



BERTRAM ECONOMIC DEVELOPMENT CORPORATION MATCHING SIGN GRANT PROGRAM

INTRODUCTION STATEMENT

The Bertram Economic Development Corporation has established and funded the Matching Sign Grant Program for the City of Bertram. The program provides matching grant funds to existing businesses and non-residential properties within Bertram and its extraterritorial jurisdiction (ETJ).

OVERVIEW

This program is designed to encourage physical improvements and commercial revitalization along our Corridors, while encouraging commitment to improve the overall aesthetics of Bertram. Generally, it encompasses street facing signage of income-producing non-residential businesses along Highway 29; other properties will be considered on a case-by-case basis. Grant funds are limited to a maximum of 50% of the project cost, up to \$2,500. Eligible projects include new street facing sign installations, abandoned sign removal and illegal sign removal. The Bertram EDC Matching Sign Grant Program is set up as a single payment reimbursement to property owners per building / business and in some situations tenants. Grant funds will only be approved for new signs which are in alignment with the City's UDC. Any abandoned or illegal signs located on the property must be removed to be eligible for grant funds. Matching grant funds are available on a first come, first serve basis until total funds for the cycle are depleted. No grant will be awarded for work that has already been started, completed or for work covered by insurance. Application must be reviewed and approved before eligible work may begin. If awarded a sign grant, any deviation from the approved grant project may result in total or partial withdrawal of the grant funds. A Bertram EDC Sign Grant sign must be displayed in the recipient's storefront window for a minimum of three (3) months to publicly recognize the grant program.

ELIGIBILITY GUIDELINES

All applicants are required to review the following items to ensure eligibility requirements are met.

Provide Drawings: All grant applications must include a scale drawing with the name of the project manager or contractor of the proposed grant work to be done. Include color or colors for the sign and materials to be used. Acceptable sign façade materials would include but is not limited to Rock, Metal, Stone or Stucco. The Bertram EDC does not dictate coloring for signs however the color(s) need to be conducive with other properties.

Approval Process & Eligibility:

- a)** All sign grant projects must meet the UDC and permit requirements.
- b)** Abandoned or illegal signs located on the property must be removed to receive grant funds.
- c)** The Bertram EDC Board of Directors meets once a month and applicants may be requested to attend to answer questions regarding their grant application. Failure to attend a Bertram EDC Board meeting when requested shall be cause for rejection of the application.

- d)** Notwithstanding anything stated in this application to the contrary, final approval for any grant shall be vested in the Bertram EDC Board of Directors.
- e)** Only Applications properly and fully completed will be considered. Incomplete applications may be returned with a request for additional information.
- f)** An Applicant who submits an application and is denied for a grant by the Bertram EDC Board is not eligible to re-submit a grant application for six (6) months from the denial date.
- g)** Applicants who receive approval by the Bertram EDC Board are to commence construction as described in the application within sixty (60) days of the award date.
- h)** Applicants must complete the construction described in the submitted application within three (3) months from the date the grant is approved by the Bertram EDC Board.
- i)** If the Applicant is unable to complete the project within three (3) months of the award, the Applicant must submit a written request for extension of the completion date. However, the extension request **MUST** be made prior to the three (3) months' time limit. The Bertram EDC Board is not obligated to allow extensions but may do so for reasonable cause if so determined by the Bertram EDC Board.
- j)** An extension, if granted, will be for the term and conditions determined exclusively by the Bertram EDC Board. An extension denial cannot be appealed and will be final.
- k)** The Bertram EDC Board shall have sole discretion in awarding grants. There is no proprietary right to receive grant funds.
- l)** The review criteria may include, but is not limited to, compatibility, materials, colors, streetscape objectives and overall revitalization impact of the Highway 29 corridor.
- m)** Applicant is to provide photographs of the project site as part of the application request and also after the project is completed, as a condition of final grant funding.
- n)** Applicant is required to obtain applicable City permits and City approvals required for the construction if a grant is awarded.
- o)** No Applicant, nor Applicant agent, representative or tenant shall be entitled to receive grant approval on the same property if requested within three (3) years from the date a previous grant was awarded by the Bertram EDC Board.
- p)** When the entire grant project has been satisfactorily completed and reviewed, the applicant will present the Bertram EDC Board with copies of paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.



SIGN GRANT APPLICATION

Return the completed application with necessary attachments and signatures to City Hall no later than 12:00 PM (noon) on the first business day of the month.

Applicant Name: _____

Date: _____

BusinessName: _____

Mailing Address: _____

Contact Phone: _____ Email: _____

Building Owner (if different from applicant): _____

Physical Building Address: _____

Provide project details for Matching Sign Grant: (Attach list of materials and colors to be used, sign design, as well as photographs of the project site).

Provide a list of Contractors, Proposals and Total Amounts (please attach original bids):

Self-contracted Work: Reimbursement is for actual expenses; excluding labor for self-contracted work.

Construction Bids: Construction bids submitted by an Applicant must be current and dated no earlier than thirty (30) days prior to the request.

Bids need to be itemized in a manner that allows the Bertram EDC Board to determine bid components.

*MINIMUM of three (3) bids required for each project.

TOTAL COST OF PROPOSED PROJECT: \$ _____

GRANT AMOUNT REQUESTED (50% or up to \$2,500 MAX): \$ _____

DATES TO REMEMBER:

- Work must commence 60 days after final approval.
- Work must be completed 3 months after final approval.



SIGN GRANT AGREEMENT

Return the completed Agreement with necessary attachments and signature to City Hall.

I have met and fully understand the Matching Sign Grant program established by the Bertram EDC Board. I intend to use these grant funds for the aforementioned renovation project(s) in support of the City's Highway 29 corridor revitalization efforts. I have not received, nor will I receive, insurance monies for this revitalization project.

I have read the Matching Sign Grant Introduction, Eligibility Guidelines, Application and Agreement.

I understand that if I am awarded a Matching Sign Grant, any deviation from the approved project may result in partial or total withdrawal of the grant. Further, I understand the materials and processes involved and have been given an opportunity to ask questions regarding the grant program. If the sign is altered for any reason within six (6) months from construction, I may be required to reimburse the EDC immediately for the full amount of any funds from the Matching Grant.

Should Bertram EDC find that Grantee has not maintained the required commercial status of the property in accordance with the terms of this Agreement, or should Bertram EDC find that Grantee has breached any other term of this Agreement; the Grantee agrees to repay all Grant monies that have been disbursed by Bertram EDC to Grantee as remedy for the default.

Repayment shall be made by Grantee within 30 days of receipt of a written demand from Bertram EDC. Failure to timely repay the Grant shall constitute a breach of this Agreement.

APPLICANT

Signature: _____

Print Name: _____

Date: _____

BUILDING / PROPERTY OWNER'S SIGNATURE (IF DIFFERENT FROM APPLICANT)

Signature: _____

Print Name: _____

Date: _____



BERTRAM EDC BOARD REVIEW

Signature: _____

Print Name: _____

Date: _____

Amount Recommended: \$ _____

Approved

Rejected

CITY COUNCIL REVIEW

Signature: _____

Print Name: _____

Date: _____

Amount Granted: \$ _____

Approved

Rejected

This application and said attachments, if any, do not constitute a binding agreement, nor may they be used against the City of Bertram or the Bertram Economic Development Corporation and its Directors. Upon final approval from both the BEDC and City Council, a formal agreement shall be generated by the city attorney, outlining the terms and obligations of all parties involved. The applicant shall be required to acknowledge and sign the final contract, or the application shall become null and void. The Submitting of a grant application does not obligate payment nor guarantee approval by the Bertram EDC or the City of Bertram.