

Exhibit A



Burnet Economic Development Corporation Business Grant Program

Guidelines and Application

Program Purpose and Overview

The Burnet Economic Development Corporation (BEDC) has created a Business Grant Program (BGP) to improve visual appeal and support and incentivize improvements to the external appearance and signage of commercial properties, reinforcing Burnet's historic charm and enhancing commercial corridors.

This program is a 90/10 matching grant program, with a maximum reimbursement of \$10,000 per property, per calendar year. A larger grant amount may be considered at the discretion of the BEDC Board of Directors, based on the project's impact on the community.

The applicant is responsible for 10% of the total project cost. The BEDC Grant Review Committee or Board of Directors may waive the 10% matching requirement if the project is performed entirely by vendors and contractors located within the City limits of Burnet or for other reasons deemed appropriate.

All projects must be approved prior to beginning work.

The Business Grant Program is an annually recurring program, subject to budgetary appropriations by the BEDC Board of Directors and the City of Burnet City Council.

Who Can Apply

To qualify for the Business Grant Program, applicants must meet the following requirements:

- Be the commercial property owner or a business tenant located within the City limits of Burnet.
- Business tenants applying for a BGP grant for a project that includes permanent improvements to the property must obtain written approval from the property owner.
- All property taxes on the property, utility bills, sales tax, HOT tax, or any other amounts owed to the City or the BEDC must be current and not be delinquent.
- Must not have any City liens filed against any property owned by the applicant or the property owner.
- The business and the proposed improvements must comply with all applicable City ordinances, including zoning, building codes, and signage regulations.
- Any nonconforming signage must be removed as part of the improvement project.

The following are not eligible to apply:

- Government offices or publicly owned buildings
- Residential properties including those with home-based businesses
- Franchisors (local or non-local)
- Gambling/Gaming Businesses
- Sexually Oriented Businesses
- Payday & Auto Loan Providers
- Liquor Stores
- Tobacco, CBD, and Vape Stores
- Tattoo Parlors

Priority Areas

Priority consideration will be given to projects located:

- On the Burnet Historic Square
- Along the State Highway 29 corridor
- Along the U.S. Highway 281 corridor

Eligible Projects

Eligible projects shall include, but not be limited to, the following:

- Exterior painting, siding, or cleaning that improves the overall appearance
- Restoration of original architectural details, especially on historic structures
- Facade renovations in the Historic District must receive prior approval from the Burnet Historic Review Board.
- Replacement or installation of windows and doors
- Improved lighting for signage or storefront display areas
- Installation or replacement of awnings or canopies that complement the building's design
- Sidewalk construction or accessibility enhancements, including ramps and entryway modifications
- Overlay or repair of parking lots (excludes projects with striping only)
- Installation of outdoor seating areas, such as benches, shade structures, or patio improvements
- Replacement of aging, noncompliant, or damaged signs with new code-compliant signage
 - Priority given to applicants replacing a pole sign with a monument sign
 - All signage must meet current City of Burnet sign regulations and be approved prior to construction; Signage in the Historic District must receive prior approval from the Burnet Historic Board
- Other projects as deemed appropriate by the BEDC Grant Review Committee or Board of Directors.

Ineligible Projects/Costs:

- Interior remodeling
- Security or alarm systems, cameras, or surveillance equipment
- Playground equipment or recreational structures
- Franchise businesses
- Sweat equity (i.e., the applicant's own labor or volunteer work)
- Work completed or contracted before the application is approved and a Notice of Award is issued

Permit Fees:

- The applicant must obtain all required permits for the project from the City; however, grant funding may be used to pay for permits.

Change of Ownership:

- If the property changes ownership during the project, the new owner must submit a new application for approval, or in the case of a project involving permanent improvements being performed by a business tenant, the new owner must submit an updated written approval, before the project can continue.

Prior Improvements:

- Any alterations or improvements related to the grant application that were made, or contracted to be made, prior to the submission of the application or receipt of a “Notice of Award” will not be eligible for reimbursement.

Alterations

- Grantees must maintain the approved improvements for at least three (3) years. Any alterations require prior written approval from the BEDC. In the event Grantee fails to maintain the improvements as provided for herein, the Grantee may be required to repay a prorated portion of the grant funds.

Application Process:

- Submit Application – Complete the application form and attach concept drawings, photos, and estimated cost breakdowns. BEDC staff shall evaluate the application for administrative completeness and conformance with the program’s eligibility criteria. Applications found not to be compliant with the program’s eligibility criteria shall be returned to the applicant with an explanation as to the application’s failure. An applicant may submit a new application.
- Project Review – Applications found to be administratively complete and compliant with the program’s eligibility criteria shall be submitted to the BEDC Grant Review Committee.
- Selection Process and Notice to Award – The BEDC Grant Review Committee will review applications and make a final determination for grant awards. If approved, the applicant will receive a formal notice of award. No work may begin prior to receiving the notice of award.
- Complete Work – Projects must be finished within 6 months of the notice of award date.
- Reimbursement Request – Submit final invoices and proof of payment to receive the authorized reimbursement. The BEDC Grant Review Committee may authorize partial or progress payments when deemed necessary to fulfill the purposes of this program.

Approved applicants may seek additional grants on the same property, provided the total annual reimbursement does not exceed program limits.

Contact Information

For questions, guidance, or to submit an application, contact:

Burnet Economic Development Corporation

P.O. Box 1369

Burnet, Texas 78611

bedc@cityofburnet.com

(512) 756-6093



Grant Program Application

The Burnet Economic Development Corporation (BEDC) has created a Business Grant Program (BGP) to improve visual appeal, and support and incentivize improvements to the external appearance and signage of commercial properties.

Unless otherwise approved, all costs under the grant program shall require receipts and proof of payment prior to reimbursement.

To be considered for incentives, complete the application and submit with the following:

- Proof of ownership and/or occupancy such as deed/lease; If the applicant does not own the property on which the project is located, the applicant must provide proof satisfactory to the City that any proposed permanent improvements are allowed and authorized by the owner.
- Detailed explanation of proposed improvements to include renderings, elevations, drawings, etc.
- Photograph(s) of existing conditions.
- Construction cost breakdown on eligible improvements.
- Detailed timeline of the proposed project.

Submit all applications and related inquiries to: PO Box 1369, Burnet, Texas 78611 or bedc@cityofburnet.com

Please complete all sections below. Incomplete applications will not be reviewed.

Applicant Name
Business Name
Mailing Address
Phone Number
Email Address
Building Owner (if different than applicant)
Building Owner Contact Phone (if different than applicant)

Building Owner Email Address (if different than applicant)
Project Site/ Address

About the Business

Type of business _____

Business owner(s) (if multiple, list here with ownership %) _____

Number of employees _____

Describe length and monthly terms of your lease (if applicable) _____

Hours of operation _____

About the Project

Building/Property Address _____

Size of space _____

Anticipated start date _____

Anticipated date of completion _____

Total project budget _____

Administrative

Have you received any economic incentives from the BEDC in the
past 24 months? (Yes/No) _____

Signed Understanding

I have read and understand the program guidelines.

Applicant Signature

Date