



Park and Downtown Improvement Corporation

SITE ENHANCEMENT MATCHING GRANT PROGRAM

ABOUT THE PROGRAM: The City of Terrell Parks and Downtown Improvement Corporation assists businesses and commercial property owners within designated areas of the City of Terrell with enhancement, aesthetic appeal and general safety of such properties. Below are the available matching funds offered by the PADIC, subject to PADIC Board approval. *Maximum funding amounts are NOT guaranteed.*

QUALIFIED APPLICANTS:

- For-profit business entities with no taxes or debt owed to the City of Terrell
- Commercial property owners & tenants
- Ineligible applicants – tax-exempt organizations and properties

* NOTE: qualified applicants may only apply for projects once per year

QUALIFIED DEVELOPMENT AREA: Central Business District (CBD) and Downtown District (DD) zoned properties located within the City of Terrell.

Qualifying Improvements & Match Schedule:

FAÇADE

Windows	50% up to \$3,000 (per floor & building face)
Doors	50% up to \$1,500
Paint	50% up to \$2,500
Awnings <i>For properties within the CBD zoned area, awnings must reflect historic aesthetic and qualified improvements that are limited to drop front and canvas uses, unless otherwise approved by the Municipal Development Department.</i>	50% up to \$2,000
Brick / Stone	50% up to \$5,000
Public Art Murals <i>Funds for public art murals are only permissible within the CVB zone area facing the public Right of Way. Applicants for murals must be a business owner or commercial property owner</i>	50% up to \$1,000
Accent Lighting	50% up to \$2,000

SIGNAGE

Signage	50% up to \$1,500
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SIDEWALKS

Sidewalk Addition / Repair	50% up to \$3,000
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PARKING & DRIVES

New Paving / Resurfacing / Striping Removal / Relocation of Existing Drive	50% up to \$4,000
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ADDITIONAL IMPROVEMENTS

Fixed Patios & Outdoor Venue Space	50% up to \$2,000
Roof Replacement	50% up to \$5,000
Protective Screening Funds for protective screening are only permissible for areas facing a public Right of Way	50% up to \$1,500
Others deemed qualified by PADIC Board	Case by Case Basis

PROCESS: Applicant must fill out an application and cannot begin work until such application is approved by the PADIC Board. Upon application, City staff will meet with the applicant and verify all submitted documentation. Application shall in good faith include at least two bids for each project. Depending on the proposed improvements and location of the property, City staff may seek feedback from the Municipal Development Department. Upon verification, the application will be placed on the next agenda for the PADIC Board meeting (2nd Friday of each month). The PADIC Board will vet the application and vote whether to approve, deny, or request additional information. It is highly encouraged the applicant attend this meeting to answer any specific questions from the PADIC Board. Upon approval, the applicant will need to sign a performance agreement with the City of Terrell / PADIC Board. The applicant and their contractor(s) must comply with all City of Terrell ordinances and development standards. This includes obtaining all necessary permits from the City of Terrell. Work done out of compliance with City of Terrell requirements may result in breach of contract with the PADIC and forfeiture of funding eligibility. Upon completion of improvements, PADIC and City of Terrell staff shall verify compliance and process a reimbursement based on applicant’s proof of paid receipt(s). The Site Enhancement Matching Grant Program cannot be combined with the Downtown Revitalization Matching Grant Program or the Downtown Lease Assistance Program unless otherwise approved by the PADIC Board.

TIME TO COMPLETE: Applicants will have up to six (6) months upon approval by the PADIC Board to complete updates, unless approved for an amended timeline.

Ineligible Expenditures:

- Playground and recreational equipment
- Unlicensed contractor work
- New commercial construction (unless project is expansion of existing property)

