



Community & Economic  
Development  
Van Alstyne

# **GRANT PROGRAM**

**Façade Grant**

**Retention and Expansion Grant**

**Community Grant**

**Emergency Relief Grant**

**Van Alstyne Community Development Corporation  
152 N. Main Drive  
P. O. Box 2151  
Van Alstyne, Texas 75495**

For additional questions regarding these grants or to obtain grant applications, please contact the Van Alstyne Community Development Corporation office at (903) 712-2002 or email pboatman@cityofvanalstyne.us.

The goal of the VACED Grant Program is to strengthen Van Alstyne, improve safety, and make the community more aesthetically appealing for residents and visitors. Grants are set in place to promote economic development, revitalize our existing commercial areas, and increase property values. Improvements by existing businesses may act as a catalyst for widespread revitalization throughout our community. To be considered for funding, applicants must meet all of the eligibility requirements.

## **ELIGIBILITY**

Only properties within the Van Alstyne CITY LIMITS are eligible.

COMMERCIAL property and/or BUSINESS owners and ORGANIZATIONS located within the eligible project area may apply for funding. (Tenants who do not own the property must have a signed lease agreement and submit a completed Letter of Property Owner Approval with their project application.)

Only EXISTING commercial/retail/office properties and community/City organizations are eligible under this program.

Projects NOT eligible for funding include, but are not limited to, the following: Reimbursement for professional fees (design, legal, or engineering services), new commercial construction, residential structures, fencing, burglar bars, visible roof repair (by itself) and non-visible roof repair. Construction that has been performed, underway, or placed under contract prior to approval of the project application will not be funded.

## **FUNDING**

As program funds are secured by a portion of the Van Alstyne Community Development Corporation Type B sales tax funds, grant program funds are limited each fiscal year.

Eligible applicants may apply for grants between and up to a certain amount depending on the project. The applicant must match the grant amount dollar-for-dollar. While some projects may exceed \$10,000 in total cost, the MAXIMUM grant from the Van Alstyne Community Development Corporation is **\$5,000**.

When completing the Project Budget Form, please be aware that in-kind services are not considered as part of the project budget.

The Van Alstyne Community Development Corporation is not responsible for cost overruns. All cost overruns are the responsibility of the applicant. Should the costs paid on the project be less than the initially approved grant amount, only the qualifying amount paid out on the project will be reimbursed.

## **APPLICATION**

Only complete and accurate applications will be accepted. The following documents are required at time of initial application:

- Project Application Form
- Project Budget Form
- Commitment to Maintenance Form
- Letter of Property Owner Approval (if applicant is not the property owner)
- Written bids for work to be completed (minimum two (2))
- Photographs of the current structure, space or property

- Drawings of renderings that illustrate improvements/repairs
- Other supporting plans or illustrations of improvements/repairs (if available)

## **PROGRAM PROCESS**

Eligible applicants must submit their application to the Van Alstyne Community Development Corporation (VACDC) at 152 N Main Dr., P. O. Box 2151, Van Alstyne, Texas 75495. Completed packets must be returned to the VACDC no later than ONE WEEK prior to the Board's regularly scheduled meeting to be reviewed that month.

Applications are reviewed and decided upon by the Board of Directors for the Van Alstyne Community Development Corporation during regularly scheduled meetings. Applicants whose projects are selected for funding by the Board will be notified in writing or electronic mail.

Before construction can commence, applicants are responsible for acquiring all necessary permits. Applicants must complete the approved work and request an inspection to verify conformance with the terms of approval.

Applicants may be asked to take part in a pre-construction meeting with city staff to address any questions the applicant or applicant's contractor may have about the process. Applicants are required to conform to all zoning regulations and building codes and must apply for and receive all necessary permits.

All approved construction must commence no later than 60 days after obtaining the necessary permits or project approval (if no permits required). Work must be completed within 90 days of that date. The Board may grant an extension to these deadlines if warranted and a variance request is submitted in writing.

Any changes from the approved design or costs must be submitted in writing to the Board of Directors of the Van Alstyne Community Development Corporation. The Board must review and approve the requested changes prior to construction.

