

**BROWNSBORO ECONOMIC DEVELOPMENT CORPORATION
CHECKLIST FOR BUSINESS IMPROVEMENT GRANT**

1. *Review the Business Improvement Grant Program prior to the submission of a grant application.*
2. *Submit the original and one (1) copy of the completed application.*
3. *All parties having an ownership in the business or property must be parties to this application.*
4. *Applications must be submitted by both the lessee and the lessor for businesses operating in leased facilities.*
5. *Applications must contain a minimum of two (2) cost estimates from qualified contractors and/or suppliers.*
6. *Applications must include project plans, specifications and should include drawings and photographs.*
7. *Applications should include photos of existing conditions.*
8. *Application may be submitted to and additional information obtained from:*

Brownsboro Economic Development Corporation

City of Brownsboro

11351 Willow St.

Brownsboro, TX 75756

(903) 852-2401