

# Facade Improvement Grant Program - Project #15-28

## QUINLAN ECONOMIC DEVELOPMENT CORPORATION

### FACADE IMPROVEMENT GRANT PROGRAM

#### GUIDELINES

#### **Section 1: Principal**

The Principal of the Facade Improvement Grant Program is the Quinlan Economic Development Corporation (QEDC).

#### **Section 2: Purpose**

The QEDC Facade Improvement Grant Program is designed to encourage the visual improvement and enhancement of facades for commercial and retail businesses within the City Of Quinlan. The goal of the program is to promote a positive city image to increase economic stability for City Of Quinlan businesses.

#### **Section 3: Applications**

Any person, partnership, joint venture, corporation, or other business entity may submit an application. However, owners of multiple businesses shall be allowed only one application per Funding Cycle and may not file multiple applications for each of their various businesses. The QEDC may elect to approve the full amount requested in an application, a portion of the request or no amount at all.

#### **Section 4: Grants**

The Facade Improvement Grant Program is for sales tax generating retail and commercial business owners and building owners within the City Of Quinlan. Program funding is only for building exteriors.

Through the Facade Improvement Grant Program, the QEDC will provide up to a 50% matching grant (up to \$10,000) to business or building owners who construct eligible improvements to the facades of their buildings. The business or building owner who will be funding the majority of the improvements must apply for and be approved by the QEDC in order to receive the 50% matching grant. Only Applicant's cash expenditures may be used as a grant match, in-kind

contributions by Applicant or on behalf of Applicant will not be considered in determining funding amounts.

### **Section 5: Funding Cycle**

A funding cycle shall be from October 1<sup>st</sup> to the following September 30<sup>th</sup> of a given year. For each funding cycle the QEDC may, but is not obligated to, designate an amount of funding for that cycle. The QEDC shall be under no obligation to utilize all designated funds during a funding cycle. Upon depletion of the designated funds the QEDC may, at its sole discretion and without any obligation to do so, elect to fund additional grants during a given funding cycle. The QEDC may elect, but is not obligated to do so, to hold over any pending applications; however, the QEDC is under no obligation to establish future funding cycles.

### **Section 6: Guidelines**

- \* Grants will be given for exterior improvements, not interior improvements.  
Project can include repair or replacement of canopies, awnings, roofs, glass and windows, entrance upgrades, facade painting, original exterior architectural feature repair or replacement, exterior brick veneers or treatments, improvements for ADA accessibility compliance, and general facade items.
- \* Grants will NOT be given for improvements or repairs, including signage, that has already commenced.
- \* Grants will be provided for a 50% match, and will not exceed \$10,000.
- \* Applicants must be current in their payment of City utilities and local property taxes.
- \* All building enhancements must adhere to the City Of Quinlan building codes and zoning requirements.
- \* Proof of facility ownership may be required of applicants operating a business in an Applicant owned facility.
- \* An Applicant operating in a leased facility may be required to provide a copy of lease agreement for the facility, provided that if the Applicant is seeking a grant for facade improvements Applicant must also provide the QEDC at time of application submission written landlord's approval of such facade work.
- \* Grant funding will be limited to one grant to any one building during a grant-funding cycle.
- \* Improvements shall be made in accordance with project drawings, specifications, and/or other information provided with the application. Failure to do so will render the Applicant ineligible to receive grant funds.

- \* Applicant is obligated to obtain all applicable City permits and approvals related to the improvement project. Failure to do so will render the Applicant ineligible for grant funding.
- \* The improvements as presented in the application must be completed in their entirety before grant funding will be made and the building must receive a certificate of occupancy for commercial use. Incomplete improvements will render the Applicant ineligible for grant funding.
- \* Upon submission a grant application to the QEDC , and during the QEDC's review of the application, a representative or representatives of the QEDC shall have the right to access to inspect the work.
- \* In order to be eligible to receive grant funding, expenditures for which matching grants are sought for which pre-approval has not been given, must have been fully paid for within six (6) months of the submission of the application. Funds expended more than six (6) months will not be recognized by the QEDC for funding purposes.

### **Section 7: Pre-Approval Process**

Applicants are encouraged to seek pre-approval of grant applications by pre-submitting an application to the QEDC before work or purchases are made with all back-up data attached, such as building plans, construction/purchase estimates, bids, proposals or list of items to be acquired with corresponding prices.

### **Section 8: Application & Approval**

- \* Applications must be made on a form provided by the QEDC, and may be obtained at the City Of Quinlan, 105 West Main Street, Quinlan, Texas 75474.
- \* Applications will be considered by the QEDC on specified dates set by the QEDC; and, applications and all required attachments must be submitted a minimum of 10 business days before consideration date. Approval from the Heritage Review Board, if one actively exists, must be provided with the application.
- \* Consideration of applicants may be delayed in the event the QEDC fails to seat a quorum for a regular meeting, elects for any reason not to hold a regular monthly meeting, or elects for any reason not to consider applications at any particular meeting.
- \* Ten (10) copies of an application, with all required attachments, including copies of all receipts for actual expenditure, must be submitted. A summary of expenses (receipts) with total to be considered must be included. The summary must include the date, description of the item/service and amount to be considered for the grant.
- \* The QEDC reserves the right to utilize whatever outside resources it deems necessary for assistance in its decision-making process.

