

# 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 \_\_\_\_\_

**Business Name** \_\_\_\_\_  
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 \$ \_\_\_\_\_  
Down Payment \$ \_\_\_\_\_  
Construction Price of Improvements or Buildings \$ \_\_\_\_\_  
Lending Institution \_\_\_\_\_  
Lender's Address \_\_\_\_\_  
Lender's Contact Person \_\_\_\_\_

## 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 \$ \_\_\_\_\_

**IMPORTANT PARTICIPATION REQUIREMENTS FOR EACH GRANT:**

- Applicant's buildings must be subject to property taxes.
- Non-profit entities and residential property do not qualify.
- Work cannot have started prior to City Council approval.
- Only fully completed applications will be eligible for consideration.
- All City/State laws, ordinances, and policies must be followed.
- The applicant must submit a **current photo** of the property/portion requiring the grant.
- Requires **3 detailed bids**; one **must** be from a Duncanville Business if service is offered locally.
- **Bid information should also include the following:**
  - Business Name
  - Contact Name
  - Contact Phone Number
  - Business Address
- Each grant may be approved by the DCEDC for up to **70% of the lowest of the required three bids** but ***not to exceed the actual cost*** for the project. See below.
- Grants are always paid as a **REIMBURSEMENT**.
- The City will take a "Before" photo of the property and after the PAID Invoice has been submitted, the City will inspect the work and take an "After" photo for comparison prior to issuing funds.
- An **Affidavit of Completion of Work** will be required when requesting the grant disbursement.
- The approved project must be completed within six (6) months of City Council approval date, or the applicant will be required to present a project update to the DCEDC Board in order to ensure continued funding of project.
- The project and request for disbursement of the grant funds must be made prior to the one-year approval anniversary.
- Project funding is not a guarantee and is at the discretion of the DCEDC Board and the City Council.

**TYPE OF DESIGN INCENTIVE GRANTS:** *Place a check mark in the corresponding box of the grant(s) you are applying for.*

**Paint Grant**                      Maximum amount available: \$5,000                      Amount Requested \$ \_\_\_\_\_

***Program Specifications:***

1. Grants may be approved for up to 70% of the lowest of the three bids, up to \$5,000.
2. Reimbursement will be made to the applicant up to 70% of the actual cost not to exceed the original amount approved.
3. Eligible costs include supplies, cost to appropriately prepare surfaces of the building, and labor costs.
4. Only buildings that have been previously painted and need to be repainted qualify for a grant unless special circumstances arise, and the DCEDC will evaluate the application on a case-by-case basis.
5. New construction projects are not eligible.
6. Buildings can only qualify every seven (7) years for a paint grant unless special circumstances arise and then the DCEDC will evaluate the application on a case-by-case basis.

***Attach the following documentation to the application:***

1. Current photo of building.
2. A sketch, drawing, architectural rendering, or computer image of the proposed building or a current photo of the building that shows where the different paint colors will be applied.
3. Color samples of proposed paint. Be sure to identify brand/name/number of color.

**Landscape Participation Grant**                      Maximum amount available: \$5,000                      Amount Requested \$ \_\_\_\_\_

***Program Specifications:***

1. Grants may be approved for up to 70% of the lowest of the three bids, up to \$6,000.
2. Reimbursement will be made to the applicant up to 70% of the actual cost not to exceed the original amount approved.
3. Eligible costs include materials, labor costs, permit/tap fees.
4. Plants must be non-annuals.
5. Drought tolerant and/or Texas native plants are encouraged.
6. Properties can only qualify every seven (7) years for a landscaping grant unless special circumstances arise and then the DCEDC will evaluate the application on a case-by-case basis.

**Attach the following documentation to the application:**

1. A photo of the current landscaping and property.
2. A sketch, drawing, architectural rendering, or computer image of proposed landscape including a list of all plants to be used.
3. Contractor license irrigation number on each bid. A working irrigation system is required for a Landscape Participation Grant.
4. A letter describing how your company plans to maintain the landscaping.

**Signage Update Grant**

Maximum amount available: \$5,000

Amount Requested \$ \_\_\_\_\_

**Program Specifications:**

1. Grants may be approved for up to 70% of the lowest of the three bids, up to \$5,000.
2. Reimbursement will be made to the applicant up to 70% of the actual cost not to exceed the original amount approved.
3. Eligible costs include sign, labor costs, sign permit fee.
4. A City of Duncanville sign permit is required in order to receive reimbursement for the sign.

**Attach the following documentation to the application:**

1. A current photograph of the business showing the sign to be replaced. (The City will also take a photo of the building prior to work beginning.)
2. A sketch, drawing or computer image of proposed new signage.

**Facade and Architectural Improvement Grant**

Amount Requested \$ \_\_\_\_\_

The DCEDC will consider all Facade and Architectural Improvement Grants on a case-by-case basis.

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

***\*\*\*If all requirements are not followed, the DCEDC Board has the authority to reject the grant request as well as not issue the grant funds for approved requests.***

**AGREEMENT:** I hereby certify that, to the best of my knowledge, all information submitted in the above Design Incentive Grant Application and all attachments are correct and accurate. I understand that by completing this application, I am making a formal request to receive an economic development grant for our company that is contingent based upon the acceptance/approval of the DCEDC 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 as a reimbursement and that in order to be eligible for any type of DCEDC funding, a request and approval must be made prior to the commencement of the project (Design Incentive Grants cannot be approved retroactively). 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. The Grant can only be paid as a reimbursement of up to 70% of the actual cost not to exceed the original amount approved, and a Letter of Completion of Work must be submitted to the City. I also understand that the approval of the Design Incentive Grants is effective for one year from the date of City Council approval, and the project and request for disbursement of the grant funds must be made prior to the one-year approval anniversary. In addition, if the project is not completed within six months of the City Council approval date, I will be required to present an update to the DCEDC Board at their next regular meeting.

**Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

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