

## **BUSINESS ENHANCEMENT GRANT PROGRAM**

The City of Emory Development Corporation desires to establish a grant program to assist existing businesses in the City of Emory. The Business Enhancement Grant is intended to generate increased economic activity with an ultimate goal of creating job opportunities in the community. The EDC Board has authorized \$30,000 of the EDC Budget for FY2008 for the purpose of issuing grants, not to exceed \$3,000 per business. Grant funds must be matched in a 40% to 60% ratio, in cash or in kind, by the business/building owner (40% Business / 60% EDC).

For example, an application for a \$3,000 grant must be matched by the business owner in the amount of \$2,000 for a total project cost of \$5,000.

Grant funds during 2008 will be used to install or upgrade fire safety systems, handicap access in compliance with ADA guidelines or sanitary waste/water system (including compliance with the City of Emory Grease Trap Ordinance # 2-2007).

### **APPLICATION PROCESS:**

1. The Applicant will be a business owner who owns his/her building within the city limits of Emory or the property owner making application in conjunction with the business owner.
2. Application forms may be obtained online or at Emory City Hall at 399 N. Texas St. Emory, Texas.
3. The Applicant's business must have been in operation for 12 consecutive months prior to the application date.
4. Proof of operations will be provided with the application. Proof of operations can be in the form of sales tax reports, utility bills or other corporate documents.
5. A written narrative describing the proposed project, including any design drawings, should be submitted with the application. Projects must be in compliance with Emory Planning and Zoning ordinances.
6. The Applicant will submit a detailed project budget, including all cost estimates and the Applicant's matching portion for the project.
7. Applicants will be considered for only one grant per calendar year.

### **APPROVAL PROCESS:**

1. Applications may be submitted to Clyde Smith, EDC Director, at Emory City Hall 399 N. Texas St. Emory, Texas 75440.
2. For the year 2008, Grant Applications will be considered for:
  - a) Exterior improvements of the business including, but not limited to:
    - Access ramps for ADA
    - Enlarged doorways for handicap access
    - Exterior lighting for improved safety
    - Parking lot surface improvements for handicap access, including the addition of handicap parking spaces
    - Other fire safety or ADA exterior improvements to the business structure
  - b) Interior improvement such as:
    - Signage for fire safety or ADA
    - Installation of sanitary systems such as grease traps or back flow systems.

- Providing handicap access in public restrooms.
- c) Other projects that contribute to improved water quality, sanitary systems, fire safety or handicap access.
3. After review by the EDC Director, the application will be submitted for approval by a vote of the EDC Grant Committee at the next scheduled meeting.
  4. Upon approval, the Applicant will provide the EDC Director a project schedule with an expected start date.

**FUNDING:**

1. Projects must be completed within 6 months of the grant approval date.
2. Applicant will notify Clyde Smith when the project is complete and he will schedule a final inspection.
3. Upon final inspection, the EDC will issue approved grant funds to the Applicant.