



**Historic District
and
Business
Improvement Grant**

APPLICATION

EXHIBIT "A"

Adopted on September 7, 2021

Sealy Economic Development Corporation

4B Sales Tax Corporation

Funding Application for Sealy Historic District and Business Improvement Grant Program

APPLICANT CHECKLIST:

- Ensure that NO WORK HAS BEGUN on the project, nor will it begin during the process of approval
- If Building Owner is different from Business Owner, ensure that the Building Owner has authorized this project by proof of a SIGNED LETTER OF AUTHORIZATION that must be attached to the Application at the time it is submitted to the SEDC for consideration
- Attach Proof of Ownership of the Building (*current paid receipts from Austin County Appraisal District OR Copy of Title/Deed*)
- Attach Proof of Ownership of the Business (*Articles of Incorporation*)
- Ensure that ALL Eligibility Requirements are met per No. 6., page 17
- Attach Proof of Sales Tax Certificate registered to physical location of business
- Ensure that you have called the City of Sealy Building Permit Department and determined if the project requires permit(s) and you've completed the cost information on No. 8, page 18
- A minimum of two (2) bids are attached for Façade Improvement Grants
- Ensure that it has been at least five (5) years since the SEDC has funded a grant project at the address of the business/building
- A complete description is included/attached to your application that show the visual, economic and community impacts the project will have on the area and to Sealy, noting any historical significance of the site
- Before and after pictures are part of the description, include any historical photos of the site or supporting pictures of the design
- Colors are identified and selected from approved color palettes if the project is in the Historic District
- Ensure that you will be able to complete the project for a new or expanded business within six (6) months of approval; or a vacant building project to prepare for sale or lease within twelve (12) months of approval
- Vacant buildings that are being improved to be available for lease will be open for business and in operation, generally, within 12 months from grant approval by the SEDC and City Council.
- Ensure that new or expanded business will create and/or retain full-time on-site employment at the project site
- Complete all vendor forms so the SEDC can set up your business in the accounting system and be able to process your grant payment upon completion of the project

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Funding Application for Sealy Historic District and Business Improvement Grant Program APPLICATION

1. CHOOSE One Project Status:

- checkbox New Business checkbox Expanding Business checkbox Vacant Building

2. Indicate Jobs Created or Retained:

If existing, current number of full-time employees:
If existing, number of full-time on site jobs to be created:
If new, number of full-time jobs to be created:

3. Complete ALL applicant information:

Company Name:
Registered Name/DBA, if different from Company Name:

If the Company Name and Registered Name/DBA are different, which of the names will be identified on the W-9 for check payable funding purposes?

Physical Address:

Mailing Address: checkbox Same as physical address

checkbox Different, as listed:

Primary contact name:

Primary contact Email address:

Primary contact Telephone Numbers: Please check the checkbox next to the preferred contact number:

checkbox Office: checkbox Cell:

4. Indicate the Building Owner:

- checkbox Applicant
checkbox Other: COMPLETE THE BUILDING OWNER INFORMATION

Name(S):

Address:

Mailing Address:

Address:

Phone numbers:

Email(s):

- a. If property owner is not the applicant, ensure that property owner reviews the complete Application and attach Application page 22, Written Consent of Building Owner to Allow Improvement Project.
- b. If requested by EDC, attach proof of ownership of the property

5. Choose company status:

- FOR PROFIT, Sales Tax Generating Business
- HYBRID, Primarily Non-Sales Tax Generating Business that may sell products that generate Sales Tax (ex. Hair Salon that sells beauty products, Car Wash that sells car products)
- NON-PROFIT (attach 501(c))

6. Please respond with a “Yes” or “No” to the following eligibility criteria:

Eligibility Criteria:	YES	NO
Is the business located in the defined Historic/Main Street District, or on a main thoroughfare within Sealy's city limits, to include Highway 36/Meyer, US Highway 90, or Interstate 10?		
Is the business currently open and operating on a main thoroughfare within Sealy's city limits, to include Highway 36/Meyer, US Highway 90, or Interstate 10, or will be within six (6) months of completion of the relevant improvement project?		
Is the business currently open and operating in the Historic Downtown District, or will be within six (6) months of completion of the relevant improvement project?		
Is the improvement project for an expanding business in the Historic Downtown District?		
Is the improvement project for an expanding business on a Main Thoroughfare in Sealy's city limits, to include Highway 36/Meyer, US Highway 90, or Interstate 10?		
Is the improvement project NEW, not a work in progress?		
Is the business an occupation, profession or trade in the purchase or sale of goods or services in an attempt to make a profit?		
Do you certify that the business, the business owner, or the building owner DO NOT have outstanding financial obligations to the City of Sealy, or ongoing lawsuits with the City of Sealy, or are in any way parties to litigation against the City of Sealy?		
Do you certify that the business and/or property owner are in good financial standing upon verification with the Texas Secretary of State or other means established by the SEDC Executive Director?*		
Is the business/applicant current in Inventory Tax payments?		

