



Local Business Grant Program Guidelines

PURPOSE

The goal of the Sachse Local Business Grant Program is to enhance the Highway 78 commercial corridor by encouraging redevelopment that makes the area an even more desirable place for business to occur in part by improving aesthetics as seen from the roadway.

PROGRAM FRAMEWORK

The Sachse Local Business Grant Program (the “Program”) is an administratively-approved matching grant program. Funding authorization for this program comes from approval of the Sachse Economic Development Corporation’s (EDC) annual budget by the City Council. Each year, the EDC considers approval of an amount to be included in the Local Business Grant line item within the EDC Budget. The amount within the EDC budget for the Local Business Grant program approved by the City Council is available for authorized projects. The EDC Board will conduct a public hearing as required by law to authorize the expenditure of these funds for authorized projects approved by the EDC Executive Director. An eligible business must apply for Program funding for an eligible project on a form provided by City Economic Development staff (“staff”). If the Program application is approved by the EDC Executive Director, the applicant will be required to execute a Local Business Grant Program Agreement (the “Program Agreement”). No funding may be provided for any work that has commenced prior to approval of the Program application and execution of the Program Agreement. The amount of Program Grant funding available each year is limited to the Program funding approved in the annual EDC budget. The Program is administered on a first come, first served basis, and once the maximum funding amount allocated for a given fiscal year has been awarded, no further applications for Program funding will be considered.

APPLICATION

An eligible commercial business seeking Program funding must submit a completed application on a form provided by City staff. The applicant must also provide all other supplemental forms and documentation required in order to be considered for grant funding. Once submitted, applications will be reviewed by City staff for completeness. The content of these forms and the forms required to constitute a complete submittal may be changed or updated periodically by City staff in order to effectively administer the program.

PROGRAM GRANT LIMITATION

The subject building or site must not have received grant funding from the EDC within one (1) year preceding the date of Program application submittal (using City fiscal year of October 1 – September 30). Commercial centers with multiple tenants and a single owner are eligible for one (1) project per fiscal year. Program Grant approval is discretionary with the EDC Executive Director. The acceptance of an application for review does not mean that Program funding has been approved.

- An application for grant funding **must** be made prior to work beginning.
- The applicant must receive at least two (2) quotes for the proposed improvements and provide each quote to City staff with the submitted the application.



Local Business Grant Program Guidelines

- Applicants are required to conform to all City of Sachse ordinances and regulations.
- Applicant must apply for and obtain all necessary permits from the City of Sachse.
- Applicant must be current in property taxes and pay all applicable City of Sachse fees related to the Project.
- Tenants must provide an executed copy of the lease agreement including written authorization from the landlord under the lease authorizing the proposed improvements to the leased premises.
- If the application is approved, the applicant is required to execute a Program Agreement prepared by EDC legal counsel.
- During construction of the project, City representatives shall have the right, at all reasonable times, to have access to and inspect the work in progress.
- Improvements for which Program Grant funding is approved must be completed in accordance with the Program Agreement and failure to timely commence and complete the Project will forfeit the Grant funding for the Project. Improvements must be completed within a 12-month period or the applicant forfeits the grant.

ELIGIBLE PROJECTS

Projects are limited to buildings or sites located within the boundary of Tax Increment Reinvestment Zone #3, as amended, excluding Woodbridge Corners, but including the Oak Grove Plaza shopping center (the “Program Zone”). Eligible projects for Program funding include infrastructure as defined by Texas Local Government Code Section 501.103, as amended.

The table below provides a non-exhaustive list of projects that would be eligible for funding.

Sachse Local Business Grant Program	
Category	Examples
Signage	New signs, replacement of non-conforming and pole signs with legal conforming signs, removal of existing façade signage
Infrastructure	Parking lot improvements, grease traps
Significant façade and site improvements	Façade rehabilitation, exterior treatments such as brick, stone, stucco, wood, or other desirable building materials, painting, patios, window enhancements as well as canopies and window awnings (as part of overall façade improvements), attached gutters/downspouts, visible roof repair only when in conjunction with other improvements, exterior lighting fixtures (attached to structure or other permanent exterior lighting features)
Landscaping, screening, streetscape, and hardscape	Tree plantings, enhanced landscaping, irrigation, hardscape improvements including sidewalks, curb and gutter improvements, pergolas (affixed to the building), permanent street furniture



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Sachse Local Business Grant Program	
Category	Examples
Demolition	Removal of commercial structures, derelict or dilapidated accessory structures
Interior renovations and remodeling	Can be considered on a case-by-case basis subject to meeting Sec. 501.103, also subject to applicant making a strong business case that the improvements will significantly improve applicant’s ability to provide quality/enhanced service delivery and/or generate sales

INELIGIBLE APPLICANTS

The Sachse Local Business Grant Program is **not** open to current elected and/or appointed Sachse officials or relatives of elected and/or appointed Sachse officials as defined by the Sachse Code of Ethics.