- \* Applicants will be notified in writing of the QEDCs approval or disapproval of an application.
- \* If the QEDC does not approve an application, re-application for the same project will not be permitted for a period of six (6) months from the date of disapproval. A business may re-apply once for funding on a disapproved project.
- \* The QEDC may award Applicant a grant with certain provisions, conditions, or other requirements as it may from time to time deem appropriate.
- \* Applications must be submitted to:

Quinlan Economic Development Corporation  
P. O. Box 2319  
Quinlan, Texas 75474

Or: QEDC  
City Of Quinlan, Texas  
105 West Main Street  
Quinlan, Texas

- \* *The QEDC reserves the right to exercise its absolute discretion in determining approval or disapproval of an application, whether or not such discretion may be deemed arbitrary, or without basis in fact.*

**Section 9: Standards**

The following factors, among such others as the QEDC may deem necessary, shall be considered in determining whether or not to award a grant:

- \* The amount of additional funding being provided by the Applicant beyond the required cash match.
- \* The amount of current deterioration or blight the improvement will alleviate.
- \* The visual attractiveness and/or historic significance of the improvements as determined by the QEDC's exercise of its absolute discretion in such determination.
- \* Health and safety issues which may be mitigated by the improvements.
- \* Level of improvement the project will make to the overall appearance of the building.
- \* Thoroughness of information provided in the application.
- \* Professional quality of design
- \* Consistency of design with business activity and surrounding commercial structures.

- \* Proposed improvements of property will impact revitalization efforts of the City.

**Section 10: Amendment**

The QEDC reserves unto itself the right to, by a majority vote of the Board Of Directors, amend these Guidelines as it may from time to time find desirable.

**Section 11: Notice**

*This program does not create any type of indefinite relationship contractual or otherwise between the QEDC, the City Of Quinlan, and any of the participants or proposed participants in this program including third parties. Each Party making application herein understands funding for this program is at the sole discretion of the Quinlan Economic Development Corporation. By participation in the program, each applicant shall be deemed to have voluntarily submitted to all program requirements without recourse including but not limited to the following:*

- \* *funding may be revoked at any time with or without notice at the sole discretion of the QEDC board*
- \* *eligibility requirements may be amended or modified*
- \* *program rules may be amended or modified*
- \* *the QEDC board may act in compliance with it stated purpose and mission in its sole discretion.*

*The provision or delivery of these guidelines to an interested party does not constitute an offer of an improvement grant to that party.*

*The adoption of these guidelines does not limit the discretion of the QEDC to decide whether to provide or not provide a grant to an applicant, which absolute right to discretion the QEDC reserves unto itself, whether or not such discretion may be deemed arbitrary or without factual basis.*

*The laws of the State Of Texas shall govern the interpretation, validity, performance, and enforcement of this Facade Improvement Grant Program. If any provision of this Facade Improvement Grant Program is held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not be affected thereby.*

I/We have received and read these Guidelines for the Facade Improvement Grant Program and agree to the subject to them.

APPLICANT(S)

By: \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_



# QUINLAN ECONOMIC DEVELOPMENT CORPORATION

## FACADE IMPROVEMENT GRANT PROGRAM

### APPLICATION

**Please carefully read the following:**

A business may receive assistance for one grant per building during the fiscal year (October 1 to September 30). Funding assistance is approved and awarded at the sole discretion of the Quinlan Economic Development Corporation (QEDC) Board. **Funding assistance is distributed as a reimbursement grant after the applicant submits paid receipts for the completed project and a certificate of occupancy is issued for the building for commercial use.**

All applicants should plan to attend the board meeting when applications are reviewed. Please provide 10 copies of all documentation. A summary of expenses (receipts) with total to be considered must be included. Mail to P. O. Box 2319, Quinlan, TX 75474 or deliver to 105 West Main Street.

#### **APPLICANT/BUSINESS OWNER:**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Amount of grant funds being requested: \$ \_\_\_\_\_

Total cost of project for which grant funds are requested: \$ \_\_\_\_\_

#### **PROPERTY OWNER (if different than above):**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

**DESCRIBE THE TYPE OF IMPROVEMENT:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach set of site plans drawn to scale and **before** photos. Note: Final plans drawn to scale will be required prior to final approval.

Attach estimate of the total cost of improvements.

To the best of our knowledge the above information is accurate as provided:

**APPLICANT:**

Name (please print): \_\_\_\_\_

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

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

**BUILDING OWNER APPROVAL OF APPLICATION:**

Name (please print): \_\_\_\_\_

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

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

**Please see the Facade Grant Program and Guidelines for other required documents to be included with your application. By signature above the applicant acknowledges receipt of and agrees to abide by and be subject to the terms and conditions of the Facade Improvement Grant Program and Guidelines.**