



Small Business Retention and Expansion Grant Program 2022

1. PURPOSE

The purpose of the Buda Business Development Program is to assist relocating, new or existing Buda-based small business to achieve growth, and expansion by promoting new development, business expansion, and renovation of existing buildings/businesses in accordance with the City of Buda building regulations.

2. AMOUNT

Reimbursement grants up to \$10,000 per business, per year, may be awarded to eligible Buda businesses based on actual demonstrated need.

3. TYPES OF GRANTS

- 3.1 Building Improvements
- 3.2 Marketing
- 3.3 Workforce Development
- 3.4 Public Disasters and Emergencies

3.1 Building Improvements

3.1.1 Exterior grant – reimbursement funding of well-designed improvements to (exterior) fronts of a business. The purpose is to create a more attractive image while making it more accessible for customers and the community to enjoy. *Some eligible projects can include attached building signage, building entrances, doors, painting, windows, awnings, brick repointing, stone, and improvements to prevent crime (e.g. nighttime lights or streetlights).*

3.1.2 Interior grant – reimbursement funding for interior renovations and improvements that are permanent to the building. *Some eligible projects can include repairs to ceiling, grease trap, accessibility improvements for persons with disabilities, upgrades to electrical and plumbing systems, and new tenant space build out.*

3.2 Marketing Grant

This grant will support marketing efforts to increase business and achieve greater return on investment. This grant could reimburse the costs items that fall into marketing and advertising category.

Most signage will be considered as long as Buda Signage Regulations are followed. Buda must be present on the marketing materials. Examples are “Made in Buda,” “Proudly Rooted in Buda,” “Born in Buda,” “Buda Business,” or “Buda Made.”

3.3 Workforce Development Grant

The grant can provide funding for skill training or certification to support your new or existing employees.

3.4 Grants related to Public Disasters and Emergencies

This grant assists businesses during times of publicly declared disasters and emergencies.

4. GRANT APPLICATION

Each grant applicant must demonstrate in its application, with supporting documentation, how a grant award would promote new or expanded business development in Buda. The board or its designated representative will decide each grant application on a case-by-case basis after considering the following: completeness of application, including supporting and relevant documents; business issues that apply to a specific grant category; market conditions affecting the nature of the applicant business; and other eligibility criteria as identified by the board. Grants are competitive. Decisions on complete grant applications will be made on a first-come first-served basis, and grants will be awarded until program funds are depleted. Tenants must have authorization from the property owner to apply for a grant that includes improvements. The grant award decisions of the Buda Economic Development Corporation Board of Directors are final.

5. (BASIC) ELIGIBILITY REQUIREMENTS

- 5.1. Businesses must be located within the City Limits of Buda, Texas or in its ETJ.
- 5.2 The proposed project, if applicable, must comply with applicable regulations, city-approved planning studies, comprehensive plan designations, City Ordinances, Building Codes, and the Americans with Disabilities Act.

- 5.3 Building Improvement Grant applicants must supply at least 1 estimate for proposed work. Preference should be to local contractors.
- 5.4 All bills, charges, or taxes due to the city of Buda must be current.
- 5.5. Tenant must provide a written authorization from the property owner to obtain any grant affecting tenant's leased premises.
- 5.6. This grant program excludes national franchise(s) unless the franchise owner resides in Buda or its ETJ.
- 5.7. This grant program excludes home based businesses if businesses have an annual gross revenue total less than \$20,000.
- 5.8. All grant recipients shall sign a short performance agreement with the Buda EDC.
- 5.9. Businesses must stay open in Buda one year from the date of the businesses grant completion. Businesses that fail to comply must repay 100% of the grant funds received.

6. BOARD OVERSIGHT AND DISCRETION

The Buda Business Development Program is sponsored, funded, and monitored by the Buda Economic Development Corporation Board of Directors who may amend, adjust, or eliminate the program at any time.

In granting any grant award, the Board must find that the grant to the business will promote new or expanded business development within the City of Buda or its jurisdiction. The grant award decisions of the Buda Economic Development Corporation Board of Directors are final.

7. APPLICATION AND REIMBURSEMENT PROCESS

Note: Building Restoration > First please submit a request through the city to get the correct permit > [City submission process for permits on project](#).

- 7.1 Submit application online
- 7.2 Review by incentive committee
- 7.3 Applications submitted prior to the 25th of each month will be reviewed and approved during the following month's BEDC board meeting. BEDC board meetings are held on the second Monday of each month. Materials and application should **be submitted and approved by the staff by the 25th of each month prior to the scheduled board meeting date.**

- 7.4 If a grant application is approved, the business will receive an award letter from the EDC confirming the terms of the grant.**
- 7.5 Applicants have 90 days to start work after approval from the city (if required) or the grant award becomes null and void.
- 7.6 Construction projects MUST be completed within 9 months of permit approval from the city (if permit is required). Time extensions may be granted at the discretion of the Buda EDC Board of Directors if substantial progress has been made on the project.
- 7.7 Each grant recipient must submit a written request for reimbursement and include supporting receipts, photos (if appropriate) or other documentation showing that the recipient complied with the terms of the grant before any reimbursement will be paid. Grant recipients will receive their grant funds within 30 days of an approved request for reimbursement.

Notes:

The applicant must agree that, in the event of default of its obligations, the applicant shall repay to the BEDC the amount of grant funds it has received. The form of such payment shall be a cashier's check or money order, made payable to the Buda Economic Development Corporation.