



**BROWNSVILLE COMMUNITY IMPROVEMENT CORPORATION**  
 Capital Project Grant Guidelines FY 2015 – Cycle 1 & 2  
 BCIC Funding

BCIC provides grants for capital projects that will enhance the City of Brownsville through business development or tourism and improve the quality of life for Brownsville residents, meeting the eligibility requirements established by Texas state law.

**Project Grants:**

| <b>Cycles</b> | <b>Application Deadline – 3 p.m.</b> | <b>Presentation to BCIC Board</b> | <b>Funds Available</b> |
|---------------|--------------------------------------|-----------------------------------|------------------------|
| 2015 – I      | April 30, 2015                       | May 2015                          | September 2015         |
| 2015 – II     | September 30, 2015                   | October 2015                      | February 2016          |

Project Grants provide an opportunity for financial support for quality of life projects and are eligible for funding in accordance with the Type B sales tax statutes.

Examples include:

Funding for land, buildings, equipment, facilities, targeted infrastructure and improvements for:

- professional and amateur sports and athletic facilities, tourism and entertainment facilities, convention facilities and public parks;
- related store, restaurant, concession, parking and transportation facilities;
- related street, water and sewer facilities; and
- affordable housing.

Funding to promote and develop new and expanded business enterprises that create or retain primary jobs, including:

- public safety facilities;
- recycling facilities;
- streets, roads, drainage and related improvements;
- demolition of existing structures;
- general municipally owned improvements; and
- maintenance and operating costs associated with projects.

**I. Guidelines**

- Projects must be for public use or otherwise meet the definition of “Project” as that term is defined in state law.
- Applicant must have conducted business within the City of Brownsville limits for a minimum of two (2) years. Economic development projects may be excluded from this requirement.

- Be an organization that has federal non-profit status (for-profit businesses, individuals, taxing entities-except for the City of Brownsville, schools and churches do not qualify).
- Applicant must own the land or facility where the proposed project will be located. If the Applicant does not own the land, written acknowledgement/approval from the property owner must be included with the application. The letter must document that the property owner is aware of the proposed use of the property or facility and that the property owner has reviewed the project plan and application, approves and supports the efforts of the Applicant.
- Preference may be given to Applicants who have not received funding from BCIC within the previous 12-month period.
- If an organization has received \$500,000 or more of funding from BCIC, it must be 5 years since the last disbursement. The City of Brownsville and BCIC are exempt from this criteria.
- Project must be well-planned with stated goals, objectives and evaluation measures that demonstrate impact to the community.
- Applications will not be considered if the organization or city department currently has an open project funded by BCIC.
- A minimum of a 20% monetary match is required on **all applications** (including City departments). No organization/entity will be exempt. A letter of committed funds will need to be submitted with the application if using a grant as a match and/or another organization is assisting in covering the project cost.
- Preference may be given to applicants who develop and demonstrate multiple revenue streams to financially support the Project for grant funds requested.
- Project Agreement will be required for all approved grants.
- Approved Project must be completed within one year or consistent with Project Agreement.
- Funds awarded for approved applications are expended on a cost reimbursement basis. Project sponsors must initiate their approved projects with their own funds and be reimbursed up to 80% of allowable costs after submitting documentation expenses. The final 20% of the award will be paid only upon receipt of the final report and if in compliance with all requirements of the performance agreement.
- Applications may be reviewed by BCIC legal counsel to determine if the request for funds is eligible under state law.
- Applications must be completed in full, providing all information requested, to be considered by the BCIC Board.

**The following types of applications WILL NOT be accepted:**

- Any which require continued annual financial support from BCIC.
- Pass through type applications (funds provided to one organization for the purpose of providing funds to another).
- Does not meet the required minimum of a 20% monetary match.
- Capital projects where the applicant does not own the real property or does not have a minimum 30 year land use agreement in place.
- Organizations or City Departments that have current open Projects being funded by BCIC.
- Funds for overhead, including personnel, office equipment and supplies, except BCIC self-directed projects.
- Applications for promotional funding, including events, programming and marketing of applicant's organization.
- Incomplete application packets.
- Previously funded projects, unless it's a phased project.

