



Performance GRANT PROGRAM

Supporting Small Business



Performance Grant Program

In an effort to sustain economic growth in the City of Junction, the Junction Texas Economic Development Corporation (JTEDC) has established the Performance Grant Program. This program is intended to assist small businesses in Junction by providing a grant for projects such as storefront improvements, signage, repair, fixed assets including machinery, equipment, furniture, fixtures. Purchase Land and building, including new construction or renovation. Fund infrastructure projects such as roads and utilities needed for project.

In order for an applicant to qualify:

1. Business must be located in Junction
2. New business only or expansion of existing business (more than two (2) years in Junction)
3. Tenant applicant must either have a current annual lease agreement or own the property

Applications can be picked up at the Junction Texas Economic Development Corporation office. The applicant must submit a complete application packet, which includes application forms, project description, and a minimum of two (if possible) bids. Tenant applicants must also provide written approval from the landlord for leasehold improvements.

Applications are generally approved or declined within 45 to 60 days of receipt of a complete application package. The application can be submitted at any time of the year. Documentation will be reviewed by the Junction Texas EDC board. The Junction City Council will have final approval of all Performance Grants over \$10,000. Awards will be made while funding is available. Approved applications will be funded during the projects as follows: \$10,000.00 and under one payment, up to \$50,000.00 in 2 quarters, up to \$200,000. in 4 quarters. This is just a guideline and the board reserves the right to change the payout of a grant. JTEDC will fund up to 50% of the project and the applicant will provide the remaining 50%. The applicant agrees to a UCC filing (Uniform Commercial Code) or a Deed of Trust for the duration outlined in the Performance Grant Agreement.

Awarded businesses will have up to one (1) year from the date of the award to carry out the project. The JTEDC Board can extend the date for completion with a written request from the applicant. Applicant businesses are strongly encouraged to use Junction contractors/vendors when possible.

For a complete set of the program policies and procedures, please contact the JTEDC office: *702 College Street #A Junction, TX 76849 (325) 446-3402*

Initial Documents for Grant Application

- Application Form
- Business Plan
- Project Budget
- Business Description
- A Business Financial Statement, Personal Financial Statement, Profit or Loss (projected P/L for new business only)
- Provide a minimum of two bids from non-related third-party vendors/contractors.
- Tenant applicants must provide written landlord approval for leasehold improvements.
- Quarterly 941, Yearly 940, Texas Workforce Commission C-3 or C-4, Sales Tax (any of these that apply)

Steps for Application Process

- Fill out the grant application.
- Submit all documents to JTEDC via mail, email or hand delivery.
- JTEDC Economic Development Coordinator will review the application and determine eligibility.
- Only completed applications will be accepted.
- If the JTEDC Staff recommends approval, the application will be presented to the JTEDC Board for review, discussion, and possible action.
- The applicant must be present at the board meeting.
- Applicant notified of the Board's decision to approve or deny the application, along with any specific terms, when applicable.

Junction Texas Economic Development Corporation Performance Grant Application

Business Name:	Federal I.D. #:	Year Started:	Number of years in business:	
Business Address:	City:	State:	Zip Code	Business Phone:
Contact Name & Title:				
Home Address:	City:	State:	Zip Code:	Home Phone:
Email Address:		Request Amount (max \$ _____):		
Total Project Cost:		General Purpose of Request (<i>storefront/signage/promotional</i>):		

General Business Description (<i>i.e. Restaurant, tire shop, salon, etc.</i>):	NAICS Code:
Type of Business: Sole Proprietorship Partnership S-Corp C-Corp LLC	

Please provide the names and contact information, if applicable, of any other business principles and/or owners with 20% ownership or more

#1 Name:	Contact Information (address/phone#/ email)
#2 Name:	Contact Information (address/phone#/ email)
#3 Name:	Contact Information (address/phone#/ email)
#4 Name:	Contact Information (address/phone#/ email)

Give a brief description of the purpose of these funds:

Project Budget

Budget Item	Amount
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$

TOTAL:

Please provide a brief description of your business and the product/service of the business:

Include in your description the following: Business owner's background information, history of business, information on products/services, hours of operation, number and types of jobs associated with your business, and yearly gross income/sales for the business.

Applicant Certification: I certify that everything I have stated in this application is accurate to the best of my knowledge. I understand that the Junction Texas Economic Development Corporation (JTEDC) will retain this application, regardless of whether it is approved. I authorize the JTEDC or its agents to investigate my credit, employment, and income (including, but not limited to, any other credit report services). I also authorize the JTEDC or this agent to report to the proper credit bureaus account performance.

Furthermore, I understand that any award provided to me by the JTEDC is based on the scope of work as submitted in my application and that failure to meet and/or complete my scope of work will result in the JTEDC amending, reducing, and/or withholding any financial assistance awarded. Said failure may also result in my obligation to repay or reimburse the JTEDC for any financial assistance provided to me or my business.

Nondiscrimination statement: The JTEDC prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability.

Applicant Signature: _____

Today's Date: _____

Co-Applicant Signature: _____
(if applicable)

Today's Date: _____



Junction Texas

Economic Development Corporation

• Your Future Starts Here •

Approval of Application

REQUEST APPROVED: _____ **REQUEST DENIED:** _____

AMOUNT APPROVED: _____

DATE OF APPROVAL/DENIAL: _____

JUNCTION TEXAS ECONOMIC DEVELOPMENT CORPORATION

President

Secretary

Business Owner