

BERTRAM ECONOMIC DEVELOPMENT CORPORATION BUSINESS IMPROVEMENT GRANT

INTRODUCTION STATEMENT

The Bertram Economic Development Corporation has established and funded the Business Improvement Grant for the City of Bertram. The program provides grant funds to Bertram non-residential property owners to support revitalization on a case-by-case basis.

Grants are available on a 50/50 basis with a cap of \$8,000 per grant. Grant funds can only be approved for projects which are in alignment with the City's Unified Development Code (UDC). Eligible projects include, but are not limited to the following:

- | | |
|------------------------------------------------|--------------------------------------|
| (1) Façade renovations (visible to the public) | (2) Awning installation |
| (3) Exterior painting | (4) Outdoor lighting |
| (5) Landscaping | (6) Parking lot improvements |
| (7) Roof and foundation repairs | (8) Street facing window replacement |

Applications for the program are reviewed by the Bertram EDC Board. In addition to review for basic eligibility requirements, applications will be reviewed for:

- (1) Potential to diversify the economy;
- (2) Effect and support on other businesses; and/or
- (3) Consistency with local redevelopment strategies.

The Bertram EDC Business Improvement Grant is set up as single-payment grant funds to non-residential property owners, and in some situations, tenants. Grants are available on a first-come, first-serve basis until funds for the funding cycle are depleted. No grant will be awarded for work that has already been started, completed or covered by insurance. All submitted work will be reviewed and approved before any eligible work may begin. If awarded a Business Improvement Grant, any deviation from the approved grant project may result in total or partial withdrawal of the grant. A Business Improvement Grant "SIGN" must be displayed in the recipient's storefront window for a minimum of three (3) months to publicly recognize the grant program.

ELIGIBILITY GUIDELINES

All applicants are required to review the following items to ensure eligibility is met. Complete the Application: Fill out Business Improvement Grant application and sign the agreement form. Provide Drawings: All grant applications must include a scale drawing of the proposed work to be done with the name of the project manager or contractor. Support documentation and/or informational material needs to be included with the application for review by the Bertram EDC Board. Provide Estimates: Obtain itemized estimates on all project work from contractors. Self-contracted Work: Will be reimbursed for actual legitimate expenses, excluding labor. Construction Bids: Construction bids submitted by an Applicant must be current and dated no earlier than ninety (90) days prior to the Application request. (MINIMUM of three (3) bids required for each project.) Bids shall be submitted on the contractor's or project architect's letterhead and contain the contractors name, address, telephone

number. Bids need to be itemized in a manner that allows the Bertram EDC Board to determine bid components and authenticity. Submit the Application: Return completed application with:

- (1)** Original itemized work estimates (MINIMUM of 3 bids);
- (2)** Color samples;
- (3)** Written description of request and reasoning for the project;
- (4)** Photo or drawing; and
- (5)** Notes on material of the proposed work.

Provide color(s) for the façade. The EDC does not dictate coloring for façade and signs, however the color(s) need to be consistent with other downtown buildings / properties. Approval Process & Eligibility: The approval and eligibility process includes:

- a)** All Business Improvement Grant projects must meet building Standards & Codes, including building and/or sign permit requirements.
 - b)** The Bertram EDC Board of Directors meets monthly and applicants are encouraged to attend.
 - c)** Only completed Applications with all required information will be considered. Incomplete applications will be returned.
 - d)** An Applicant denied a grant by the Bertram EDC Board is not eligible to re-submit a grant application for a minimum of six (6) months from the date the prior Application was declined.
 - e)** Applicants who receive approval by the Bertram EDC Board must commence construction as described in the application within sixty (60) days of the grant being awarded.
 - f)** Applicants must complete construction described in the submitted Application within six (6) months of the grant being awarded.
 - g)** If the Applicant is unable to commence construction within sixty (60) days of the date granted, or complete construction within six (6) months from the date granted, the Applicant must submit a written request for an extension. The extension request MUST be made prior to the sixty (60) days or six (6) month time limit. The Bertram EDC Board is not obligated to allow extensions but may do so for good cause.
 - h)** An extension, if granted, will be for the Terms & Conditions determined exclusively by the Bertram EDC Board. An extension denial cannot be appealed and will be final.
 - i)** As a condition of this grant, and in consideration of the opportunity to apply for a grant, Applicant consents to allow City inspections to determine if the building is in compliance with the Codes & Ordinances applicable to the construction outlined in the application.
 - j)** The Bertram EDC Board will recommend grants based upon the following. There is no proprietary right to receive grant funds.
- (1)** Amount requested;

- (2)** Grant funds available;
- (3)** Condition of the building in which grant funds will be used;
- (4)** Effectiveness of construction;
- (5)** Other grant requests;
- (6)** Type and nature of construction; and
- (7)** Proposed construction results considering the grant program.

