

“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 improvements in the downtown district. 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 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 (Exterior Renovation) projects; this includes but is not limited to new awnings, lighting, signage, windows, paint and other repairs; exterior improvements must be visible to the general public
- Grants are also approved for interior type (Interior Renovation) projects; this includes but is not limited to painting, walls, flooring, electrical work, plumbing work and other repairs
- Buildings which are zoned for residential uses, as well as commercial uses may only be considered by the Buda EDC for those improvements which will promote the development of the commercial use of the property
- 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
 - proof of commercial lease
 - “before” photo
 - contractor/supplier cost estimates to include at least one local bid
 - inspection reports from City of Buda and Buda Fire Marshal
- Additional 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
- Work to commence within 6 months and be completed within 9 months from the date of approval absent extenuating circumstances as approved by the Board at its sole discretion
- **New Business Owners Please Note:** 100% of the award will be withheld pending business opening
- Applicant must allow placement of “Another Project by Buda EDC” sign on the property up to one week after renovation completion
- Applicant match and grant award for exterior renovation 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 match and grant award for interior renovations is categorized as follows:
 - Applicant Match: \$2,000 Grant Award: \$2,000 (max)
 - Applicant Match: \$3,000 Grant Award: \$3,000 (max)
 - Applicant Match: \$5,000 Grant Award: \$5,000 (max)

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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 FOR EXTERIOR RENOVATION:

| | |
|--------------------------|-----------------------|
| New Front Door: | \$ 400 |
| Paint, 6 Gallons: | \$ 100 |
| New Lighting: | \$ 500 |
| Labor: | <u>\$1,000</u> |
| Total: | \$2,000 |

Funding Sources: \$0 Match \$2,000 “BIG” Grant Award

| | |
|-------------------------|-----------------------|
| Replace Awning: | \$1,500 |
| New Front Glass: | \$ 500 |
| Masonry Repair: | <u>\$1,500</u> |
| Total: | \$3,500 |

Funding Sources: \$500 Match \$3,000 “BIG” Grant Award

PROJECT COSTS FOR INTERIOR RENOVATION:

| | |
|----------------------------------|------------------------|
| Repair/upgrade electrical | \$ 4,500 |
| ADA Restroom upgrade | \$ 4,500 |
| New Lighting | \$ 1,000 |
| New Flooring | <u>\$ 1,500</u> |
| Total: | \$11,500 |

**Funding Sources: \$5,000 Match \$1,500 Additional Funds
\$5,000 “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.

SIGNATURE, PROPERTY OWNER

DATE

PLEASE REMIT COMPLETED APPLICATION TO:

BUDA ECONOMIC DEVELOPMENT CORPORATION

PO BOX 1650
BUDA, TX 78610