



Loan Forgiveness Grant Application

For

Building/Property Owner Assistance
Support

Purpose:

Bronte City Council organized the Bronte Economic Development Corporation (BEDC) as a Type B Economic Development Corporation. Bronte voters approved the creation of the BEDC and authorized the use of ¼ cent of the sales tax revenues to foster growth and development within the city.

The State of Texas Local Government Code, Title 12 Subtitle C1, Chapter 505.158, Type Corporations in a municipality with a population of 20,000 or less may conduct a project to include “land, buildings, equipment, facilities, expenditures, targeted infrastructure and projects found by the corporation’s board of directors to promote new or expanded business development.” To foster growth and development within Bronte, the BEDC is actively marketing Bronte to attract new business and to assist existing businesses to grow and thrive.

The BEDC’s purpose is to enhance the economic vitality of the city by encouraging safe and visually appealing business buildings and business sites. The BEDC has established a business assistance, support, and/or loan forgiveness grant program. This program is sponsored, funded, and monitored by the BEDC Board of Directors who may amend, adjust, or eliminate the program at any time. The BEDC mission is to assist small businesses, attract new businesses, fill existing or proposed retail spaces, add jobs, generate sales tax and hotel/motel tax revenue in the City of Bronte.

Application and Approval Process

- Submit applications to the BEDC via email at brontetx@wcc.net or by mail at: BEDC, P.O. Box 370, Bronte, TX 76933.
- Applications to be received no later than noon by the First Tuesday of each month to be reviewed at the BEDC regular meeting, held on the second Monday. Meeting time varies each month.
- Incomplete applications will not be considered and will be returned to the applicant.
- Application form and the agreement can be picked up at City Hall, 114 S. Washington St., Bronte, Texas.
- Submit all required documentation and attachments.
- Applications are reviewed and considered for approval by the BEDC Board of Directors.
- BEDC will provide written notice of approved applications. BEDC Loan Forgiveness Grant awards that contains specific provisions, conditions and requirements will be in writing.

Eligible Projects:

Façade Improvement

(up to 50% matching grant)

Rehabilitate, restore, or enhance storefront, sides, and/or rear of building, but not limited to painting, reconstruction, and remodeling.

External Property Improvements

(up to 50% matching grant)

Items such as ADA compliant sidewalk (non-TxDot provided), lighting, and drainage (non-TxDot provided)

Internal Property Improvements

(up to 50% matching grant)

Rehabilitate interior finishes and/or expansion of interior including, but not limited to, items such as, painting, additional walls, furniture, and fixtures.

Grants

To obtain these grants, an applicant must be the building owner, with intent of renting, leasing or opening the building to a for-profit, retail small business, with \$2 million or less in annual sales, twenty or fewer employees, located within or to be located within the city limits of Bronte, within a retail zoned area. The applicant must be current on all ad valorem and sales taxes.

Qualifying Grant Award & Terms

A loan may be granted for an approved application. The loan shall be for no more than 50% of the proposed project cost and cannot exceed \$10,000.00 without city council approval. The applicant must match the approved loan amount. If a building owner does not have a tenant, the building owner may be eligible for a maximum of a \$10,000.00 loan. The building owner must secure a tenant within nine (9) months of the date of the execution of the loan forgiveness agreement. If a building owner secures a 12-month lease from a tenant, the building owner may be eligible for a maximum of a \$20,000.00 loan. Building owners cannot exceed a combined total of \$20,000.00 in loan funds.

The project must be completed within nine (9) months of the execution of the loan award. Upon completion of the project, the loan may be forgiven and converted into a grant if all construction related bills paid before the end of the 9-month period. If the project is not

completed within nine (9) months of the loan award date, beginning at the 10th month the loan principal and interest shall be due monthly. A simple compounded monthly interest rate of 3% shall be applied to the loan starting at the 10th month of the loan. Every application and category will be reviewed on a case-by-case basis. The Loan Forgiveness Grant award decisions of Bronte Economic Development Corporation Board of Directors are final.

Funding

- Applicant(s) responsible for all city permits.
- All projects, as presented in the application, must be completed in their entirety. Failure to complete all the stated projects shall render the applicant ineligible to receive funding.
- Upon approval of the project(s), a representative of the BEDC shall have the right to have access to and inspect the work in progress.
- The applicant shall not sell nor assign a building to another person or entity for a period of twelve (12) months from the date of the execution of performance agreement and payment without prior BEDC board approval.
- Upon completion of the project, applicant will provide written notification to the BEDC. BEDC representative(s) to confirm that such project(s) have been completed in accordance with the application, written agreement, plans submitted and any approved modification thereof. Such notification shall include, but not be limited to documentation of paid receipts for materials, labor, permits, inspection reports, or any other item that the BEDC may deem necessary for determining the project's completion.
- The Laws of the State of Texas shall govern the interpretation, validity, performance, and enforcement of this project Loan Forgiveness Grant. The venue for any lawsuit or other proceeding involving this program shall be in Coke County, Texas.
- The applicant shall be obligated to complete the project in accordance with the application within nine (9) months of the BEDC loan award. No modifications of the projects shall be permitted without prior BEDC approval. Failure to obtain such written approval prior to making any modifications shall render the applicant ineligible to receive the business improvement loan, or if funds were dispersed, loan becomes ineligible for grant conversion.

Indemnification:

The owner agrees to indemnify, defend, and hold harmless the BEDC, their officers, directors, employees, agents and insurers against and in respect to any losses, damages, injuries, deficiencies, liabilities, actions, suits, proceedings, demands, assessments, judgments, fines, and reasonable and necessary costs and expenses (including court costs, reasonable attorney's fees and expert witness fees) incident to or resulting from any claim arising out of this Agreement, directly or indirectly, from the BEDC's activities conducted under or incidental to the Agreement and from any liability arising out of or resulting from the intentional acts or negligence of the Owner and its agents, employees and contractors.

Additional Application Information Required

Applicants must complete and sign the BEDC application. Submit the following required documents with the application:

- Proof of ownership
- Photograph(s) of existing conditions
- Renderings, elevations, drawings of proposed projects
- Two cost estimates from two separate contractors/suppliers local, if possible, on all proposed projects.
- Proof of the required 50% cash match being available. If a loan is required to match the required 50% BEDC Loan Forgiveness Grant, the applicant must provide a copy of the bank application and a bank letter of availability of funds.

The undersigned acknowledges and agrees to abide by and be subject to the terms and conditions of the Bronte Economic Development Corporation Loan Forgiveness Grant as described herein.

Applicant:

PROPERTY OWNER:

Name: _____

Address: _____

Email address: _____

Telephone Number: Home or cell (circle): _____

Signature: _____

Date: _____

Application for Assistance Support and/or Loan Forgiveness Grant

Date: _____

Property Owners Name: _____

Physical Address: _____

Email Address: _____

Telephone Number: Home or cell (circle): _____

Project description and attach business plan:

Façade Improvements

Description of proposed improvements:

Please attach estimates.

1st Proposed Estimate Amount: _____

Company Name on Estimate: _____

2nd Proposed Estimate Amount: _____

Company Name on Estimate: _____

External Property Improvements

Description of proposed improvements:

Please attach estimates.

1st Proposed Estimate Amount: _____

Company Name on Estimate: _____

2nd Proposed Estimate Amount: _____

Company Name on Estimate: _____

Internal Property Improvements

Description of proposed improvements:

Please attach estimates.

1st Proposed Estimate Amount: _____

Company Name on Estimate: _____

2nd Proposed Estimate Amount: _____

Company Name on Estimate: _____