



COMMERCIAL BUILDING IMPROVEMENT GRANT Property Owner

The Dublin Economic Development Corporation has budgeted funds for improvements to infrastructure and buildings located within the Dublin City limits and its ETJ (extra-territorial jurisdiction). **The EDC will fund 75 percent of a project up to \$5,000.** A building, identifiable by 9-1-1 address, may receive only one grant per budget year. The funds must be used only for improvements to the building façade, except for rare exceptions. The EDC does not pay sales tax so please ask your contractor to provide you with a breakdown of costs with sales tax listed separately.

The following steps must be taken in order to receive these funds:

1. Determine your eligibility:
 - a. The business must be in the City of Dublin city limits or within the city's extra-territorial jurisdiction (1/2 mile outside the city limits).
 - b. Vacant buildings will be eligible if the owner demonstrates intent to bring the building up to a standard that is suitable for sale, lease or rent.
 - c. All taxes and city utilities on the building must be current and proof must be provided to that effect.
2. All funds must be used to improve the building. Fixtures (window air conditioners, appliances, etc., with the exception of lighting and architectural elements that become part of the building) are NOT eligible for funding. Roof repairs are also excluded. Labor done by the owner will not be eligible for reimbursement.

Eligible projects may include:

- a. Painting
- c. Awnings or canopies - new or repair/repaint old ones
- d. Uncover and repair transom windows and/or second story windows
- e. Replace broken windows
- f. Moving air conditioning units from the front of a business
- g. Permanent landscaping - building flower beds or permanent trees / shrubs
- h. Restoring buildings to original appearance
- i. Improving or adding handicap-accessible entrances
- j. Addressing issues related to the safe occupancy of the building
- k. Improvements that will make the building more marketable for leasing, rental or sale
- l. Other improvements will be considered on a case-by-case basis

3. Grants will be given to reimburse 75% of the total cost of the project, with the EDC's portion not to exceed \$5,000. This money will be used to reimburse out-of-pocket expense (including hired labor). Reimbursement will be made after the project is completed and all expenses paid in full as agreed upon in the application. Special arrangements may be considered if requested by the applicant.
4. Drawings or photographs (before and after) will be requested.
5. All receipts must be directly related to the project represented by this grant application, and the project must have been completed in the current fiscal year.
6. All construction must be in compliance with city zoning and building requirements. If the project requires a building permit, it is the responsibility of the applicant to get one from the city and provide a copy of the permits.

Please fill out the application and attach required documentation. Your application will be reviewed by the EDC Executive Director and, if it meets the criteria set forth in this application, it will be placed on the agenda for an EDC meeting at which time it will be discussed and acted upon. Return the completed application to:

**Executive Director, Dublin Economic Development Corporation
104 S. Patrick, Dublin, Texas 76446
(254) 445-1919 dublintxedc@gmail.com**



**Commercial Grant Application
PROPERTY OWNER**

Date: _____

Building Address: _____

Building Owner: _____

Contact Person: _____ Phone Number: _____

E-Mail _____

Is the building currently occupied? Yes ___ No ___

If yes, please state type of business (retail, service, manufacturing). If unoccupied, please explain your plans for the building.

If occupied please provide number of hours open or operating per week: _____

Type of work to be completed (check all that apply):

___ Paint ___ Masonry repair / paint removal ___ Awning / Canopy ___ Signage ___
Windows ___ Restoration ___ Moving A/C ___ Permanent landscaping ___ Safety/
Handicap Accessibility ___ Other

If other, please specify _____

Total cost of project: _____ Amount requested: _____

(Amount can be 75 % of total cost excluding sales tax up to \$5,000)

Please attach:

1. A copy of paid invoices.
2. Copies of required permits, and copy of utility bill
3. Signed copy of the Application Agreement Form
4. Before and after pictures

Please return this form to
Executive Director, Dublin Economic Development Corporation
104 S. Patrick, Dublin, TX 76446
(254) 445-1919 dublintxedc@gmail.com



Commercial Grant Agreement Form

I have met with the DEDC Executive Director and I fully understand the procedures established by the DEDC Board of Directors. I intend to use this grant for the exterior renovation project detailed on the application form.

I have read the Business District Commercial Building Improvement Grant Guidelines and completed the application.

I agree to supply receipts showing expenditures I am requesting and acknowledge that all receipts must be directly related to the project represented by this grant application, and the project must have been completed in the current fiscal year.

I understand that all expenses must be paid in full before reimbursement can be made unless other arrangements are agreed upon at the time of the grant approval.

Applicant

Date

EDC Executive Director

Date

**Please return this form to
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254-445-1919
dublintxedc@gmail.co**