



7019 Pleasant Ridge Road * Coffee City, TX 75763 * Phone: (903) 876-3414 * Fax: (903) 876-2433

COFFEE CITY ECONOMIC DEVELOPMENT GRANT PROGRAM GUIDELINES & CRITERIA TO BE USED FOR BUSINESSES THAT OWN PROPERTY/BUILDING

Projects eligible for funding are authorized by state law under The Development Corporation Act (Chapters 501 to 505 of the Texas Local Government Code) Some of these include:

- Certain targeted infrastructure projects necessary to promote or develop new or expanded business enterprises, limited to streets and roads, rail spurs, water, sewer, electric and gas utilities, drainage, site and related improvements, telecommunications, and Internet improvements.
- Projects consisting of professional and amateur (including children's) sports, athletic, entertainment, tourist, convention and public park purposes and events.
- Projects in a city with a population of 20,000 or less, that assist with land, buildings, equipment, facilities expenditures, targeted infrastructure and improvements found by the board to promote new or expanded business development, provided projects which require an expenditures of more than \$10,000, must be approved by the city council with the adoption of a resolution authorizing the project and giving the resolution two separate readings.

Guidelines

- Projects must be for public use or otherwise meet the definition of "project" as that term is defined in state law.
- Preference may be given to Applicants who have not received funding from CCEDC within the previous 12-month period.
- Preference may be given to Applicants who develop and demonstrate multiple revenue streams to financially support Project for which grant funds are requested.
- Approved Project must be completed within one year.
- Applications must be completed in full, providing all information requested, to be considered by the CCEDC board.
- Applicant must be a government agency, business or non-profit organization.
- Project must have an economic, social, cultural or environmental impact on the community.
- Funds are not granted for personnel, marketing, promotion or advertising purposes.
- Funds for approved grants will be expended on a reimbursement basis. Copies of invoices/receipts must be provided to CCEDC to ensure compliance with state statute and the terms of the performance agreement. Once verified, CCEDC will process check requests for payment.

Application Process

Applications are available at Coffee City Hall at 7019 Pleasant Ridge Rd. (CR 4219), Coffee City, Texas. They may also be obtained by calling (903) 876-3414.

Please call to discuss your proposal and application in advance of completing the form and submitting the information requested.

Please note: The completed application and all supporting documents are required to be submitted electronically for consideration by the CCEDC Board.

Review Process

Coffee City EDC is responsible for final approval on applications for funding projects and initiatives in accordance with state law. The board consists of seven members, appointed by the Coffee City-City Council. The application Review Process is outlined below.

- CCEDC staff is available to review draft application, prior to submission, and answer questions. Staff may request additional information at this time.
- Completed applications must be submitted electronically in accordance with the grant schedule outlined previously.
- Applications may be reviewed by CCEDC legal counsel to determine if the request for funds is eligible under state law.
- Once eligibility for consideration is confirmed, Applicants will be notified and placed on a meeting agenda to make a presentation to the EDC Board. Following each presentation, board members will have an opportunity to ask questions of the applicant. Please note: this is a formal presentation and time limits may be imposed.
- The meeting will be a public meeting, and notice of the application and request for funding will be published and posted in accordance with the requirements of the Open Meetings Act and The Development Corporation Act. The application, along with all documents/attachments included will become public information.
- Board action will generally be scheduled for the following month's board meeting. However, the schedule may be delayed if the board determines additional research and/or discussion is warranted. When action is taken, the board may approve, table or reject an application, by a majority vote of the board members present.
- Funds awarded for approved applications are expended on a reimbursement basis.

Please note: Public Hearings must be held for projects receiving \$10,000 or more in funding. Public funds will become available to an approved applicant 60 days after the date of publication of the Public Notice.

Evaluation

Coffee City EDC members will consider the following information when evaluating applications.

- Application was completed in full
- Availability of grant funds
- Applicant's funding history
- Eligibility under state law
- Alignment with CCEDC mission and strategic priorities
- Alignment with City of Coffee City strategic priorities
- Evidence of public and private financial support
- Potential to achieve Project goals
- Positive impact on Coffee City
- Significant return on investment
- Applicant's strength and stability- healthy finances, sound business plan, strong mission and programs, proven results, stable staff.

All projects must be located in the City of Coffee City.

For projects to be considered for funding, the targeted minimum points necessary will be 50 points.

If project is funded, Grantee must recognize Coffee City Economic Development Corporation as a sponsor/funder of the Project in all advertising, publicity and promotional vehicles, using the following (or substantially similar) verbiage:

"This (Project) is funded in part by the Coffee City Economic Development Corporation."

CCEDC will provide camera-ready logo art for placement on promotional and publicity materials, if applicable.



