



# **BUSINESS IMPROVEMENT GRANT (BIG) Guidelines & Application**

Please return completed application with required  
attachments and signature to:  
Ingleside Development Corporation  
P.O. Drawer 400  
Ingleside, TX 78362

For questions, please contact:  
Jodi Carr, Executive Director  
Ingleside Development Corporation  
[jcarr@inglesidetx.gov](mailto:jcarr@inglesidetx.gov)  
(361) 776-3815

## BUSINESS IMPROVEMENT GRANT

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### Program Guidelines

#### PURPOSE

The Business Improvement Grant (BIG) is a program provided by the Ingleside Development Corporation (IDC) to encourage capital investment by for-profit businesses located within the city limits of Ingleside.

#### SCOPE

Improvements will be projects that convey with the building and will typically consist of building or remodeling a building space.

#### PROGRAM DETAILS

All buildings and facilities located within Ingleside when these guidelines are adopted shall be eligible for this program. However, funds will only be awarded to Applicants improving a piece of property that has an existing structure or slab in place.

The BIG is a reimbursable grant that requires a match from the Applicant. The BIG may be approved for an amount up to ½ of the cost of the project up to \$20,000. The matching funds provided by the IDC for the grant are capped and will not exceed \$10,000. Improvement projects will typically consist of reconstructing or remodeling a building space (exterior and/or interior), or resurfacing an outdoor area. Non-permanent fixtures, furniture, and/or décor are not eligible for reimbursement. Funding will be delivered only upon completion of the improvement project and submission of an invoice and proof of payment to the IDC for verification.

#### ELIGIBILITY & RULES

The following criteria must be met for participation in the BIG:

1. The Applicant's business must be located within the Ingleside city limits;
2. The Applicant's business must be a for-profit business;
3. Tenants must have written approval from property owners to participate in program and this documentation must be provided along with the building owner's signature on the application;
4. Applicants must be up to date on all property taxes prior to participation in the program;
5. Applicants must not have any City of Ingleside (City) liens filed against *any* property owned by Applicant, including but not limited to weed liens, demolition liens, and board-up/open structure liens;
6. Applicants must comply with all state and local laws and regulations pertaining to licensing, permits, building code and zoning requirements;
7. Applicant is required to obtain all applicable City permits and City approvals required for the construction if grant is awarded and provide copies of permits prior to reimbursement;
8. Understanding that the overall objective of the BIG is to encourage capital investment of a property, the IDC has the discretion to decline an application while suggesting enhancements that would enable future acceptance;

9. All grants are reimbursement grants, and will only be funded after completion of the project in compliance with the specifications approved by the IDC and after all required documents are submitted;
10. Construction cannot be started prior to the date of the Notice to Proceed;
11. The improvements, as presented in this application, must be completed within a twelve-month period from the date of the Notice to Proceed. Failure to complete improvements within the required time period is considered a default and will result in the loss of granted funds;
12. Any request for an extension must be received prior to the anniversary of the twelve-month period from the date of the Notice to Proceed. Any consideration of an extension is at the discretion of the IDC;
13. The project must be maintained after completion. Improper or incorrect maintenance will affect all future grant eligibility;
14. Only one BIG per business is allowed every Fiscal Year (Oct. – Sept.);
15. Previous grant awards must be completed and closed out prior to applying for a new grant;
16. Ineligible businesses: residences, home businesses, churches, schools, tax exempt entities including government property, and sexually oriented businesses;
17. The IDC is the sole and final authority in determining project eligibility for funding.

*Below are examples of Eligible and Ineligible Projects and Expenditures. These are examples and not an exhaustive list. The IDC Board reserves the right to approve or disapprove any project and expenditure.*

**ELIGIBLE PROJECTS AND EXPENDITURES:**

- City permit fees
- Interior remodel
- HVAC upgrade or replacement
- Roofing
- Solar panels
- Plumbing upgrade
- Ventilation
- Contractor installed security systems

**INELIGIBLE PROJECTS AND EXPENDITURES:**

- Engineering and/or Architect Fees
- Non-permanent fixtures
- Furniture and/or decor
- DIY projects
- Any repairs needed due to natural disaster or anything that should be covered by insurance

**FINANCIAL**

If awarded, funding offered is a matching grant in which the IDC reimburses Applicant up to fifty percent of total project costs, up to \$10,000 maximum match for project improvements. Architectural design fees may not be included in the total cost of eligible improvements.

