



DOWNTOWN BROWNSVILLE BUSINESS IMPROVEMENT & GROWTH (BIG) PROGRAMS GRANT APPLICATION

The BIG Goal:

The goals of the Brownsville Business Improvement & Growth (BIG) Programs are to restore the existing downtown property to a condition that facilitates economic activity, downtown living, beautification and occupancy.

BIG Grants:

BIG Grants offers four (4) different financial reimbursement assistance programs to businesses that would like to expand their existing operations or want to relocate or expand their operations in the designated Downtown Brownsville corridor.

BIG Grant reimbursement programs are:

- Exterior Façade Improvement Grant – covers up to 50% contractor’s project cost up to \$15,000
- Interior Capital Improvement Grant – covers up to 50% contractor’s project cost up to \$15,000
- Sign Improvement Grant Program – covers up to 50% contractor’s project cost up to \$2,500
- Downtown Brownsville Rent Subsidy Grant Program (separate application)

Grant applications are limited to \$32,500 per application.

Properties eligible to receive assistance from the BIG Grant will be located within the area defined as BIG designated corridor (Exhibit A). This grant does not apply to new construction and is intended to help with the renovation, beautification and improved functionality of existing structures.

I. CONTACT INFORMATION

Applicant Name:

Address:

Zip code:

Email Address:

Phone:

Applicant is a corporation partnership proprietorship, or individual

Applicant is a property owner, or tenant/lessee

Property Owners Name if not the Applicant:

Email Address:

Phone:

II. PROJECT INFORMATION

A. Name of Business:

Project Address:

Legal Description:

Real Property Tax Account No#

Current Property Valuation:

Present Use:

Proposed Use:

Is the first floor of the building currently occupied?

Yes No

Type: Retail Service Professional

Other: _____

Are any upper stories currently occupied? Yes

No

Type: Retail Service Professional

Residential Other: _____

B. Total Square Footage:

Breakdown Square Footage By Proposed Use (i.e.: retail, office, residential, etc.)

Estimated Construction Start Date:

C. Grant That You Are Seeking (check all that apply):

Exterior Façade Improvement Grant Interior Capital Improvement Grant

Sign Improvement Grant Program

D. Estimated Total Project / Improvement Cost:

<u>BIG Grant Programs</u>	Amount Requested	Match Amount
Exterior Façade Improvement Grant: <i>50% match up to \$15,000</i>		
Interior Capital Improvement Grant: <i>50% match up to \$15,000</i>		
Sign Improvement Grant: <i>50% match up to \$2,500</i>		
Total Amount Requested:		

E. Description of proposed improvements (add additional page if needed):

Required Documentation for Application

- ✓ **Conceptual Rendering or Construction Drawing** – One (1) color drawing copy depicting entire project scope and/or (preferably) one (1) 8 ½ “x 11” color copy of the proposed project / improvement plans / work.
- ✓ **Cost Estimates of Proposed Project** – Bid/Estimates Summary Sheet and two preliminary cost estimates/bids in writing by contractors of construction, itemized for each portion of the project.
- ✓ **Approved Samples of All Material and Surface Applications** – Samples that were approved by the Historic Preservation Officer.
- ✓ **Proof of Ownership** – one (1) copy of a certification from a title company, warranty deed, or other legal document demonstration that the individual (s) of entity listed on application is the current property owner.
- ✓ **Current Photographs** – Color photographs showing current conditions of the site and structures relating to the project / improvement work area.
- ✓ **Historic Photographs** – Photographs of the property to be improved, when available.
- ✓ **Certified City Tax Certificate** – Certified City Tax certificates indicating no delinquent balance exists on the property’s tax account. City tax certificates may be obtained at the Cameron County Tax Assessor, 835 E. Levee, Brownsville, TX. (956) 544-0800. Copies of receipts or other documentation showing all taxes paid. Note: For property owners with property tax exemption status, provide tax exemption certificate and/or documentation.

ACKNOWLEDGEMENTS

If funding is approved by the BCIC Board of Directors, the Applicant will assure:

I have reads the Downtown Brownsville Business Improvement & Growth (BIG) Grant Program Application description and agree to all terms contained therein, including compliance with all applicable city, state, and federal codes. I understand that the BIG Grant Programs must be used for the project described in this application and that the BIG Advisory Committee will review the application and make recommendations to the BCIC Board for final approval. The project cannot begin construction till project agreement is in place. I understand that failure to comply with the approved application may result in losing my eligibility to receive funds. I acknowledge that Brownsville Community Improvement Corporation is obligated only to administer the grant procedures and is not liable to the applicant, owner or third parties for any obligations or claims of any nature growing out of, arising out of or otherwise related to the project or application undertaken by the applicant and/or owner. I certify that all figures, facts and representations made in this application, including attachments, are true and correct to the best of our knowledge. I also acknowledge that failure to complete the application will disqualify this application for consideration.

Applicant Signature

Signature

Printed Name

Date

Downloaded applications are to be submitted via email to Cori Peña at cpena@bcic.us or delivered on a USB drive with one (1) printed copy to the BCIC office (location listed below). Handwritten applications will not be accepted.

Contact Information:

BROWNSVILLE COMMUNITY IMPROVEMENT CORPORATION

BCIC

TYPE B ECONOMIC DEVELOPMENT CORP

Funding Quality of Life Projects

BIG Grant Programs:

Brownsville Community Improvement Corporation (BCIC)

500 E. Saint Charles, Brownsville, TX 78520

Main Phone: (956) 545-0353

Website: <http://bcic.us>

- Cori Peña, Administrator of Grants and Contracts
Email: cpena@bcic.us | Phone: (956) 545-0438