INELIGIBLE PROJECTS

The following projects and/or expenditures are **not** eligible for local business grant funding:

- Residential and/or non-commercial projects
- New commercial construction
- Burglar bars
- General / routine maintenance and repairs of buildings, signs, landscaping, etc.
- Explicit signage and/or content
- Work for projects that have already been started, are in progress, or have been completed
- An establishment or location with unresolved code enforcement or property maintenance issues or delinquent property taxes
- Professional fees (design, legal, engineering, or other similar fees) and other soft costs are **not** eligible for reimbursement
- City fees are **not** eligible for reimbursement

FUNDING

Program funding is limited to 75% of the project costs not exceed \$25,000. The applicant must pay at least 25% of costs and the EDC portion shall not exceed 75% of the total cost.

The Program Grant will be provided pursuant to the Program Agreement and paid following completion of the project and City verification of the Project work. The criteria below must also be met:

- The business shall provide a written payment request pursuant to the Program Agreement within thirty (30) days after completion of the Project and shall be accompanied by receipts, invoices, and other relevant expenditure documentation.
- Final disbursement shall be for actual eligible costs incurred and paid not to exceed the matching grant.



Local Business Grant Program Application

To be considered for a grant from the Sachse Local Business Grant Program, this application must be filled out and completed in its entirety. Once completed, submit to the City of Sachse staff via email (economicdevelopment@cityofsachse.com) or by delivering to:

Sachse Economic Development
3815 Sachse Road, Building B
Sachse, Texas 75048

In addition to this completed application, the applicant must provide all attachments as identified below.

If different than applicant, the landlord and/or property owner is required to sign this application in order to be considered complete.

Incomplete applications, or those with missing attachments or landlord/property owner consent will not be considered.

Sachse Local Business Grant Program Application	
Name of applicant:	
Name of business entity:	
Type of business entity: (non-profit, corporation, limited liability company, etc.)	
Mailing Address:	
Applicant phone:	
Applicant email:	



Local Business Grant Program Application

Sachse Local Business Grant Program Application	
<p>Project Information: (Description of proposed improvements. May attach addendum if necessary)</p>	
<p>Attachments: (Must be included with application submittal)</p>	<ul style="list-style-type: none">• Two (2) quotes for the proposed improvements;• Executed copy of lease agreement (if applicable);• Project budget;• Photos of the project area as existing at the time of application submittal; and• Exhibits, plans, and/or other renderings or design drawings illustrating the proposed project improvements.



Local Business Grant Program Application

Affirmations of Applicant

I (We) the undersigned do hereby acknowledge and/or certify, as the case may be, the following:

1. I have read the Local Business Grant Program Guidelines in full and agree to adhere to all program requirements as stated.
2. No work has started for the project in which I am requesting a Local Business Grant.
3. I am not myself an elected and/or appointed City of Sachse official, or a relative of an elected and/or appointed City of Sachse official as defined by the Sachse Code of Ethics.
4. I have not received grant funding within one (1) year preceding the date of this application submittal.
5. Application approval is discretionary with the Executive Director of the Sachse EDC.
6. The acceptance of an application for review by the City of Sachse does not mean that Program funding has or will be approved.
7. Any approved grant is limited to 75% of eligible project costs for a total grant amount not to exceed \$25,000 (total City contribution).
8. If approved, during construction of project improvements, City representatives shall have the right, at all reasonable times, to have access to and inspect the project.
9. If approved, I agree that the improvements funded by the Program Grant will be maintained for a period of no less than one (1) year after completion.
10. If approved, a City of Sachse prepared Program Agreement must be executed before grant disbursement.

