

# BENBROOK ECONOMIC DEVELOPMENT CORPORATION STOREFRONT IMPROVEMENT PROGRAM

*MATCHING FUNDS REIMBURSEMENT GRANT APPLICATION*



The Benbrook Economic Development Corporation (BEDC) promotes a diverse and vital economy by attracting new businesses, retaining and supporting existing businesses, facilitating desired development, and by promoting Benbrook as a place to live, work, play, and visit.

The BEDC offers a matching fund reimbursement grant, the Storefront Improvement Program, to encourage aesthetic improvements to maturing buildings in the Benbrook Community by providing financial resources to businesses for exterior property improvements, not relating to regular maintenance.

This program is intended to assist in improving exterior storefront of existing businesses, and not intended to offset start-up costs for new businesses and/or redevelopment of properties.

The Storefront Improvement Program offers a **50% matching grant**, not to exceed **\$20,000**, for costs associated with approved eligible improvements (see **Section II** below).

**Thank you for helping Build a Better Benbrook!**



## I. ELIGIBILITY CRITERIA

The following criteria must be met for participation in the Storefront Improvement Program:

- A. Applicants must be commercial property owners or commercial tenants located within the city limits of Benbrook, Texas.
- B. Applicants must not have any current code violations, unless it relates to the assistance being requested.
- C. Tenants must have a current lease agreement and have written approval from property owners to participate in the program.
- D. Non-conforming signage on property, if applicable, must be permanently removed as part of the improvement.
- E. Property owners and applicant must be up-to-date on all taxes.
- F. Applicants must agree to comply with all federal, state, and local laws.
- G. For expenses to be eligible for reimbursement, work shall not commence until applicant has received a signed Grant Award Notice.
- H. Applicants must have been operating their business in Benbrook for a minimum of six (6) months prior to applying for the Storefront Improvement Program.

## II. ELIGIBLE PROJECTS

The Storefront Improvement Program offers a 50% matching grant, not to exceed \$20,000, for costs associated with the following approved improvements:

- A. Minor Façade Repair/Remodel (brick/masonry repair or cleaning, awnings, canopies, re-siding, etc.).
- B. Structural Safety Upgrades.
- C. Lighting (indoor/outdoor lighting that enhances the façade).
- D. Door/Window Replacement.
- E. Painting.
- F. Signage.
- G. Parking Improvements.
- H. Landscaping (not related to maintenance).
- I. Other Improvements (approved on a case-by-case basis if they meet the objectives of the program).

## III. OTHER/PRIOR IMPROVEMENTS

Other improvements may be approved on a case-by-case basis if they meet the objectives of the Storefront Improvement Program. Alterations and improvements made prior to receiving a Grant Award Notice are not eligible for reimbursement.

## IV. ALTERATIONS

The applicant agrees not to change or alter the improved façade without prior written approval from the BEDC Staff for three (3) years from the date the grant reimbursement check is issued. The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within the three (3) year period.

## V. WORK COMPLETION

Applicants awarded a grant shall complete described improvements within six (6) months of approval by the BEDC. If additional time is required to complete the project, the applicant must submit an Extension Request Letter with the following elements:

- A. Project status update summary; and
- B. The amount of time needed to complete the project, not to exceed six (6) months.

## VI. APPLICATION

The following items must be submitted as part of a complete application packet:

- A. Storefront Improvement Program application (page 5).
- B. Photographs (before pictures) indicating the present form and condition of the existing structure (color prints, snapshots, digital, or instant prints are acceptable).
- C. Detailed drawings or renderings of the proposed project.
- D. Description of the project plan indicating all proposed work including any structural work or repair, paint colors, materials, and design.
- E. Tenants must provide a Letter of Permission from the property owner/manager to participate in the program. The Letter of Permission must include the lease expiration date.
- F. A copy of three (3) bids for proposed work as described in the application. One bid must be from a Benbrook business if the service is offered locally, unless otherwise approved. The value of the grant will be based on the lowest of the three bids. However, the applicant can choose any City registered contractor to perform the work.

Application process: The BEDC Staff will review complete applications to determine grant eligibility. Staff may require an in-person or virtual meeting with the applicant. If approved for a grant, the applicant will receive a Grant Award Notice. Staff will review and monitor progress of the project. Reimbursement checks will be issued after City Staff has certified the project has been successfully completed and that it meets all applicable regulations.

