

APPLICATION FORM

# BUSINESS IMPROVEMENT GRANT

The Board of Directors for the East Aldine Management District (EAMD) has established and funded the Business Improvement Grant (BIG) for the District. The program provides matching grant funds to eligible businesses, developers, and individuals within the East Aldine District boundaries. This BIG Program is funded by and administered through the EAMD.

Grants are available on a 50/50 basis with a cap of \$10k per grant. Grant funds will only be approved for projects which complement surrounding businesses and are in alignment with the City's Code of Ordinances. *Eligible projects may include but are not limited to* Façade Renovations (visible to public), Awning Installation, Exterior Painting, Landscaping, Parking Lot Improvements, Power Washing, Lighting, Signage, etc.

## WHO QUALIFIES? (?)

Any commercial lot/structure located within District boundaries. Residential properties, District Board, Staff, and their families are not eligible. Sexually oriented businesses, night-clubs, game rooms, and similar businesses (as determined by the Board) are not eligible.

## REVIEWED FOR: ✓

- Basic eligibility requirements
- Potential to diversify the economy
- Effect and support on other businesses; and/or
- Consistency with local redevelopment strategies.

## FINANCIAL ASSISTANCE (\$)

The Business Improvement Grant is set up as a single payment reimbursement of approved projects to commercial property owners, and in some cases, tenants. Grants are available on a first-come, first-serve basis until total funds for the cycle are depleted. The annual funding cycle begins January 1<sup>st</sup> and ends December 31<sup>st</sup> in alignment with EAMD's fiscal year.

No grant will be awarded for work that has begun, been completed, or is covered by insurance. BIG Application must be reviewed and approved before eligible work begins. Deviations from the approved grant project may result in total or partial withdrawal of the grant.

## PROGRAM & RECIPIENT RECOGNITION



[AldineDistrict.org](http://AldineDistrict.org)



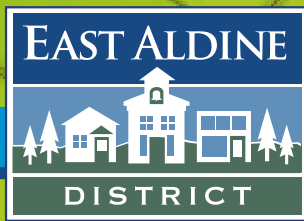
Upon project completion, we will provide a BIG sign which must be prominently displayed in a storefront window for a minimum of three months in order to officially recognize the EAMD BIG program.

You/Company and the awarded Project will also be recognized as a program recipient with the before and after photos featured on our website, newsletters, and social media platforms.



**GOT QUESTIONS? CALL US!**  
**512-658-4985 | 832-677-0139**

Applicants are encouraged to attend our monthly Board of Directors meetings. Visit [AldineDistrict.org](http://AldineDistrict.org) for schedule and times. Failure to attend meetings when required shall be cause for rejection.



## REQUIREMENTS

# BUSINESS IMPROVEMENT GRANT ELIGIBILITY GUIDELINES

*The information listed here must be reviewed by all applicants to ensure eligibility requirements are met.*

### APPROVAL & ELIGIBILITY PROCESS:

Application must be submitted by property owner/s.

Commercial properties must be located inside the East Aldine Management District boundaries.

All grant projects must compliment the colors and character of the surrounding businesses, meet ordinance codes and permit requirements.

### ONLY COMMERCIAL PROPERTIES:

If the property is changing from residential to commercial use the grant may be approved but will not be reimbursed until after the property receives a Certificate of Occupancy for a commercial business. This must take place within one year of the project completion date.

If the property is commercial and changes to residential within three years of the grant the full amount of the grant must be returned.

An Applicant may attend EAMD Board meetings which consider the application or when requested to do so by the EAMD Board. Failure to attend an EAMD Board meeting when requested shall be cause for rejection of the application. Notwithstanding anything stated in this application to the contrary, final approval of any grant shall be vested in the EAMD Board.

Only applications properly and fully completed and containing all information required will be considered. Incomplete applications may be returned with request for additional information.

An Applicant who applies and is denied for a grant by the EAMD Board is not eligible to re-submit a grant application for six months from the denial date.

Applicants who receive approval by the Board are to commence the project as described in the application within sixty days of the award date.

Applicants must complete the project described in the submitted application within three months from the date the grant is approved by the EAMD Board.

If the Applicant is unable to complete the project within three months of the award, the Applicant must submit a written request for extension of the completion date. However, the extension request **MUST** be made prior to the three months' time limit. The EAMD Board is not obligated to allow extensions.

An extension, if granted, will be for the term and conditions determined exclusively by the EAMD Board. An extension denial cannot be appealed and will be final.