When the entire grant project has been satisfactorily completed and inspected by staff, the Applicant shall present the IDC staff with copies of all paid invoices for a single payment reimbursement of the approved funding. Proof of payment must accompany the invoices.

## **APPLICATION SUBMISSION PROCESS**

All Applicants must follow the procedures in the order outlined in this document and as listed on "Attachment A" of this application:

1. Complete the application;
2. Applicant **must** meet with the City of Ingleside Development Services Department to confirm whether any permits are required for this improvement. A representative from that Department **must** sign the application on "Attachment A" and indicate if a permit is required. Application will not be accepted without this signature.
3. Submit the completed application to the IDC office along with:
  - Itemized bid from contractor with contractor business name, address, and phone number;
  - Project plan with design or drawings and improvements desired;
  - Color photographs of the existing exterior and interior conditions of the building;
  - W-9;
  - Documentation that property taxes are current;
  - For tenants, the building owner must sign the application, granting permission to modify the premises.

## **REVIEW PROCESS**

IDC staff will conduct a completeness and eligibility review on all applications in order to determine whether each application is complete and the Applicant and the project are eligible under the program guidelines. Applicants will be notified of any missing items in the application and encouraged to submit the remaining documentation as soon as possible. If missing documentation is not received within the IDC's stated timeframe following notification, the application may be deemed incomplete and not subject to further consideration under this program. All eligible, completed applications will be evaluated on a case-by-case basis by the Board of Directors. The IDC Board of Directors will consider and vote to approve or deny the application and determine the grant amount during an IDC Board Meeting. In order to get on a Board Meeting Agenda, completed applications need to be turned in one week prior to the meeting date. IDC Board Meeting dates are listed on the IDC

website: [www.inglesidedevelopment.com](http://www.inglesidedevelopment.com)

Applicants must attend the meeting in which their application is being considered. IDC reserves the right to change meeting dates. IDC reserves the right to share the project information with any City department. IDC reserves the right to advertise the awarded grant. IDC reserves the right to reject any project.

## **POST AWARD PROCESS AND REQUIREMENTS**

Upon grant approval by the IDC Board of Directors, IDC staff sends Applicant a "Notice to Proceed".

Applicant has twelve (12) months from the date of the Notice to Proceed to complete the approved improvements. If the project is not completed within twelve months, permission for an extension must be brought to the IDC in advance of the twelve-month deadline, and the IDC Board of Directors will decide if an extension is allowable under this program. After the project has been completed, Applicant must notify IDC staff. Staff will visually inspect project to certify compliance with the application. Applicant must provide copies of all building permits and Certificate of Occupancy to the IDC staff prior to the release of funds.

## **RELEASE OF FUNDS**

The program will offer grants on a reimbursement basis only. Under no circumstances will grant funds be disbursed as a cash advance prior to project costs being incurred, the applicable scope of the project completed, and the Applicant's small business is fully operational to the satisfaction of the IDC. Funds are disbursed only after a reimbursement request is submitted with photographs of all completed work and receipts, invoices, cancelled checks, and credit card receipts for eligible project costs are submitted and approved by the IDC, and the Applicant has received their Certificate of Occupancy (if required) from the City and has met all requirements in the contractual agreement. Applicant must submit a copy of any permits or Certificate of Occupancy issued by the City with all required documents to the IDC.

Receipts must be submitted to the IDC staff within 30 days of completion of project. Eligible receipts and invoices must, at a minimum, include the invoice date, scope of work, contractor name and contact information, cost, and be marked as paid, or a zero balance must be indicated. The invoices must clearly indicate the nature of the expense and that such expense is related to the approved project and business. If eligible project costs are less than the original grant approval, IDC has the right to reduce the grant award. The IDC reserves the right to make adjustments regarding conditions and parameters outlined in these guidelines.

## **ADDITIONAL PROGRAM REQUIREMENTS**

The Applicant hereby agrees to indemnify, defend and hold IDC, as well as any of their officers, directors, and employees, along with City employees, from any claims, damages, losses and expenses, including but not limited to attorney's fees, asserted against the parties related in any way to a project.