All construction management is the responsibility of the applicant. The Van Alstyne Community Development Corporation is not responsible for the work completed, damage done, or any other action by any contractor on construction projects partially funded by this program.

The Van Alstyne Community Development Corporation reserves the right to make changes and modifications to this program as warranted without notice.

When all approved improvements are completed, the applicant must submit the Notice of Project Completion Form to the Board. This form serves as a request for inspection and a payment request. With this form, the applicant must submit original invoices and receipts related to the improvements. Invoices and receipts received after the form is submitted will not be considered for payment.

The Van Alstyne Community Development's administrative staff will review all completed projects for conformance with the approved criteria. The administrative staff may contact and/or meet with the applicant to request additional information, alterations to the project, or to discuss other details.

After all terms are met and the project is complete, the Van Alstyne Community Development Corporation will make payment for the approved amount.

## REVIEW CRITERIA

The Van Alstyne Community Development Board of Directors will evaluate project applications based on the following criteria:

- *Completion and accuracy of application.* The applicant must submit all required documentation related to the application.
- *Visual impact.* The improvements should make a significant, positive visual impact to the property itself and the corridor as a whole. Improvements should complement the existing structure and must be compatible with the surrounding properties and corridor as a whole. Alterations to the structure must conform to the program design guidelines.
- *Economic impact.* Improvements should increase the property's appeal and suitability for attracting quality businesses and customers. Projects should enhance the appearance of the property and serve as a catalyst for additional investments in the property and throughout the corridor.
- *Conformance with applicable regulations.* The project must conform to all applicable city, state, and federal regulations and permitting procedures.
- *Reasonableness of costs.* The costs associated with the project are reviewed for reasonableness and accuracy.
- *Matching funds and timeline.* The applicant will provide a description of matching funds and evidence that the improvements can be completed on time.
- *Commitment to maintenance.* The applicant must provide a commitment to maintaining the proposed improvements a minimum of one (1) year. Note: If one (1) year commitment is not met, applicant will be subject to reimburse funding.
- ***Use of local vendors.*** The use of local vendors/contractors for improvements is encouraged, when available.

## WHICH GRANT IS RIGHT FOR YOU?

The Van Alstyne Community Development Corporation offers four grants: Façade Grant, Retention and Expansion Grant, Community Grant, and the Emergency Relief Grant. While property and business owners are encouraged to make significant improvements to their entire property, only certain improvements are eligible for matching funds. Improvements eligible for funding under each respective grant includes, but is not limited to, the following:

### **Façade Grant**

Improvements you can see from the front that are attached to the building are eligible for consideration for a Façade Grant. Examples:

- Complete facade rehabilitation (landscaping not included)
- Replacement of broken window panes, window frames, broken storefront glass, and doors
- Scraping, priming, and painting of window frames, doors, cornice, and storefront
- Exterior treatments, such as brick, tile, stucco, stone, wood, or siding
- Attached signage and brackets
- Cleaning of exterior by appropriate methods, such as power washing or tile cleaning
- Exterior lighting fixtures (attached to structure)
- Canopies or window awnings
- Attached gutters or downspouts
- Restoration of historic or significant architectural features
- Visible roof repair (when in conjunction with other improvements)
- Non-visible roof repair
- Exception: Unattached signage will be considered

### **Retention and Expansion Grant**

Improvements not seen from the outside are eligible for consideration for a Retention and Expansion Grant. Maintenance repairs (i.e., HVAC) will not be considered. These improvements are meant to help businesses expand their operations to eventually add more employees or supplement current facilities to maintain operations.

### **Community Grant**

The Community Grant is dedicated explicitly to organizations located in a VA sales-tax producing region such as the City of Van Alstyne, VASA, KVAB, etc. The Community Grant includes quality of life projects (does not include façade grants or sponsorships).

### **Emergency Relief Grant**

The Emergency Relief Grant is dedicated explicitly to businesses located in a VA sales-tax producing region such as the City of Van Alstyne. This grant is designed to help provide relief to businesses which have experienced damages to their property due to natural causes, accidents, or circumstances outside the control of the business that impact daily operations. This grant is meant to help businesses with necessary repairs to expedite the return to normal operations.

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