

**DOWNTOWN DEVELOPMENT GRANTS PROGRAM
2011/2012 BUDGET YEAR**

Dear Applicant:

Thank you for your interest in obtaining funding for your proposed project. The Eastland Historic Board and Eastland Economic Development, Inc. have prepared the Application Process and Funding Guidelines to give you an understanding of what is allowed to fund.

The Application Package consists of two pieces:

1. ***Guidelines, How to Apply, and Project Funding Process***
2. ***Project Funding Application Form***

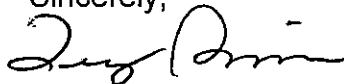
If anytime you require assistance or clarification regarding the Application Process, please contact Bill Dolen at 254-629-8321.

Return Application to City Hall, 113 E. Commerce St. by Friday, January 6, 2012.

**Application to be submitted in a sealed envelope marked
"EASTLAND HISTORIC BOARD GRANT APPLICATIONS".**

Thank you for your interest in the Downtown Development Grants Program.

Sincerely,



Terry Simmons
Chairman
Eastland Historic Preservation Board

Attachments

DOWNTOWN DEVELOPMENT GRANTS PROGRAM

GUIDELINES & HOW TO APPLY

OVERVIEW

The Eastland Historic Board was formed in 2009 as a means to enhance beautification and historic structures in Eastland.

The Board's mission is to provide the leadership and resources to successfully compete for jobs and enhance community wealth. Given this, the Board will consider partially funding improvements to infrastructure and exteriors of buildings.

GUIDELINES

The Board reviews applications from Eastland-based businesses, Texas non-profit corporation, non-profit organizations (501 (c), government agencies or business, giving preference to projects that support the Board's mission and goals. The Boards Goals and Purposes are:

The City Commission of the City of Eastland hereby declares that as a matter of public policy the protection, enhancement, and perpetuation of landmarks and a district of historical and cultural importance and significance is necessary to promote the economic, cultural, educational and general welfare of the public. It is recognized that areas of the city, including but not limited to The Courthouse Square represents the unique confluence of time and place that shaped the identity of generations of citizens, collectively and individually, and produced significant historic, architectural, and cultural resources that constitute their heritage.

(a) Protect and enhance the landmarks and districts which represent distinctive elements of Eastland's historic, architectural, and cultural heritage;

(b) Foster civic pride in the accomplishments of the past;

(c) Protect and enhance The City of Eastland's attractiveness to visitors and the support and stimulus to the economy thereby provided;

(d) Insure the harmonious, orderly, and efficient growth and development of the city;

(e) Promote economic prosperity and welfare of the community by encouraging the most appropriate use of such property within the city;

(f) Encourage stabilization, restoration, and improvements of such properties and their values.

The Eastland Historic Board looks for one or more of the following conditions in an application:

1. The Applicant must be a business, government agency, Texas non-profit corporation, non-profit organization (501 (c) or.
2. The Applicant must meet the goals/mission of the Board.
3. The Organization must have been in existence for more than one year.
4. The Project must have an historic, economic, social, cultural, or environmental impact on the community.
5. The Project must be well planned with a stated goal and objective.

Project applications previously received by the Board may be resubmitted no sooner than one (1) year after the date of funding is disapproved.

The Eastland Economic Development Corporation (EED) Board will also consider applications from Eastland-based businesses, giving preference to projects that support the Board's mission and goals. As a Type 4A Corporation the board is limited by State law regarding incentives and grants. The Boards Mission Statement is: "To facilitate the creation of new and better jobs, enticing capital investment, and diversifying the tax base."

The Texas Attorney General states: Certain infrastructural improvements which promote or develop new or expanded business enterprises. "Project" also includes expenditures found by the board of directors to be required or suitable for infrastructure necessary to promote or develop new or expanded business enterprises. Yet the infrastructure improvements are limited to streets and roads, rail spurs, water and sewer utilities, electric utilities, gas utilities, drainage, site improvement, and related improvements, telecommunications and Internet improvements, and beach remediation along the Gulf of Mexico. Accordingly, Section 4A corporations may assist with limited infrastructural improvements that the board finds will promote or develop new or expanded business development. The funding of these infrastructural improvements do not have to be conditioned upon the creation or retention of primary jobs. (Attorney General of Texas, Economic Development Handbook, page 43)

The Eastland Economic Development Corporation Board looks for one or more of the following conditions in an application:

1. The Applicant should be a business seeking to locate, relocate or expand in Eastland.
2. The Applicant should show added taxable value.
3. The Applicant should show a positive impact regarding job creation.