## VII. PROGRAM ASSISTANCE

City Staff can provide guidance on façade improvements specific to individual storefronts, as requested. Such requests should be emailed to [econdev@benbrook-tx.gov](mailto:econdev@benbrook-tx.gov). Applicants are expected to hire their own licensed architect, if necessary, to carry forth the conceptual design to completion of construction.

## VIII. REIMBURSEMENT REQUEST

Once a project is complete, an applicant may submit a Reimbursement Request Letter to [econdev@benbrook-tx.gov](mailto:econdev@benbrook-tx.gov). The following items must be included with the Reimbursement Request Letter:

- A. Copy of final invoice(s).
- B. Proof of payment (e.g., cashier's check, billing statement, canceled check).
- C. Copy of permit(s), if required.
- D. Proof of passing inspection report(s), if required. To schedule an inspection, call 817-249-6000.
- E. Photo(s) of improvement(s).
- F. W-9 form submitted to City of Benbrook's Finance Department at [LMarshall@benbrook-tx.gov](mailto:LMarshall@benbrook-tx.gov).

The business will be reimbursed for the approved project costs once the work has been verified and inspected by City Staff.

Address: 911 Winscott Rd., Benbrook, TX 76126 | Phone: 817-249-6990 | Email: [econdev@benbrook-tx.gov](mailto:econdev@benbrook-tx.gov)

## GENERAL CONDITIONS

- A. It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and in compliance with all safety regulations, building codes, ordinances, and other applicable regulations. Neither approval of a grant application nor payment of the grant upon completion of the project shall constitute approval by any City Department or Staff Member, nor shall approval of such grant application or payment of the grant upon completion of the project constitute a waiver by the City of any safety regulations, building codes, ordinances, and other applicable regulations.
- B. It is expressly understood and agreed that the applicant is solely responsible for overseeing the work, and will not seek to hold the Benbrook Economic Development Corporation, the City of Benbrook, and/or their agents, employees, officers, and/or directors liable for any property damage, personal injury, or other loss related in any way to the Storefront Improvement Program, and by submission of application, the applicant agrees to indemnify the Benbrook Economic Development Corporation, the City of Benbrook, and/or their agents, employees, officers, and/or directors from any claims or damages resulting from the project, including reasonable attorney's fees.
- C. The applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the applicant's participation in the Storefront Improvement Program.
- D. The applicant authorizes the Benbrook Economic Development Corporation to promote an approved project by displaying a sign at the site during and after construction and using photographs and descriptions of the project in material and media releases.
- E. If the applicant seeks to change the scope of the project after the grant has been approved, the applicant must submit a letter requesting such changes to the BEDC Staff. The applicant must have written staff approval on all modifications to remain eligible for grant funding.
- F. The Benbrook Economic Development Corporation has the right to terminate the Storefront Improvement Program at any time and any agreement under the Storefront Improvement Program if a participant is found to be in violation of any conditions set forth in these guidelines, or if the project has been started prior to an executed agreement with the BEDC.
- G. Businesses can apply for one (1) grant per year and are limited to two (2) approved grants within a three (3) year period, per property/business.
- H. Applicants automatically forfeit grant reimbursement if the project is not completed within one (1) year of receiving a Grant Award Notice, unless otherwise approved.

**STOREFRONT IMPROVEMENT PROGRAM APPLICATION****Business Name:****Business Address:****Business Description:****Contact Person Name:****Contact Person Title:****Phone Number:****Email Address:****Certificate of Occupancy/Business Registration Number and Date Issued:****Texas Sales Tax Permit and/or Use Tax I.D. Number:****Relationship between the applicant and the property (check one):** Owner  Tenant**Property Owner Name:****Property Owner Phone Number:****Describe the scope of work for the proposed project:****Attachments as described in Section VI** Complete

Applications may be mailed to or dropped-off at the following address:

Benbrook City Hall  
Economic Development Department  
911 Winscott Road  
Benbrook, TX 76126

**By affixing your signature below, you are acknowledging that you have read the Benbrook Economic Development Corporation Storefront Improvement Program guidelines and general conditions and that you agree to abide by them.**

**Print Name:** \_\_\_\_\_**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Office Use Only:	
Project approval date:	
Estimated grant amount:	
Worked performed by:	
Project completion date:	
Reimbursement amount and date:	