* To be verified by SEDC

Business Tax ID Number: _____

Filing Number: _____

Federal Employer ID: _____

Sales Tax Certificate Number: _____

Sales Tax Certificate address matches physical address of business in the city limits?

- YES NO

7. Indicate TYPE OF REIMBURSEMENT GRANT requested:

Historic District Façade improvement (*matching grant maximum \$10,000.00*)

Main Thoroughfare Business Façade improvement (*matching grant maximum \$10,000.00*)

Sign Improvement for businesses located in the Historic District and Main Thoroughfares in Sealy's city limits (*matching grant maximum \$1,500.00*)

ADA Compliance improvement (*matching grant maximum \$1,000.00*)

Describe the details of the project that the EDC should consider as visually appealing improvements that might encourage expanding business activity and generate sales tax income for the City of Sealy & SEDC:

- Check box if additional page(s) are attached for the project description
- Attach pictures, drawings, paint colors, and any supporting documents
- Attach current/"before" pictures

8. Contact the City of Sealy Building Permit department at (979) 885-1669 to inquire if a permit is necessary for this project.

Indicate date of call: _____, and name of the City staff that gave you the information: _____

YES, Permit is required and will cost \$ _____

HAVE YOU ALREADY SECURED THE PERMIT?

- YES, it is attached
- NO, but will send to EDC upon receipt

NO, Permit is not required

9. Total estimated cost of the described project, including permit:

\$ _____

10. Attach a *minimum of two bids* for the above described Façade Improvement project:

Bid #1 from: _____ Amount: \$ _____

Bid #2 from: _____ Amount: \$ _____

11. Specify all source(s) of funding that have been secured, indicate

amount/percentage each source will contribute: *SEDC may not contribute more than 50%, at an amount not to exceed maximum values as indicated in the Historic District and Business Improvement Grant Policy & Guidelines.*

- Business owner \$_____ / _____% of project total
- Building owner \$_____ / _____% of project total
- Other: _____ \$_____ / _____% of project total
- SEDC \$_____ / _____% of project total

12. Has your company received grant funds from EDC in the past? *(to be eligible, a project at the address of the site identified on the application may not have been funded for an improvement grant by SEDC within five (5) years).*

- NO
- YES, Date: _____ Amount: \$_____

Describe the project that was funded: _____

13. Self - Evaluate the impact of your proposed project on the City of Sealy:

13. Self-Evaluate the impact of your proposed project on the City of Sealy: Impact Standard & Criteria	Point Recommendations	Awarded Points
<p>Economic, Employment & Community Impact</p> <ul style="list-style-type: none"> • Visually appealing and significant improvement in the attractiveness of the location and the level of blight or deterioration removed; eliminates property maintenance code violations or eliminates nuisances resulting in expanded business and customer base. Unique and new design elements of the façade and/or sign project that gives a fresh and updated look to attract attention to the business and area or Mitigates health & safety issues • Improvement project generates economic growth & opportunity, new or expanded business opportunity to generate more sales tax or the promotion thereof • Paint color/scheme chosen are tasteful and as applicable are consistent with the Sealy Historic District; or the main thoroughfare project improves visitor's first impression of the community. Paint chips/sign, materials/landscaping, materials, drawings, pictures, examples are submitted with application 	<p>10</p> <p>10</p> <p>10</p>	

<ul style="list-style-type: none"> • Level of improvement's impact on overall appearance of facility; how noticeable and attention getting 	10	
<ul style="list-style-type: none"> • Productive life of improvements – durability and quality of the products used for the improvement to resist exposure to the elements of nature 	10	
<ul style="list-style-type: none"> • Design is tasteful and enhances the style and overall character of the project area and location 	10	
<ul style="list-style-type: none"> • Creates or retains full time on-site employment opportunities 	10	
<ul style="list-style-type: none"> • Creates new lease opportunity; Reuse/repurposing of vacant or underutilized property 	10	
<ul style="list-style-type: none"> • Amount of additional funding expended by the business, reinvestment in the property tax base 	10	
<ul style="list-style-type: none"> • Meets Comprehensive Plan goals; Meets identified Priorities; Meets Main Street Strategic Plan goals 	10	
<ul style="list-style-type: none"> • Level of historical significance of building/area being improved, as applicable; Level of attention to historical architecture (if applicable) 	10	
<ul style="list-style-type: none"> • Improvements will promote tourism and hotel occupancy; 	10	
<ul style="list-style-type: none"> • Increase in foot traffic and use of the building, business or facility by the community; 	10	
<ul style="list-style-type: none"> • Funding of the ADA compliance project results in providing publicly accessible restrooms to an area of the community that needs them 	10	
<ul style="list-style-type: none"> • Promotes the establishment or expansion of an EDC identified target business; Level of interest/desire for business in the community; Level of value added to the community by the business; 	10	
<ul style="list-style-type: none"> • OTHER: 		

By signing, I agree that all information provided is true and correct and agree to all terms and conditions.

