

# Incentives & Grants Assistance Application

The Perfect Blend of Family, Community and Business.

**Property Owner** \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Project Representative**  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Property Address** \_\_\_\_\_  
Will You? Lease \_\_\_\_\_ OR \_\_\_\_\_ Own the Property  
Legal Description \_\_\_\_\_  
Type of Business \_\_\_\_\_ Years in Business \_\_\_\_\_  
Market Area \_\_\_\_\_ Business Plan Available \_\_\_\_\_ (if yes, please attach)

**Project Description:** Describe the project and discuss any environmental impact the project may create.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Square Footage of Project \_\_\_\_\_  
Date Projected for Occupation of Project/Initiation of Operations \_\_\_\_\_

**Are you entering into a Loan?** \_\_\_\_\_ If Yes, please answer the following. \_\_\_\_\_  
Loan Amount \$ \_\_\_\_\_ Term \_\_\_\_\_ (years/months) Interest Rate \_\_\_\_\_  
Down Payment \$ \_\_\_\_\_ Purchase Price of Land \$ \_\_\_\_\_  
Construction Price of Improvements or Buildings \_\_\_\_\_  
Lending Institution \_\_\_\_\_  
Lenders Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Lenders Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

**Employment Impact** \_\_\_\_\_  
Total Number of Jobs \_\_\_\_\_ Total Annual Payroll \$ \_\_\_\_\_  
Type of Jobs Created \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Percentage of Employees who will be Duncanville Residents \_\_\_\_\_  
Number of Hourly Employees \_\_\_\_\_ Number of Salaried Employees \_\_\_\_\_

**Fiscal Impact**  
Amount of Real/Personal Property Value Added to Tax Rolls \$ \_\_\_\_\_  
Estimated Direct Sales Tax to be Generated \$ \_\_\_\_\_  
Projected Total Annual Operating Budget of this Facility \$ \_\_\_\_\_  
How will this project affect existing businesses and/or facilities?  
\_\_\_\_\_  
\_\_\_\_\_

Growth Expectations: Year One \_\_\_\_\_ Year Two \_\_\_\_\_ Year Three \_\_\_\_\_

What infrastructure construction would be required? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Interior Expenditures \$ \_\_\_\_\_ Exterior Expenditures \$ \_\_\_\_\_

**Project Description:** Describe the project and discuss any environmental impact the project may create.

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**Specific Type of Incentive or grant(s)** you are Requesting From the 4B Board:

**4B Incentive** Place a check mark in the corresponding box of the incentive you are applying for.

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Relocation assistance             | <input type="checkbox"/> Expansion assistance | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Utility/infrastructure assistance | <input type="checkbox"/> Sales tax abatement  | _____                                |
| <input type="checkbox"/> Cash in lieu of tax abatement     | <input type="checkbox"/> Land participation   | _____                                |

**Total Incentive Amount Requested \$** \_\_\_\_\_

**Grant Assistance** Place a check mark in the corresponding box of the grant(s) you are applying for. Please refer to 4B Sales Tax brochure for general description of each program. As stated in the brochure, each grant pays for 70% of the total project costs.

Paint Grant                      Maximum amount available \$5,000                      Amount Requested \$ \_\_\_\_\_  
 Attach the following documentation to the application:  
 1. a current photograph of the building.  
 2. a color sample of proposed paint. Be sure to identify name/number of color.  
 3. three detailed contractor bids. Note: one bid must be from a Duncanville business.

Signage Update Grant                      Maximum amount available \$5,000                      Amount Requested \$ \_\_\_\_\_  
 Attach the following documentation to the application:  
 1. a current photograph of the business showing the sign to be replaced.  
 2. a sketch, drawing or computer image of proposed new signage.  
 3. three detailed contractor bids. Note: one bid must be from a Duncanville business.

Landscape Participation Grant                      Maximum amount available \$6,000                      Amount Requested \$ \_\_\_\_\_  
 Attach the following documentation to the application:  
 1. a current photograph of the property/business.  
 2. a sketch, drawing, architectural rendering or computer image of proposed landscape.  
 3. three detailed contractor bids. Note: one bid must be from a Duncanville business.  
 4. contractor license irrigation number should appear on each bid.  
 5. a letter describing how your company plans to maintain the landscaping.

Interest Rate Buy Down Grant                      Maximum amount available \$10,000                      Amount Requested \$ \_\_\_\_\_  
 Attach the following documentation to the application:  
 1. a current photograph of the property/business.  
 2. a sketch, drawing, elevation drawing, or architectural rendering of proposed facade.  
 3. detailed contractor bid and name of architect and builder.  
 4. a copy of a commitment letter from your bank specifying terms of the loan.

**Total Grant Amount Requested \$** \_\_\_\_\_

**Agreement:** I hereby certify that, to the best of my knowledge, all information submitted in the above Application for Economic Development Incentives is correct and accurate. I understand that by completing this application I am making a formal request to receive an economic development incentive or grant for our company that is contingent based upon the acceptance/approval of the 4B Board, and Duncanville City Council. I understand that the project workmanship must be approved by the City before grant money can be disbursed. Additionally, I understand that incentive or grant money is paid at the completion of the project and that in order to be eligible for any type of 4B funding a request must be made prior to the commencement of the project. I also understand that the review and approval process will take a minimum of 30 days and that it is my responsibility to ensure that our project meets all city ordinances and/or requirements.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_



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