



Facade Grant Program

Grant Overview

In order to increase interest in re-use of existing buildings, help beautify the city, and to help recruit new businesses and services to invest in the city of Brownsboro, the Brownsboro Economic Development Corporation (BEDC) will provide financial incentives for owners to make exterior improvements to buildings through the Façade Grant Program.

The Façade Grant Program will be providing awards for exterior improvements to buildings within the City. Eligible improvements include: store signage, lighting, awnings, windows, building fronts, entries, planters and other expenditures as defined by the Brownsboro Economic Development Corporation. The Façade Grant Program is a reimbursement program. All awards shall be retained pending completion and inspection of the project.

Grants are available for 50% reimbursement up to \$2,500 (50% of a \$5000 total). Grant amounts will depend upon funding availability.

Program Criteria

1. All Façade Grant projects shall be for properties within the City of Brownsboro. The basis for awards shall be first come, first served with priority given to those projects that have a significant visual and economic impact or that show dedication to preservation of the historic integrity of the building.
2. Grants may not be used for the refinance of existing loans, working capital, or for purchase of inventory or interior projects.
3. Grant reimbursements will be made to a maximum of \$2,500.
4. Applicants must secure their portion of the project cost before the start of the improvements and submit documentation in writing to the Brownsboro Economic Development Corporation.
5. The grant does not need to be paid back.
6. Approved projects shall be underway within 30 days of contract execution and shall be complete within six (6) months of the contract date. An extension may be granted in the event of force majeure.
7. All projects done shall meet all licensing requirements and shall comply with all applicable building codes of the City of Brownsboro. Project owners and/or contractors shall acquire all necessary permits.

Application Procedure

1. Meet with the BEDC to view the proposed project and discuss preliminary plans. Any required Permits for any permanent signage must be secured from the City.
2. Submit the following print documents and information to the BEDC for its review:
 - Complete plans and specifications. The BEDC reserves the right to require plans and specifications to be prepared by an architect for structural improvements.
 - Cost estimate.
 - Complete application and consent form by property owner and tenant (if applicable).
 - Proof of insurance.
 - Proof of ownership.
 - Current photographs of building's exterior.
 - Property taxes must be current with no history of delinquency.
 - Current Sales Tax Certificate
 - Most recent Sales Tax Report (Prev Qtr)

Application Process

1. Determine eligibility: set up a pre-development meeting, if necessary, to discuss the grant process and project plans with the BEDC Committee or staff, as directed.
2. Fill out the application and sign the agreement form. All grant applications must include the following:
 - A scaled drawing of eligible work from the owner, project architect or design professional.
 - Material specifications and samples – e.g., paint samples, fabric swatches, sign material, etc. – that will enable the BEDC to envision the finished project.
 - Itemized work estimates on all project work from contractors or project architects. Self-performed work will be reimbursed for actual material expenses, excluding labor.
 - Photographs of the building's exterior prior to commencement of work. Applicant is required to provide photographs of the building before the reimbursement grant can be made. If the applicant is awarded a grant, photographs of the building during construction and of completed exterior building improvements will also be required.
3. Return the completed application, with applicable forms, and direct any questions related to:
Brownsboro Economic Development Corporation
11351 Willow Street
Brownsboro, TX 75756
4. The application will then undergo an approval process that includes, but is not limited to:
 - Projects will be reviewed to ensure they meet all current building standards and codes, as well as building permit requirements.
 - The BEDC will only consider applications that have been properly and fully completed and which contain all information requested in the application.
 - All construction information submitted must be current and dated no earlier than thirty (30) days prior to the application. Bids must be submitted on the contractor's or project architect's letterhead and must contain the contractor's name, address, and telephone number. Bids must be itemized to allow BEDC to determine bid components and authenticity.

- Applications receiving approval by the BEDC shall commence construction within thirty (30) days from the date the grant is approved. Applicants must complete the improvements described in the application within six (6) months from the date the grant is approved. If the Applicant cannot meet these timelines, Applicant may submit a written request for an extension of the commencement or completion date, provided the extension request is made within applicable time limit. BEDC shall not be obligated to grant an extension, but may do so for good cause determined solely by BEDC. The extension, if granted, shall be for the term and for the conditions determined exclusively by BEDC. An extension denial cannot be appealed and shall be final.
 - Any grant awarded will not be used for construction on any building that is not in compliance with the City of Brownsboro Code of Ordinances.
6. No applicant has a proprietary right to receive grant funds. BEDC shall consider any application within its discretionary authority to determine what grant amount would be in the best interest of the Program, the BEDC and the City of Brownsboro.
 7. The BEDC has final discretion with regard to funding and reserves the right to recommend modifications or reject any project or elements of any project.
 8. A property must remain under the ownership of the applicant until completion of the project. If the property owner/applicant sells the property after the approval of grant funds, the grant application will be revoked. The new owner will be eligible to submit a new grant application under the rules of the Program after completion of purchase.
 9. If a grant is awarded, the entire grant project must be satisfactorily completed before the reimbursement of any funds. Upon completion the Applicant shall present the BEDC with the following:
 - a. Copies of all paid invoices, including copies of cancelled checks and/or credit card receipts.
 - b. Photographs of construction process and of all completed work.
 - c. Proof of release of lien from all contractors and/or subcontractors involved.
 10. When a completed project reimbursement has been reviewed and approved by BEDC or its authorized representative, reimbursement should be issued by a single reimbursement check, typically within 45 days.

Disbursement of Funds

To receive reimbursement for eligible project costs as defined by the grant award:

1. Notify the BEDC upon completion of the project.
2. Submit request for reimbursement with documentation of eligible costs paid by the applicant.
3. Submit photograph(s) of completed project.
4. Work will be inspected by the BEDC either in person or through submission of photographs and other documentation.