Signature of Applicant (s)

Date

Signature of Building Owner(s)

Date

_____ Initials of Building Owner(s)

14. Complete and return all vendor forms so the SEDC can set up your business in the accounting system and be able to process your grant payment upon completion of the project:

1. W-9 (Available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
2. City of Sealy Vendor Registration Form
3. Electronic Funds Transfer Authorization – if applicable

WRITTEN CONSENT OF BUILDING OWNER TO ALLOW IMPROVEMENT PROJECT

Date: _____

Building address: _____

Building owner name: _____

Building owner address: _____

RE: Business Name: _____

In compliance with the Sealy Economic Development Corporation's Historic District and Business Improvement Grant Policy & Guidelines, Section 4 (A), I, (Building owner name) _____, consent to allow improvement project of the site to the building address identified above, for the business identified above. I approve the work to be completed as identified in the application, pages 14-21 and with all attachments to the application which show the before and after pictures of proposed project.

Sincerely,

Signature of building owner

Please either email this completed form to kellis@ci.sealy.tx.us, or mail or deliver to:
Sealy Economic Development Corporation
313 Main Street, P.O. Box 517
Sealy, Texas 77474



VENDOR REGISTRATION FORM

Please type or print.

Vendor's name (as shown on your income tax return): _____

Business (DBA) name, if different from above: _____

Vendor's phone number: _____

Vendor's fax number: _____

Vendor's E-mail address: _____

Contact's name: _____

Contact's address: _____

Contact's E-mail address: _____

Contact's phone numbers _____ Work 1: _____

Phone 2: _____

Home: _____

Mobile: _____

Remittance address: _____

Standard payment terms: _____

Purchase order address (if different from remittance address): _____

Standard freight Paid by Vendor Paid by City Shared cost
terms:

No shipping fees Other:

Preparer's signature/date: _____

Printed name/title: _____

Vendor set: _____ Vendor no.: _____ Entered by: _____

**CITY OF SEALY USE
ONLY:**



**CITY OF SEALY, TEXAS
VENDOR ELECTRONIC PAYMENTS PROGRAM**

The City of Sealy can process payments to its vendors via the ACH (Automated Clearing House) banking system. This system speeds up the payment process by avoiding the wait for paper checks to be printed, signatures to be obtained, remittance envelopes to be stuffed, sealed, and stamped, and vendors' payments to make their way through the postal system. The ACH banking system also streamlines the remittance process by electronically depositing funds directly into vendors' bank accounts, thereby eliminating the need to prepare deposits and make trips to the bank. For record keeping purposes, the City can mail, fax, or E-mail a remittance advice to vendors, detailing the invoices that are being paid and the date when the funds will be deposited into their accounts. If you are interested in participating in this payment processing system, please complete the information below and submit this form to:

**City of Sealy, Texas ATTN: Finance Department
415 Main Street P. O. Box 517 Sealy, TX 77474**

ELECTRONIC FUNDS TRANSFER AUTHORIZATION

_____ ("Vendor") sells or will sell goods and/or services to the City of Sealy, Texas. By executing this document, Vendor hereby (1) authorizes the City of Sealy to make payments for goods and services by electronic funds transfer (EFT) through the Automated Clearing House (ACH) system, (2) certifies that he/she/it has selected the following depository institution and directs that all such electronic funds transfers be made as specified below, and (3) certifies that he/she/it will be responsible for providing the City of Sealy with advance notice of any future changes in his/her/its depository institution or other payment instructions.

Vendor's Federal Taxpayer Identification Number: _____

Name of Vendor's Depository Institution: _____

Depository Institution's Address: _____

Depository Institution's Contact: _____ Phone No.: _____

Bank's Routing Transit No. (ABA): _____ Vendor's Bank Account No.: _____

Type of Bank Account: _____ Commercial Checking _____ Personal Checking _____

Commercial Savings _____ Personal Savings _____

Vendor's Contact for EFTs: _____ Phone No.: _____

To receive the details of your electronic payments, please enter the appropriate information for your preferred communication method below:

E-mail Address: _____ OR Fax No.: _____

OR Mailing Address: _____