The Applicant will be required to give to IDC the unrestricted right to use, for any lawful purpose, any photographs or video footage taken of the property at the approved project location, the Applicant owns and/or for which the Applicant has the authority to give such permission, and to use Applicant's name in connection therewith if it so chooses. The Applicant will further be required to notify IDC of any public announcements or events to be held at or in relation to the completion of the project, and IDC will have the right to participate in and/or publicize the event in coordination with the Applicant, if the IDC so chooses.

Only one grant shall be awarded per business for each physical location per Fiscal Year. Funding is not transferable. If the business should close and cease to operate prior to completing the project or securing the funding, the grant is considered null and void.

Not all applicants meeting the eligibility requirements of the BIG will be able to receive reimbursement grants. Eligibility and award under the BIG will be determined by the IDC.

## **TERMINATION**

The IDC reserves the right to terminate any agreement under the BIG if an Applicant is found to be in violation of any condition set forth in these guidelines and procedures outlined in this document, or if the project has been started prior to approval by IDC and the receipt of the Notice to Proceed.

Funds for the BIG are appropriated each Fiscal Year, beginning October 1. Once all monies have been allocated for the Fiscal Year, the BIG will be suspended if and until funded in the following Fiscal Year. BIG monies are awarded on a first come/first served basis and the IDC reserves the right to suspend the program at their discretion.

**Business Improvement Grant (BIG) Application**

**Applicant Information**

Contact Name(s): \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Business Start Date: \_\_\_\_\_ Does Business Collect Sales Tax? YES or NO

Have you applied for or received any grant in the past from the IDC? If so, date: \_\_\_\_\_

**Information on Property Proposed for Business Improvement Grant**

Description of Existing Building Property (attach images):

\_\_\_\_\_

Description of Proposed Improvements (attach sketches, plans, or other images):

\_\_\_\_\_

Estimated Total Cost of Improvements (attach contractor bids): \_\_\_\_\_

**Landlord Information (If Applicant leases the building)**

Property Owner/Landlord: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature of Approval from Landlord: \_\_\_\_\_

**Commitment**

I agree to adhere to the Business Improvement Grant Program Guidelines as established by the Ingleside Development Corporation.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

Please return this application, images of current building and proposed upgrades, and contractor bids to the Ingleside Development Corporation, 2665 San Angelo, Ingleside, TX 78362 or email Jodi Carr: [jcarr@inglesidetx.gov](mailto:jcarr@inglesidetx.gov)

## ATTACHMENT A

Business Improvement Grant (BIG)

Amount of Grant: \_\_\_\_\_

BIG Application Number: \_\_\_\_\_

Applicant (Name of Business): \_\_\_\_\_

Date:	Completed Activity:
	<p>Applicant met with City of Ingleside Development Services Department to confirm any required permits. <b><i>Signature required from Development Services Department.</i></b></p> <p>Permit Required:    YES            NO</p> <p>Signature: _____  <div style="text-align: center;">Development Services Department</div></p>
	Applicant submitted Application to IDC. (preliminary meeting, listed as next step below, may be conducted at this same time.)
	Preliminary Meeting between Executive Director and Applicant to discuss the project, process of grant, and request any additional required information.
	<p>IDC Board Meeting:    Approved    or    Denied</p> <p>Amount:</p>
	Notice to Proceed mailed or emailed to the Applicant.
	Applicant notified IDC staff of project completion and scheduled inspection to confirm all work was completed.
	IDC staff conducted inspection to confirm all work was completed.
	Applicant submitted final invoices, proof of payment, and copies of required permits to IDC.
	IDC staff processed completed documents for check creation from Finance Department.
	Check presented by IDC Board and Applicant signed as received funding.

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## For Office Use Only

Date Approved by IDC Board: \_\_\_\_\_

Date of Notice to Proceed: \_\_\_\_\_

Amount of Grant Approved by Board: \_\_\_\_\_

Deadline for Project Completion: \_\_\_\_\_

Actual Project Completion Date: \_\_\_\_\_

Date of Check Presentation: \_\_\_\_\_

Grantee Acceptance of Check: \_\_\_\_\_

IDC Board Member: \_\_\_\_\_

IDC Executive Director: \_\_\_\_\_