Applications should include

- History of the business or organization
- Description of the proposed project
- Submit drawings
- Estimated Costs
- Additional funding sources
- Method of evaluation - Project Timetable
- List of owners or Board of Directors and Officers

Requirements

Upon project approval, the Applicant is required to meet the following requirements:

- The Applicant must provide a monthly status report to the Board.
- The Board must be mentioned in all advertising and publicity as a sponsor or contributor of the project.
- Copies of invoices/receipts must be submitted to the Board for funding verification.

Disbursement of Funds

Each approved Applicant will be required to sign a Grant Agreement between the Applicant and the Eastland Historic Board and/or the Eastland Economic Development Corporation (EEDI). The agreement ensures that funds will be spent in accordance with the conditions set out in the Agreement and safeguards the funds and the Board in the event of default on the project. **Funds will be disbursed after the project has been completed.** All approved construction must commence no later than 60 days after obtaining the necessary permit or project approval (if no permits required). Work must be completed within 120 days of that date. The Board may grant an extension to these deadlines if warranted. Applicants requesting an extension must do so in writing prior to the expiration of the 120-day completion period.

When all approved improvements are completed, the applicant must submit the Notice of Project Completion form to the Board. This letter serves as a request for inspection and a request for payment. With this letter, the applicant must submit all invoices, receipts, and/or canceled checks related to the improvements. Invoices, receipts, and/or canceled checks received after the letter is submitted will not be considered for payment. When the Board receives the Notice of Project Completion, Staff will make an inspection to determine if improvements were made in conformance with approved application. Inspections of permitted activity will occur throughout the project.

Applications will be Scored on the following basis:

<u>Evaluation Criteria</u>	<u>Maximum Points</u>
Project has matching funds	*20
Benefits all of the Community of Eastland.....	20
Develops Tourism	15
Education/Training Skills.....	5
Historical Preservation	20
Enhances Under Utilized Facilities.....	10
Quality of Life (Cultural/fine arts/entertainment).....	<u>10</u>
Total	100

* Matching Points
 0 points if match is less than 10%
 5 points if match is from 10% - 49%
 10 points if match is from 50% - 99%
 15 points if match is 100% - 119%
 20 points if match is 120% or greater

Application for 2010/2011 Downtown Development Grants Funding

Please return completed application to:
Eastland Historic Board
Attention: Bill Dolen
Eastland City Hall
113 East Commerce Street
Eastland, Texas 76448

APPLICATIONS ARE DUE NO LATER THAN FRIDAY, JANUARY 6, 2012

1. Name of Business or Agency _____
Contact Person _____
Address _____
Telephone _____
2. Date of Request _____
3. Amount of Historic Board funds requested _____
4. Amount of total project _____
5. Projected start date of project _____
6. Projected completion date of project _____
7. Are you a Non-Profit 501(c) Organization? _____ Yes _____ No
Please attach a copy of your IRS determination letter
8. Are you a Texas Non-Profit Corporation? _____ Yes _____ No
9. Describe how this project will benefit Eastland

10. Description of project for which Historic Board funding is requested (include drawings).

Application for 2011/2012 Downtown Development Grant Funding

Project Information - Please provide the answers with Page 1 of the application

12. Briefly describe the capacity (experience) of the business or organization and its ability to implement and manage the proposed activity.
13. Briefly explain how Historic Board dollars will assist the organization in implementing the proposed activity.
14. Describe the staffing structure of the business or organization.
15. Submit itemized budget for proposed project. The budget should show detailed expenditures, and the sources of the match.
16. Provide a Timetable for the project. Start, important milestones, and conclusion.
17. List names and addresses of business owners or Board of Directors.
18. If you are a Non-Profit Organization or Corporation, how is your organization or business currently funded?
19. List any other potential sources of funding, which could be used to assist with the completion of this project.
20. Briefly describe the nature of the business or organization and how it benefits persons living in Eastland and Eastland County.
21. If funded, would additional Historic Board funds be requested next year to keep project going?
22. The business or organization requesting funding must be able to show that it is leveraging its funds by obtaining at least a portion of the cost of renovation, construction, or programming from other sources. Details of the sources must be provided.

I declare that I have examined this application and to the best of my knowledge and belief, it is true, correct, and complete. I also acknowledge that failure to complete all questions could disqualify this application from consideration.

Signature

Date

Organization