The EAMD Board shall have sole discretion in awarding grants and will recommend grants based upon the following. *There is no proprietary right to receive grant funds.*

- (1) Amount requested
- (2) Grant funds available
- (3) Condition of the building in which grant funds will be used
- (4) Other grant requests
- (5) Compatibility

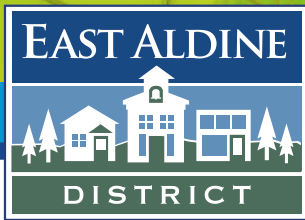
The EAMD Board shall consider any Application within its discretionary authority to determine what grant amount will be in the best interest of the Grant program.

Before and after photographs of the project must be provided, as a condition of final grant funding.

Applicant is required to obtain applicable permits and approvals required for the project regardless of award status.

No Applicant, Applicant agent, representative, or tenant shall be entitled to receive BIG approval on the same property if requested within three years from the date a previous grant was awarded.

When the project has been completed and reviewed, the applicant will present the EAMD Board with copies of paid invoices, canceled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.



## APPLICATION

**BUSINESS IMPROVEMENT GRANT**  
**COMPLETE. SIGN. ATTACH. AND SEND.**



Email or send the completed application with all required items by  
**12:00 NOON ON THE FIRST BUSINESS DAY OF THE MONTH TO:**

Grant1@AldineDistrict.org | 2909 East Aldine Amphitheatre Dr #200 Houston TX 77039

Applicant Name: \_\_\_\_\_

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

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

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Building/Property Owner (if different): \_\_\_\_\_

Physical Building Property Address: \_\_\_\_\_

### Type of Work - check all that apply:

\_\_\_ Power washing \_\_\_ Exterior Painting \_\_\_ Parking improvements \_\_\_ Other

### Provide Details of Planned Project: (attach additional paper or in email if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Cost of Proposed Project:** \$ \_\_\_\_\_

**Eligible Business Improvement Grant Requested** (50%, up to \$10,000 max): \$ \_\_\_\_\_

### What to Include:

Provide a list of Contractors, Proposals, and Total Amounts.

Self-contracted Work: Reimbursement for legitimate expenses; excluding labor.

Construction Bids must be current and dated no earlier than thirty days prior to the request.

Bids must be itemized to allow the EAMD Board to determine components and authenticity.

### Checklist of items to attach:

\_\_\_ Attached original proposals \_\_\_ Attached Construction Bids \_\_\_ Attached estimates

\_\_\_ Attached list of colors to be used \_\_\_ Attached photographs (jpgs) of proposed project site

### Applicant's Signature & Date:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Dates to Remember:

- Work must commence sixty days after final approval.
- Work must be completed three months after final approval.

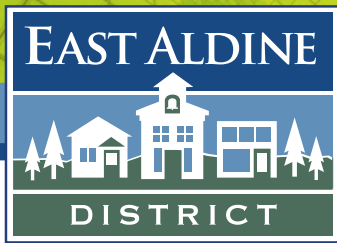
### BOX RESERVED FOR EAMD BOARD ONLY

Recommended: \$ \_\_\_\_\_

\_\_\_ Approved \_\_\_ Rejected

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## AGREEMENT

**BUSINESS IMPROVEMENT GRANT**  
**COMPLETE. SIGN. ATTACH. AND SEND.**



**GOT QUESTIONS? CALL US!**  
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[AldineDistrict.org](http://AldineDistrict.org)



Email completed Agreement with all necessary items to  
**Grant1@AldineDistrict.org** or send to the district office at  
2909 East Aldine Amphitheatre Dr #200 Houston TX 77039

I (applicant name)\_\_\_\_\_ have met with (names)\_\_\_\_\_

and fully understand the BIG Grant program established by the EAMD Board. I intend to use these grant funds for the project(s) in support of the EAMD's revitalization efforts. I have not received, nor will I receive, insurance monies for this revitalization project. I also understand that the intentional deception or misuse of this program for financial gain is fraud and will be reported to authorities.

I have read the BIG Grant Introduction, Eligibility Guidelines, Application and Agreement.

I understand that if I am awarded a BIG Grant, any deviation from the approved project may result in partial or total withdrawal of the grant. Further, I understand the materials and processes involved and have been given an opportunity to ask questions regarding the grant program.

\_\_\_ Pre-project Site visit completed on date: \_\_\_\_\_ by: \_\_\_\_\_

\_\_\_ Post project Site visit completed on date: \_\_\_\_\_ by: \_\_\_\_\_

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

### APPLICANT

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### BUILDING / PROPERTY OWNER'S SIGNATURE (if different from applicant)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### EAMD BOARD

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### REMEMBER:

Work must commence sixty days and be completed within three months of final approval.