Junction Texas
Economic Development Corporation
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BUSINESS INCENTIVE GRANT PROGRAM

POLICY GUIDANCE & PROCEDURES

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BUSINESS INCENTIVE GRANT PROGRAM
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Overview

This program reimburses a portion of rent and utility costs (electricity, land line telephone, water, sewer, gas, trash collection, and Internet service) for new or expanding businesses for up to one year. Grant awards are contingent on meeting specific requirements, such as creating a designated number of new jobs or retaining positions that might otherwise be eliminated.

The applicant must sign an application certifying that the business does not, and will not knowingly, employ undocumented workers. If assistance is approved, the business must also execute a Performance Agreement reaffirming this certification and requiring repayment of the grant if the business is convicted of federal immigration violations under 8 U.S. Code Section 1324a(f).

Eligibility

- Eligible applicants include sole proprietorships, partnerships, corporations, and limited liability companies.
- Businesses must demonstrate the potential to create or retain employment opportunities for residents of Junction and Kimble County.
- All tax obligations must be current.

Use of Proceeds

- Rent
- Electricity
- Water
- Sewer
- Gas
- Trash pick-up
- Internet service
- Landline Telephone

Application Checklist

- Business Plan
- Brief Summary of how this grant will affect and support your business
- A detailed list of monthly bills

Grant Guidelines

1. Applicants must submit a completed application that includes a business plan and a detailed list of the monthly utility expenses for which JTEDC grant funds will be used. Existing businesses must also provide a written narrative describing current operations and any proposed changes to products or services.

2. All applications are approved with the understanding that JTEDC financial assistance is granted to the grantee, if the business should sale it is at the discretion of the board to continue the grant with new owner..

3. JTEDC may reimburse rent and utility expenses, including electricity, water, sewer, gas, trash collection, landline telephone, and Internet service, up to $9,800 over a one-year period, with payments issued monthly or quarterly at the request of the grantee.

4. The JTEDC Board may consider an extension of the grant for an additional period.
5. Grant funds will not be released until JTEDC has approved the application and both parties have signed the Business Incentive Grant Agreement.

- This agreement is required under *Texas Local Government Code Section 501.158.*
- The agreement outlines the applicant's responsibilities to JTEDC, including job creation requirements and the conditions under which repayment may be required if the business fails to meet the terms of the Business Incentive Grant Agreement. The agreement also specifies the repayment terms if the business does not satisfy the grant requirements.
- The agreement also describes JTEDC's responsibilities to the applicant.

6. Grant approvals are subject to all program guidelines, all applicable City of Junction legal provisions, all relevant federal and state laws, and final review and approval by the JTEDC Board.

7. The applicant may not change business ownership during the term of this agreement without prior notice to JTEDC. If the business is sold, repayment will be determined at the discretion of the JTEDC Board.

Disbursement of Funds

1. All grants are reimbursement-based and will be paid only after the applicant has paid the eligible rent and utility expenses. To receive reimbursement, the applicant must submit copies of paid invoices along with proof of payment, such as canceled checks or confirmation of online payments.

2. Requests for reimbursement must be submitted in a timely manner. Grants will be paid quarterly unless the applicant requests an alternative payment schedule and the JTEDC Board approves that request at the time the grant is awarded.