



**Stockdale Economic Development
Corporation Façade/Signage Grant Policy
And Procedure
May 22, 2024**

Background

It is within the scope of an economic development corporation's (EDC) body of work to consider requests for financial assistance from a local business for façade or signage improvements to their building or property. This in no way obligates the EDC to such a policy.

The Stockdale Economic Development Corporation (SEDC) has decided to develop a fund for façade and/or signage grants to local businesses operating within the city limits of Stockdale. Projects approved by the SEDC Board will be granted up to \$5,000 per project. We will require the local business owner to present in person to the Board of Directors the scope and body of work intended, valid estimates of the cost of the project, and a projected timeline for completion prior to the start of the actual project. The Board had sole discretion in the decision as to the awarding of the grant and the amount to be awarded.

Policy

The SEDC makes available to businesses within the city limits of Stockdale an opportunity to apply for a façade and/or signage grant according to criteria established and enforced by its Board of Directors. Highest priority will be given to business façade and/or signage projects that offer the most improved visual effects for the business community.

Funding of this grant program is entirely dependent upon the annual SEDC approved budget and may change from year to year. Currently, with an individual limit of up to but not guaranteed \$5,000.00 per approved application and completed project.

Grants given from the SEDC for business improvements including but not limited to this façade/signage grant will be limited to one per business owner or entity no sooner than every 5 years.

The SEDC Board has sole discretion to determine which projects are approved. SEDC will not consider remodeling costs or expenses not associated with façade and/or signage projects. SEDC will not consider applications for grant funding after the project has been started or completed.

Upon completion of the project, if the Board finds the work produced to be less than the project originally indicated or of lesser quality than presented at the in-person presentation, the Board



reserves the right to withdraw its offer to provide the grant match at its sole discretion with no further consideration.

All governmental taxes due on the business property, personal and real property, following the façade and/or signage improvement which may be approved and funded by this grant policy are the sole responsibility of the applicant/business owner.

The SEDC prohibits discrimination on the basis of race, color, sex, religion, disability, familial status or national origin.

Eligible Improvements

Façade Improvements:

1. Exterior painting or surface treatment;
2. Repair or replacement of windows and doors;
3. Repair or replacement of awnings or canopies;
4. Installation or replacement of exterior lighting;
5. Restoration of historical architectural elements;

Signage Improvements:

1. New signage that complies with local sign ordinances;
2. Replacement of outdated or worn signage;
3. Installation of projecting, wall-mounted, or freestanding signs;
4. Sign lighting and associated electrical work;

Application Process

Eligibility:

Businesses located within the city limits of Stockdale are eligible for consideration of the grant.

Timeline:

A business wishing to apply for a façade and/or signage grant may obtain the application from the SEDC website or directly from the SEDC office located at 104 South 3rd Street, Stockdale, TX 78160.

Before the façade and/or signage work is begun, a completed application and all required documentation or attachments must be submitted to the SEDC office. It is the applicant's sole responsibility to ensure delivery of the completed application to the SEDC Executive Director. Incomplete applications will be returned to the applicant. The Executive Director or the SEDC Board reserves the right to request additional information regarding the project at any time prior to the decision to consider funding the grant.

The applicant is required to present the proposed façade and/or signage improvement plans and bid estimates in person to the SEDC Board before the work is started.

Amendments or changes to the original plans or scope of work submitted to the SEDC Board after a Board decision has been made may result in 1) revocation or cancellation of the previous Board decision, or 2) the need to submit a new application, or 3) no further action if amendment(s) or



change(s) are found to be negligible by the Board. The action to be taken is determined by the majority vote of the SEDC Board.

Required Documentation:

The following must be included with the completed application:

Photo(s) or drawing(s) of current project

Bids from vendors describing estimated cost of project (estimate must have name and address of vendor)

The Following must be submitted at the conclusion of the project:

Photo(s) of the actual finished project

Paid invoices specific to the approved project (invoices must have name and address of vendor)



Board Determination

After the in-person presentation to the SEDC Board, the Board will determine what action to take. The Executive Director will notify the applicant within 48 hours of the Board's determination.

The amount the Board agrees to grant is subject to submission and receipt of all paid invoices for the work outlined in the application and/or any amendments or changes to the application. Payment is ultimately granted if the Board approves of the final product. If, in the Board's determination, the work product is less than was expected, the Board may withdraw its offer of the grant at its sole discretion.

Upon receipt of the paid invoices, and final approval by the SEDC Board, the Executive Director will issue the grant to the applicant within 15 working days.

To receive a façade improvement grant the applicant shall be required to enter into a performance agreement with the SEDC.



**Stockdale Economic Development
Application for Façade and/or Signage Grant
May 22, 2024**

A completed application and all required attachments or documentation must be submitted to the SEDC office before façade and/or signage work begins. The SEDC Board reserves the right to request additional information for consideration of this application.

I have read and understand the SEDC Policy on Façade and/or Signage Grants. _____
Initials

Date of Application: _____ Anticipated Project Start Date: _____

Business Name: _____

Business Physical Address: _____
(Actual address where improvement project will be made)

Years in Business in Stockdale: _____

Owner(s) Information (please use back of this form if more space is needed):

Name _____

Mailing Address _____

Telephone Numbers _____

Email address _____

Name _____

Mailing Address _____

Telephone Numbers _____

Email address _____



Written Scope of Work for Grant (what do you want to do, the plan):

I have attached a separate sheet for this information.

Photo(s) and/or drawing(s) of proposed design attached (required).

Written bids for cost estimates to present to SEDC Board (required). Must have name and address of company or person providing estimate(s).

If my project is approved for the grant match, I understand that I am required to provide photos of the finished project to present to the SEDC Board prior to receiving the SEDC grant.

I also understand that if the SEDC Board has any concerns about the quality of work and the finished product, the Board reserves the right to withdraw the grants at its sole discretion.

I have read and understand the SEDC Policy on Façade and/or Signage Grants. _____
Initials

I understand that to receive a façade improvement grant I am required to enter into a performance agreement with the SEDC. _____
Initials

Applicant Signature: _____ Date: _____

SEDC Executive Director Signature: _____ Date: _____



SEDC Check list of Façade and/or Signage Grant

Applicant: _____

Date received application: _____

SEDC Board meeting scheduled: _____

SEDC Board Action and Date: _____

SEDC Grant \$ or up to amount approved: _____

Added Grant Stipulations:

Final Approval by the Board, Date: _____

Approved grant: _____ Check Date: _____

Applicant Signature: _____ Date: _____

SEDC Executive Director Signature: _____ Date: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____
- Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
- Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Print or type.
See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									

or

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.