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COFFEE CITY ECONOMIC DEVELOPMENT CORPORATION Grant Application

IMPORTANT:

- Please read the Coffee Cit Community Development Grant Program Guidelines & Criteria prior to completing this application.
- Please call to discuss your plans for submitting an application in advance of completing the form. Completed application and all supporting documents are required to be submitted electronically for consideration by the CCEDC Board. Please submit the application to:

citysecretary@cityofcoffeecity.com

ORGANIZATION INFORMATION

Name: _____
Federal Tax I.D.: _____
Incorporation Date: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____
Website: _____

Check one:

- ☐ Nonprofit – 501(c) Attached a copy of IRS Determination Letter
☐ Governmental entity
☐ For profit corporation
☐ Other

List any professional affiliations and organizations to which your organization belongs.

History of the organization:

REPRESENTATIVE/ CONTACT COMPLETING APPLICATION:

Name: _____
Title: _____
Phone: _____
Email: _____

FUNDING

Total amount requested: _____
Matching Funds available: _____

DESCRIPTION OF PROJECT

Indicate the eligibility of your project as described in the projects eligible for funding. Outline details of your project including scope, goals, objectives, target audience, et.
Include planned activities, time frame/schedule, location of project, goals for growth/expansion in future years.

Is this a new project, or an expansion or improvement?

Has a feasibility study or market analysis been completed for this project. If so, please attach.

Start Date: _____ **Completion Date:** _____

Board of Directors: _____

Leadership Staff: _____

Please provide a budget for the proposed project:

What percentage of project funding will be provided by the applicant?

Are matching funds available: YES or NO

Cash \$ _____	Source _____	% of Total
In-Kind \$ _____	Source _____	% of Total

Are other sources of funding available? If so, list source and amount.

Have any other federal, state, or municipal entities or foundations been approached for funding? If so, please list entity, date of request and amount request.

Acknowledgements:**If funding is approved by the CCEDC board of directors, Applicant will assure:**

- The project for which financial assistance is sought will be administered by or under the supervision of the applying organization;
- All funds awarded will be used exclusively for the purpose described in this application;
- CCEDC will be recognized in all marketing, outreach, advertising and public relations as funder of the Project. Specifics to be agreed upon by applicant and CCEDC and included in an executed performance agreement;
- Organization's officials who have signed the application are authorized by the organization to submit the application;
- Applicant will comply with the CCEDC Grant Guidelines in executing the Project for which funds were received.
- A final report detailing the success of the Project will be provided to CCEDC no later than 30 days following the completion of the Project. Final Report Form is attached in your packet.
- Upon Completion of 80% of the total approved project, grantee may request reimbursement, up to 80% expended, prior to conclusion of the Project, with submission of paid invoices/receipts to CCEDC. The final 20% may be paid following CCEDC's receipt of all paid invoices/receipts; documentation of fulfillment of obligations to CCEDC; and final report on the Project.
- The required performance agreement will contain a provision certifying that the applicant does not and will not knowingly employ an undocumented worker in accordance with Chapter 2264 of the Texas government Code, as amended. Further, should the applicant be convicted of a violation under 8 U.S.C. § 1324a(f), the applicant will be required to repay the amount of the public subsidy provided under the agreement plus interest, at an agreed to interest rate, not later than the 120th day after the date the CCEDC notifies the applicant of the violation.

We certify that all figures, facts and representations made in this application, including attachments, are true and correct to the best of our knowledge.

Chief Executive Officer**Representative Completing Application**

Signature

Signature

Printed Name

Printed Name

Date

Date

CHECKLIST:

Completed Application:

- ☐ Use the form/format provided
- ☐ Organization Description
- ☐ Outline of Project; Description, goals and objectives
- ☐ Indicate CCEDC goal(s) that will be supported by this Project
- ☐ Project timeline and location
- ☐ List of board of directors and staff

Attachments:

- ☐ Financials: Organization's budget for current fiscal year; Project budget; audited financial statements
- ☐ Feasibility Study or Market Analysis if completed (Executive Summary)
- ☐ IRS Determination Letter (if applicable)



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COFFEE CITY COMMUNITY DEVELOPMENT GRANT Final Report

Organization: _____
Funding Amount: _____
Project: _____
Start Date: _____ Completion Date: _____
Location of Project: _____

Please include the following in your report:

- Narrative report on the Project
- Identify goals and objectives achieved
- Financial Report – budget as proposed and actual expenditures; with explanations for any variance
- Photographs, videos, et.

Please submit Final Report no later than 30 days following the completion of the Project:

Coffee City Economic Development Corporation

Coffee City, TX 75763
Attn: City Secretary
citysecretary@cityofcoffeecity.com