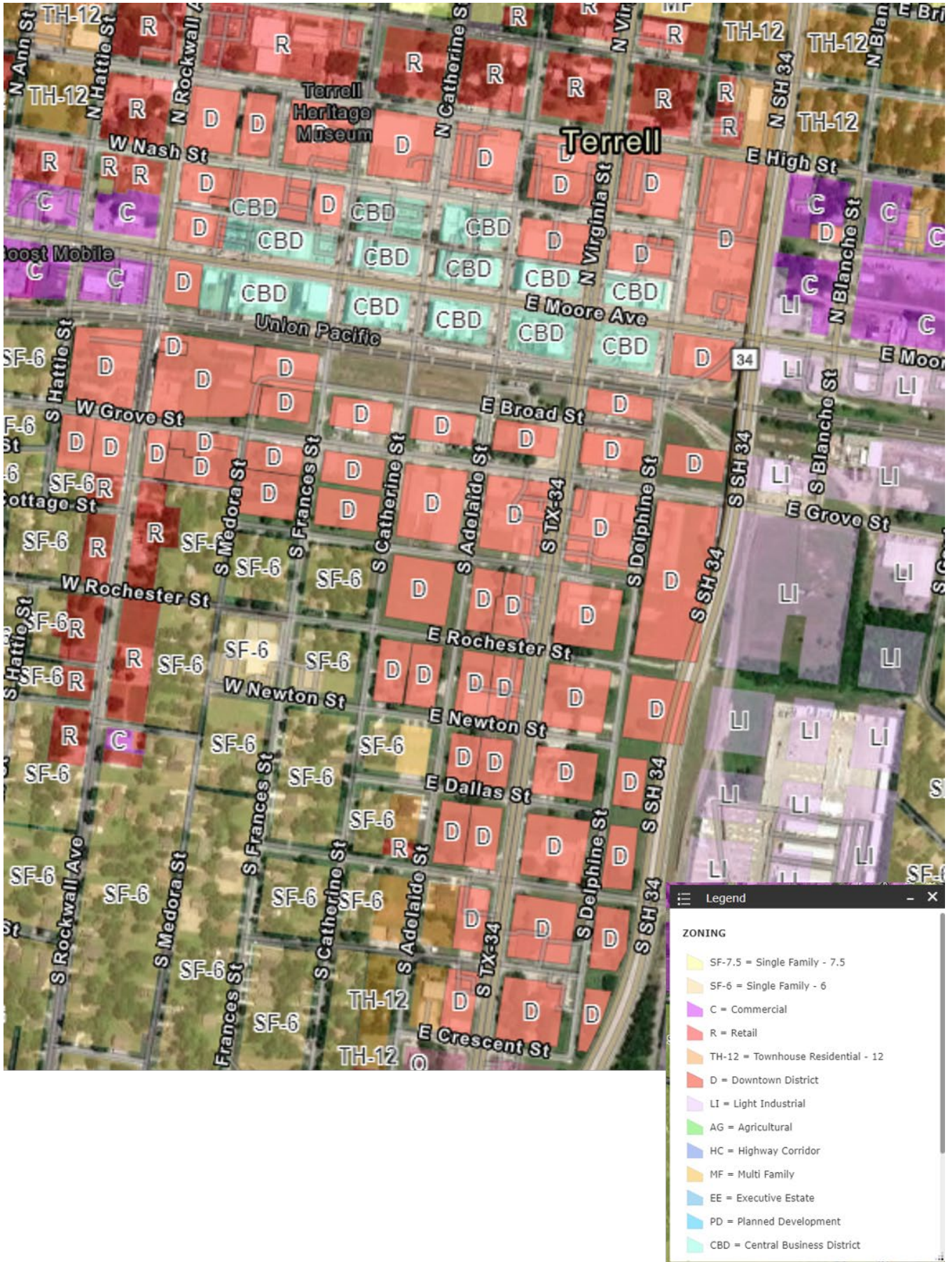
- Residential improvements
- Addition of security bars
- Improvements not otherwise permanently fixed to the property
- Professional service fees (outside of contractor services)
- Permit fees
- Interior removal
- “Sweat equity”

Purpose of Program:

- Promote economic development
- Retention of existing businesses
- Improvement downtown and central business district
- Revitalize existing commercial areas
- Increase property values
- Support unique architectural styles
- Promote and develop new or expanded business enterprises

GRANT PROGRAM CONTACT

Raylan Smith, Downtown Project Manager
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SITE ENHANCEMENT MATCHING GRANT PROGRAM

INCENTIVE APPLICATION

NOTE: Application must be submitted and approved before any work is done on your project.

Please return completed application with necessary attachments and signatures to the City of Terrell, Downtown Project Office, 201 E. Nash, Terrell, TX 75160. If you have application questions, please contact city staff at (972)551-6600.

Applicant Name: _____ Date: _____

Legal Business Entity Name: _____

Type of Business: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Building Owner (if different from applicant): _____

Project Site / Address: _____

Project Information

Description of proposed eligible improvements:

Project Budget Information:

Item	Project Total	Requested Grant Funds	Bid(s)
1.	\$	\$	#1 #2
2.	\$	\$	#1 #2
3.	\$	\$	#1 #2
4.	\$	\$	#1 #2
5.	\$	\$	#1 #2
TOTAL(S)	\$	\$	

General / Main Contractor

Name: _____ Firm: _____

Phone: _____ Email: _____

Address: _____

Estimated start date of construction: _____

Estimated completion date of construction: _____

Description of other improvements planned to property not eligible for grant funding (if applicable):

Source of matching funds: _____

ATTACHMENTS:

- Photographs of structure showing existing facades, landscaping, drives, parking, etc.
- Project budget
- Written bids for work to be completed (minimum two requested)
- Drawings or renderings that illustrate improvements (if applicable)
- Other supporting plans or illustrations of improvements (if applicable)

I have met with City staff and have read and fully understand the Site Enhancement Matching Grant Program policies and procedures. I intend to use this grant program for the aforementioned renovation projects to improve my property and business. *I have not received, nor will I receive insurance monies for this redevelopment project.*

I understand that if I am awarded this grant, any deviation from the approved project may result in the partial or total withdrawal of the grant. Further, I understand that I will have six (6) months to complete my project unless an amended project timeline is approved by the PADIC Board.

Applicant Signature: _____

Applicant Name (printed): _____

Property Owner Signature (if different): _____

Property Owner Name (printed): _____

Date: _____

This section to be completed by City staff

City Staff Review: _____ **Date:** _____

Staff Recommendation: Approve Deny More Information needed

PADIC Board Action: Approve Deny More Information needed **Date:** _____

Approved Reimbursement Amount \$ _____