



## **ADVERTISING-PROMOTION-FACADE GRANT**

### **Policy Guidance**

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# **JUNCTION TEXAS ECONOMIC DEVELOPMENT CORPORATION ADVERTISING & PROMOTION GRANT PROGRAMS POLICY GUIDANCE**

## **Overview**

This grant programs provides financial resources to small business owners for improving the exterior appearance of commercial buildings within the city limits. These enhancements should promote the development and expansion of Junction businesses, thereby increasing employment opportunities and improving economic stability.

## **Types of Grant Improvements**

The program is limited to funding only certain improvements to commercial properties. The categories are as follows:

- Storefront/facade renovation
- Exterior painting
- Landscaping
- Signage
- Awnings
- Fencing
- Outdoor lighting (must be certified as “night skies friendly”)
- Exterior door/windows replacement/repair

## **Program Guidelines**

1. Grant funds can only be used on commercial buildings (see Eligibility Requirements below on page 3). A small business must be housed in the subject property.
2. Approval of all applications shall be with the understanding and agreement that the purpose of JTEDC financial assistance is not to facilitate the immediate sale of the subject business.
3. All grants are reimbursement grants and will only be funded after completion of the project in accordance with drawings and specifications approved by the Junction Texas Economic Development (JTEDC) board. See funding requirements below.
4. The JTEDC will fund 70% of the cost of the project up to \$2,500. The applicant must make a 30% cash contribution. In-kind contributions may not be used as any part of the applicant’s match.
5. Funds shall be allocated on a first come first serve basis.

6. Applications must be to the JTEDC office and placed on the agenda at least ten (10) business days before the JTEDC meeting, which is held the first Tuesday of each month.
7. Once a grant has been awarded, the business occupying the subject property or the building owner cannot re-apply for another grant for two (2) fiscal years unless money is still available in the last quarter of the second fiscal year and no new applicants have applied for the funds. All requirements from previous contracts must be satisfied, and existing contracts with JTEDC must be in good standing.
8. Grant approvals are subject to all grant guidelines, all City of Junction legal provisions and ordinances, all applicable Federal and State laws, and review and approval by JTEDC board.
9. Grantee is responsible for obtaining any permits from the City of Junction required for a project.
10. Improvements shall be designed, constructed, and maintained to compliment the architectural features of the subject building and surrounding structures. All accessories, signs, awnings, etc. shall likewise harmonize with the overall character of the subject structure and surrounding buildings.
11. No work for which a grant is sought should begin until authorized by the JTEDC, and a grant agreement has been signed.
12. All work proposed by the applicant requires two (2) estimates to verify that costs are within reasonable parameters. The JTEDC may request a third quote if it feels it is necessary. Other required documentation, as applicable, includes:
  - current photograph of the building (4"x6" minimum size) and proposed changes to the façade (exterior);
  - color samples of proposed paint;
  - sketch, drawing, or computer image of proposed landscaping and explanation of how your company plans to maintain the landscaping;
  - photo of proposed signage (text to appear, placement and style of text, colors, logo, etc.); and
  - description, drawings, and/or photos and placement of outdoor lighting, awnings, fencing, doors, and/or windows
13. Note that all signage and outdoor lighting should be "night skies friendly."
14. Applicant shall have ninety (90) consecutive days from the date of the written notice to complete the work. After ninety (90) days, the grant will be closed out unless an extension of up to sixty (60) days has been granted by the JTEDC board.
15. Applicant will effect no change in ownership of the business facilities during the two (2) year term of this Agreement without prior notice to the JTEDC.

16. Approval of all applications shall be with the understanding and agreement that, in the event the business or property is sold or transferred within the two (2) years after funding of the grant, the applicant shall be considered in default of its obligations under the Performance Agreement and shall be required to reimburse the JTEDC the grant money received.
17. Applicants and building owners shall disclose in writing at the time of the application the existence of any business or personal relationship with members of the JTEDC board, City of Junction employees, or city council.
18. Upon grant approval, applicant may be required to place a JTEDC grant sign, furnished by the JTEDC, viewable by the public, for the duration of the project.
19. The JTEDC board shall determine by a majority vote whether or not the application is approved or denied with or without conditions.

#### **Eligibility Requirements**

1. The applicant must be the owner of the building, or a tenant may qualify upon receipt of written consent by the owner of the building.
2. Property taxes, both city and county, must be current.
3. The building must be structurally sound.
4. These grant programs do not apply to residential rental properties.

#### **Ineligible Use of Funds**

1. Any interior modifications and/or rehabilitation.
2. Any materials or services purchased for the subject project prior to the approval of any applications by the JTEDC.
3. Permitting fees.
4. Refinancing existing debt.
5. Non-fixed improvements (such as inventory, equipment, and accounts receivable).
6. Owner performed labor (in-kind labor).

#### **Application Process**

1. Applicants must submit a completed application with a detailed description of the project and all supporting documentation (see #11 on page 2).
2. JTEDC will review the application for compliance and approval.
3. Upon JTEDC board approval, a letter of commitment will be provided to the applicant.
4. The applicant must sign an agreement acknowledging the terms and conditions of the grant.
5. Funds are dispersed on a reimbursement basis after all work has been completed and in accordance with the Disbursement of Funds section of this document (see below page 4).

<b>Disbursement of Funds Requirements</b>
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1. Requests for reimbursements must be completed within 2 months following completion of the project.
2. Copies of all required permits and occupancy certificates (if applicable) given to the JTEDC.
3. Copies of paid invoices and evidence of payment (cancelled checks – front and back).
4. Photos of improvements.
5. Final inspection by JTEDC staff and/or board members.
6. Telephone confirmation between the JTEDC and the construction firm that the work is complete and the owner has paid for the project in full.