## II. Application Review Process

Brownsville Community Improvement Corporation (BCIC) is responsible for reviewing and voting on applications for funding projects in accordance with state law. The Board consists of seven members, appointed by the City of Brownsville City Commission. Additional information may be requested from the applicant.

- Applications may be reviewed by BCIC legal counsel to determine if the request for funds is eligible under state law.
- Once eligibility is confirmed, Applicants will be notified and placed on the meeting agenda to make a presentation to the Board. Following each presentation, board members will have an opportunity to ask questions of the Applicant.
- Board members will evaluate applications and presentations and prepare to take action on the request at the presentation meeting.
- The BCIC Board, in its sole discretion, may determine the amount of monies and any other terms. The BCIC Board may take Preliminary or No action on any application.
- Upon the Board's action on applications, a public hearing and notice of the application, a request for funding will be published and posted in accordance with the requirements of the Open Meetings Act and The Development Corporation Act.
- Applications approved by the BCIC Board will require additional approval by the Brownsville City Commission.
- All applications receiving approval from City Commission will enter into contract with BCIC to provide services as outlined in the application.
- Applicants will be required to sign a contract and agree to all procedures as the Board may establish as a condition of receiving the funding.
- The BCIC Board of Directors may place any other conditions as it deems appropriate.
- Funds awarded for approval applications are expended on a reimbursement basis.
- No funds may be spent until a contract is approved by the BCIC Board.
- No funds may be reimbursed until project agreement has been signed.
- The final 20% of the award will be paid only upon receipt of the final report and if in compliance with all requirements of the project agreement.

## III. Evaluation

Applications will be reviewed and evaluated based on:

- Application completed in full and meets guidelines established by the Development Corporation Act
- FY 14 grant funds available
- Meets the BCIC Fiscal Year 2014 (FY 2014) guidelines
- Project proves to have longevity and sustainability
- Evidence of public and private financial support
- Providing a minimum 20% monetary match. If using a grant as a match, a letter of committed funds needs to be submitted with application.
- Positive impact on Brownsville
- Applicant's strength and stability – healthy finances, sound business plan, strong mission and programs, proven results, stable staff
- Preference will be given if project is aligned with Imagine Brownsville Comprehensive Plan

#### IV. Application Instructions

- The FY 2015 Grant Application Form must be used and submitted, with all required supporting documentation, by 3:00 p.m. on the deadline date to the BCIC office. Additional materials will not be accepted after the deadline.
- Submit one signed and dated original application submitted in Word format or pdf, sent electronically or on a CD.
- Applications must be typed in no less than 12 point font. Handwritten applications will be rejected.
- No late application will be accepted.
- An application will be considered complete if all requested answers to question, forms and required additional documents are completed and attached; the application is properly dated and signed by a person authorized by that governing board; and the application is delivered by the application deadline to the BCIC office. An incomplete application will be rejected.
- A minimum of a 20% monetary matching funds must be available at the time of application. Larger matches will be looked upon more favorably. Funds from BCIC sponsorships cannot be used to meet the match requirement. An applicant may submit applications for more than one project in the same application year. A separate application must be filed for each project. Each separate application must meet the requirements and the deadline.
- There may only be one applicant for a project. Multiple applications for the same project by different organizations will be rejected.
- Only one application will be awarded per organization/City department during funding cycle.
- No multi-year grant requests will be accepted.
- All applications, documents and information related to the Applications delivered to the Board become the sole property of the Board and are not subject to inspection, reviews or disclosure, except with the expressed consent of the Board or as required by law.

#### V. Where to Apply

Applications are available at <http://bcic.cob.us>. They may also be obtained by emailing [bcic@cob.us](mailto:bcic@cob.us). Deadlines for submission are strictly followed.

Completed application and all supporting documents must be received electronically or on a CD by 3:00 p.m. on April 30, 2015 for Cycle 1 and September 30, 2015 for Cycle 2, for consideration by the BCIC Board. Please submit the application to:

Brownsville Community Improvement Corporation  
1001 E. Elizabeth St., RM 230  
PO Box 911  
Brownsville, TX 78522

Attn: Board of Directors  
[bcic@cob.us](mailto:bcic@cob.us)