k) The Bertram EDC Board shall consider any Application within its discretionary authority to determine what grant amount will be in the best interest of the Grant program.

l) The review criteria will include, but is not limited to:

- (1)** Compatibility;
- (2)** Streetscape objectives; and
- (3)** Overall revitalization of downtown.

m) Applicant will provide photographs of the building's exterior as part of the Application request and also after the construction is completed, as a condition of final grant funding.

n) Applicant is required to obtain applicable City permits and approvals for construction.

o) No Applicant, nor Applicant agent, representative or tenant shall be entitled to receive grant approval on the same property if requested within three (3) years of the date a previous grant was awarded by the Bertram EDC Board.

p) An Applicant can attend Bertram EDC Board meetings which consider the Application or when requested to do so by the Bertram EDC Board. Failure to attend a Bertram EDC Board meeting when required shall be cause for rejection of the Application.

q) When the entire grant project has been completed and reviewed, the applicant will present the Bertram EDC Board with copies of paid invoices, including copies of cancelled checks and/or credit card receipts, for single payment grant funds of the approved funding.

BUSINESS IMPROVEMENT APPLICATION

Return the completed application no later than 12:00 p.m. (noon) on the FIRST (1ST) BUSINESS DAY OF THE MONTH with necessary attachments and signatures to City Hall.

Applicant Name: _____

Date: _____

Business Name: _____

Mailing Address: _____

Contact Phone: _____ Email: _____

Building / Property Owner (if different from applicant): _____

Current Building Name (if applicable): _____

Physical Building / Property Address: _____

Type of Work: (check all that apply)

- Paint
- Masonry cleaning/paint removal
- Awning/Canopy
- Uncovering/replacing windows
- Roof repair
- Parking / Driveway
- Other

Provide details of Planned Improvements for the Business Improvement Grant: (attach additional paper if necessary)

Provide Proposals and Total Amounts (please attach original proposals)

TOTAL COST OF PROPOSED PROJECT: \$ _____

AMOUNT OF BUSINESS IMPROVEMENT GRANT REQUESTED (MAX \$8,000): \$ _____

Attach list of colors to be used, awning/canopy (if applicable), sign design, etc., as well as photographs of building / property exterior facade, roof and foundation.

DATES TO REMEMBER:

- Work must commence sixty (60) days after final approval.
- Work must be completed six (6) months after final approval.

BUSINESS IMPROVEMENT AGREEMENT

Return the completed Agreement with necessary attachments and signature to City Hall.

I have met and understand the Bertram EDC Business Improvement Grant program. I will utilize these funds for the aforementioned renovation project(s) in support of the City's downtown revitalization efforts. I have not received, nor will I receive, insurance monies for this revitalization project.

I have read the Business Improvement Grant Introduction, Eligibility Guidelines, Application and Agreement.

I understand that if I am awarded a Business Improvement Grant, any deviation from the approved project can result in withdrawal of the grant. Further, I understand the materials and processes involved, and have been given an opportunity to ask questions regarding the Grant Program. If the façade or property is altered for any reason within six (6) months of construction, I will be required to reimburse the EDC immediately for the full amount of any Grant funds.

Should Bertram EDC find that Grantee has not maintained the required commercial status of the property in accordance with the terms of this Agreement, or should Bertram EDC find that Grantee has breached any other term of this Agreement; the Grantee agrees to repay all Grant monies that have been disbursed by Bertram EDC to Grantee as remedy for the default.

Repayment shall be made by Grantee within 30 days of receipt of a written demand from Bertram EDC. Failure to timely repay the Grant shall constitute a breach of this Agreement.

APPLICANT

Signature: _____

Print Name: _____

Date: _____

BUILDING / PROPERTY OWNER'S SIGNATURE (IF DIFFERENT FROM APPLICANT)

Signature: _____

Print Name: _____

Date: _____

BERTRAM EDC BOARD REVIEW

Signature: _____

Print Name: _____

Date: _____

Amount Recommended: \$ _____

Approved

Rejected

CITY COUNCIL REVIEW

Signature: _____

Print Name: _____

Date: _____

Amount Granted: \$ _____

Approved

Rejected

This application and said attachments, if any, do not constitute a binding agreement, nor may they be used against the City of Bertram or the Bertram Economic Development Corporation and its Directors. Upon final approval from both the BEDC and City Council, a formal agreement shall be generated by the city attorney, outlining the terms and obligations of all parties involved. The applicant shall be required to acknowledge and sign the final contract, or the application shall become null and void. The Submitting of a grant application does not obligate payment nor guarantee approval by the Bertram EDC or the City of Bertram.