Name of applicant (print):

Signature of applicant:

Date:

Landlord/property owner information (if different from applicant)

Name of landlord/property owner (print):

Landlord/property owner phone:

Landlord/property owner email:

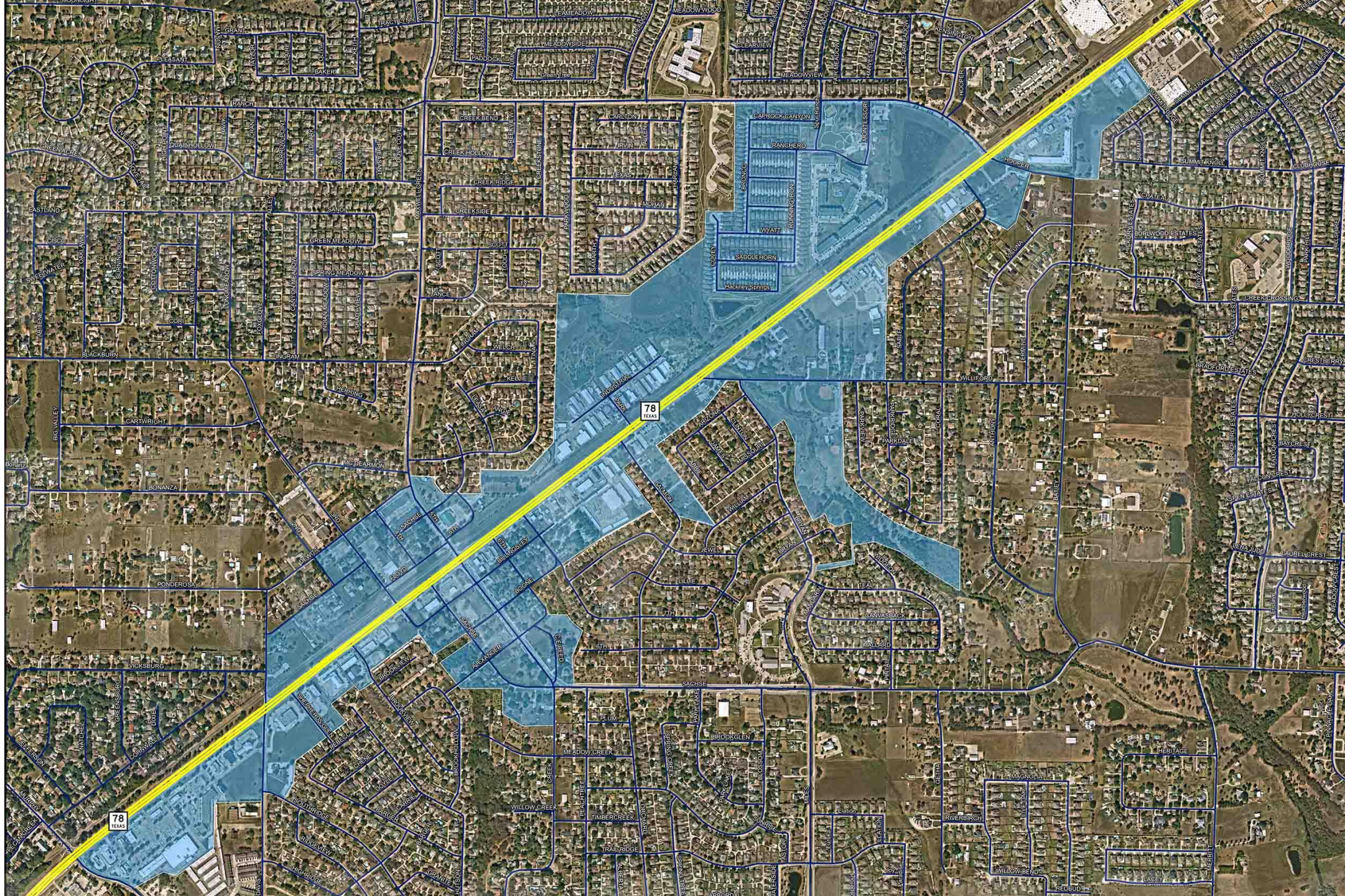
Signature of landlord/property owner:

Date:

Sachse Local Business Grant Program

Program Boundary includes Commercial businesses within the light blue shaded area

See program guidelines for eligibility



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78
LOCAL BUSINESS GRANT PROGRAM