



## Business Improvement Grant (BIG) Program Application

### 1. Applicant Information

Contact Name(s): \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### 2. Information on Property Proposed for Business Improvement Program

Description of Existing Building Facades or Property (please attach image(s)):

\_\_\_\_\_  
Description of Proposed Improvements (please attach sketches, plans, or other image(s)):

\_\_\_\_\_  
Estimated Total Cost of Improvements (please attach contractor bids): \_\_\_\_\_

### 3. Landlord Information (if different from applicant)

Property Owner/Landlord: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

### 4. Commitment

I agree to adhere to the Business Improvement Grants program guidelines as established by the Wolfforth Economic Development Corporation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please return this application, images of current and proposed building facades or property, and preliminary bids to the Wolfforth Economic Development Corporation, 302 Main Street.**

This is a matching grant, meaning the EDC will contribute 50% of the total eligible project costs, up to a maximum of \$10,000, once the business has provided documentation showing full payment of their portion.

# Business Improvement Grant (BIG) Program Information

## Background

The Wolfforth EDC is implementing a Business Improvement Grant (BIG) Program to provide assistance to local businesses in improving their properties. The purpose of this program is to promote the expansion and development of new and existing business enterprises within the city of Wolfforth, Texas, and to enhance the appearance and visual character of the community.

This is a matching grant program, meaning the EDC will contribute 50% of eligible project costs, up to a maximum of \$10,000 per applicant. To receive EDC funding, the applicant must first complete the project and submit proof of full payment for the qualifying expenses. To be eligible, applicants must plan to spend a minimum of \$1,000 on qualifying improvements.

The application period for this grant will remain open until September 30th of the current fiscal year, until program funds are exhausted, or until the EDC determines that its program goals have been met.

## Eligibility & Consideration

- In order to qualify for funding under this program, the applicant must meet all of the following criteria:
- The business must be located in the corporate city limits of Wolfforth, and must be in compliance with all applicable zoning, land use, and other ordinances.
- Proof of applicant's ownership of the facility, or proof that the owner of such facility has approved the application for grant funds, shall be required.
- The applicant shall be responsible for obtaining and complying with all applicable permits related to the improvement project, and failure to do so will render the applicant ineligible to receive grant funding.
- Applicant should receive written approval of grant funding prior to starting the improvements mentioned in application. Previously completed projects are not eligible for consideration.
- All grants are structured as matching funds, and no payment will be issued until the project is completed in accordance with approved specifications. To receive funding, the applicant must submit an itemized invoice along with documentation confirming full payment of their portion to the contractor or vendor.
- Non-permanent items such as furniture, fixtures, or décor are not eligible for matching grant funding.
- The improvements, as presented in this application, must be completed within a twelve-month period. Failure to complete improvements and open the business establishment within the required time period is considered a default and will result in the loss of granted funds.
- The landowner must have paid all property taxes due.
- There is a limit of one grant award per twelve-month period per applicant.
- The EDC is the sole and final authority in determining project eligibility for funding.



## Program Details

All buildings and facilities located within the corporate limits of Wolfforth at the time these guidelines are adopted are eligible for the BIG Program. However, funding will only be awarded to applicants improving property that has an existing structure in place.

The Business Improvement Grant is a dollar-for-dollar matching grant program. This means the Wolfforth EDC will contribute an amount equal to what the applicant spends, up to a maximum of \$10,000. Grant funding is only provided after the applicant has completed the project and submitted proof of full payment.

For example:

- If a business spends \$5,000 on eligible improvements, the EDC will contribute \$5,000.
- If a business spends \$15,000, the EDC's contribution will be capped at \$10,000.

Only permanent improvements to the property are eligible. Typical qualifying projects may include:

- Remodeling or reconstructing building interiors or exteriors
- Resurfacing outdoor parking areas
- Adding landscaping

Non-permanent items such as furniture, fixtures, or décor are not eligible for grant funding.

Funding will only be issued after the project has been completed and the applicant has submitted:

1. An itemized invoice, and
2. Proof of full payment to the contractor or vendor.

Applications will be reviewed by the EDC Board. During review, the EDC may contact the applicant for clarification or additional details. Applicants will receive written notice of the EDC's decision regarding approval.

If you have any questions or need assistance with your application, please contact:

Danielle Sweat

Wolfforth Economic Development Corporation

■ (806) 855-4128

■ [dsweat@wolfforthtx.us](mailto:dsweat@wolfforthtx.us)

Completed applications and all required supporting documents should be submitted to:

Wolfforth Economic Development Corporation

302 Main Street, Wolfforth, Texas