\_\_\_\_

**APPLICANT NAME:** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

**TYPE OR NATURE OF BUSINESS:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_ **BUDA, TX 78610**

**BUSINESS OWNER:** \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**PROJECT MANAGER/CONTRACTOR:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**REQUESTED GRANT AMOUNT:** \_\_\_\_\_

**MATCHING FUNDS AMOUNT:** \_\_\_\_\_

**ADDITIONAL APPLICANT FUNDS INJECTED** \_\_\_\_\_

**TOTAL PROJECT COSTS:** \_\_\_\_\_

**PART B**

**PLEASE DESCRIBE THE PROJECT AND ADDRESS HOW THE PROJECT RELATES TO THE GOALS AND CRITERIA SET FORTH BY THE BUDA ECONOMIC DEVELOPMENT CORPORATION:**

**PART C**

**PROJECT COSTS AND FUNDING SOURCES**

**PLEASE USE THE FOLLOWING EXAMPLES AS A GUIDE TO COMPLETE THIS SECTION OF THE APPLICATION.**

**PROJECT COSTS:**

<b>NEW FRONT DOOR:</b>	<b>\$ 400</b>
<b>PAINT, 6 GALLONS:</b>	<b>\$ 100</b>
<b>NEW LIGHTING:</b>	<b>\$ 500</b>
<b>LABOR:</b>	<b>\$1000</b>
<b>TOTAL:</b>	<b>\$2000</b>

**FUNDING SOURCES:      \$0 MATCH                      \$2000 “BIG” GRANT AWARD**

<b>REPLACE AWNING:</b>	<b>\$1500</b>
<b>NEW FRONT GLASS:</b>	<b>\$ 500</b>
<b>MASONRY REPAIR:</b>	<b>\$1500</b>
<b>TOTAL:</b>	<b>\$3500</b>

**FUNDING SOURCES:      \$500 MATCH                      \$3000 “BIG” GRANT AWARD**

**YOUR PROJECT COSTS:**

**ITEM** \_\_\_\_\_ **AMOUNT \$** \_\_\_\_\_

**ITEM** \_\_\_\_\_ **AMOUNT \$** \_\_\_\_\_

**ITEM** \_\_\_\_\_ **AMOUNT \$** \_\_\_\_\_

**ITEM** \_\_\_\_\_ **AMOUNT \$** \_\_\_\_\_

**ITEM** \_\_\_\_\_ **AMOUNT \$** \_\_\_\_\_

**TOTAL COST \$** \_\_\_\_\_

**FUNDING SOURCES:**

**“BIG” GRANT REQUEST** \$ \_\_\_\_\_

**APPLICANT MATCH** \$ \_\_\_\_\_

**ADDITIONAL APPLICANT FUNDS  
INJECTED IF NEEDED** \$ \_\_\_\_\_

**TOTAL FUNDING \$** \_\_\_\_\_

**PART D**

**PROPERTY OWNER AUTHORIZATION**

**(THIS PORTION OF THE APPLICATION MUST BE COMPLETED IF APPLICANT IS NOT THE PROPERTY OWNER)**

**I, \_\_\_\_\_, OWNER OF PROPERTY  
LOCATED AT \_\_\_\_\_, BUDA, TX, GIVE MY  
AUTHORIZATION FOR \_\_\_\_\_ TO MAKE  
THE IMPROVEMENTS OUTLINED AND DESCRIBED IN THE ATTACHED  
GRANT APPLICATION.**

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**SIGNATURE, PROPERTY OWNER**

**DATE**

**PLEASE REMIT COMPLETED APPLICATION TO:**

**BUDA ECONOMIC DEVELOPMENT CORPORATION**

**PO BOX 1650**

**BUDA, TX 78610**