

Caddo Mills

Economic Development Corp

BUSINESS & IMPROVEMENT GRANT APPLICATION

General Purpose and Objectives

One of the ways in which the Caddo Mills Economic Development Corporation assists its local businesses is through a Grant Program for the refurbishment, beautification, and redevelopment of their buildings. These grants are available in two amounts:

- **Business Grant** - A grant of up to 50% of the investment by the owner/lessee of a building.
- **Improvement (Mini) Grant** - A grant of up to \$5,000 for an investment in a local business. This grant generally applies to signage, façade renovations or business improvements.

REQUIREMENTS: **Business Grant**

1. This grant program is **up to a 50% match** funded on a reimbursement basis. For example, a total investment of \$30,000 provides up to a \$15,000 grant, according to the discretion of the CMEDC. All cases are handled on case-by-case basis. Each application will be measured based on expected sales tax revenue generation, potential local work force hired, overall benefit to the city and community, and expected increase in property taxes.
2. The grant must be used on property within the area designated within the current city limits. The grant must be received and used within one calendar year of the approval date by the CMEDC.
3. The applicant must be a legal business entity, registered with the Texas Secretary of State's Office. If renting space, the business owner must have the property owner's authorization.
4. Work must be preceded by a Building Permit from the City and must adhere to the requirements of the City of Caddo Mills Codes and Ordinances (stated on last page).
5. Grant applications will not be accepted for work that has already been completed more than one year prior to the submission or work that is covered by insurance.
6. Funds are paid on a reimbursement basis once completed work has been verified and a Certificate of Occupancy has been issued.

7. Grant applications and awards may be applied to either a single property or single project. The maximum award amount available annually per project is reviewed on a case-by-case basis. Items for which a grant may be used include, but are not limited to, the following:
 - a. Improvements to the existing exterior structure;
 - b. Improvements to the front façade;
 - c. Interior upgrades;
 - d. Mechanical upgrades such as HVAC upgrades; plumbing upgrades
 - e. Signage;
 - f. General building/property beautification including landscaping;
 - g. Parking lot improvements.

8. If an applicant is awarded a grant for any work performed pursuant to this program and the work is altered for any reason within one year from the date of construction, the applicant may be required to reimburse the Caddo Mills Economic Development Corporation for the full amount of the grant.

REQUIREMENTS: Improvement (Mini) Grant

1. This grant program is funded on a reimbursement basis for project costs equaling up to \$5,000.
2. The grant must be used on property within the area generally defined as within the current city limits.
3. The applicant must be a legal business entity, registered with the Texas Secretary of State's Office. If renting space, the business owner must have the property owner's authorization.
4. Work must adhere to the requirements of the City of Caddo Mills Codes and Ordinances.
5. Grant applications will not be accepted for work that has already been started more than one year prior to the grant submission or for work that is covered by insurance.
6. Funds are paid on a reimbursement basis once completed work has been verified and a Certificate of Occupancy has been issued, if required.

While the below list is not exhaustive, examples of projects that could be funded under this grant are:

A) Facade Improvements - signs, visual treatments (paint, stucco, windows, etc.), awnings, landscaping, non-movable decorative items.

B) Technical Assistance – web design, virtual storefronts, subscriptions to online payment services (one-time initial payment only), technology used to capture images of products, items used in the shipping of products.

C) Manufacturing – tools, equipment and items used in the manufacturing, compounding, or development of products.

D) Business Fixtures – tables and chairs used to expand the number of seats available at a restaurant, retail display items used to better market materials, display lighting, point of sale machines -

Projects not fundable under this grant include, but are not limited to:

A) Requests from franchised businesses.

B) Financing of inventory

C) Refinancing existing debt

D) Requests from home-based businesses

E) Businesses who do not have a physical storefront open to the public within Caddo Mills.

7. If an applicant is awarded a grant for any work performed pursuant to this program and the work is altered for any reason within one year from the date of construction, the applicant may be required to reimburse Caddo Mills EDC for the full amount of the grant.

Name of Applicant: Brittani Gunnels
Name of Business: G4 Fitness, LLC
Project Address: 4388 FM 1565 Caddo Mills, TX 75135
Mailing Address: 2255 Doe Xing Caddo Mills TX 75135
Email Address: g4fitnesscm@gmail.com
Phone Number of business: 903.603.2492
Cell Number of contact: 903.603.2492

PROPERTY OWNER INFORMATION

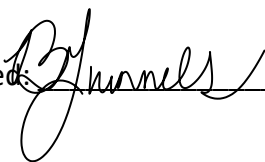
(if not applicant)

Name of Owner: ETM Aviation, LLC
Owner Address: 3611 William D Tate Grapevine TX 76051
Email Address: emcguire@generalcontractor.com
Phone Number: 817.994.1573
Total Estimated Cost of Project: \$275,000- Total / \$40,000- Renovations
Total Grant Requested: \$20,000

Have you ever received another Improvement Grant for this property?

Yes _____ No X

I hereby certify that I understand the conditions for this grant and will abide by them.

Signed: 

Date: 01/02/2025

Printed name: Brittani Gunnels

| Type of Work (Check all that apply) | Estimated Cost | Grant Requested |
|--|-----------------------|------------------------|
| _____ Signage | _____ | _____ |
| _____ Paint Exterior/Interior | _____ | _____ |
| _____ Utility Upgrades | _____ | _____ |
| _____ Façade Renovation | _____ | _____ |
| _____ Property Beautification | _____ | _____ |
| _____ Building Renovation | \$41,386.88 | _____ |
| _____ Pavement Improvements | _____ | _____ |
| _____ Awnings | _____ | _____ |

Details of Planned Improvements relating to Grant Request:

Interior upgrades; paint, flooring, removal of walls and updating of restrooms.

Exterior upgrades; Signage on both the exterior of building and a freestanding sign close to the road.

Adding rock around the exterior of the building to improve the drainage. Updating doors and cleaning

exterior of building. Adding a walk-way for customers and attending the the overgrowth of grass

weeds on the property.

APPLICATION CHECKLIST

- Completed Application
- Completed Agreement Form
- Photo of the building
- Written cost estimate for improvements
- Rendering of improvements to be made
- Detailed description of the proposed improvements to be made to the building/parking lot. This description must include information on the methods and materials to be used for the improvements.
- Verification that property taxes on the property are paid and current.

AND

- If the applicant is not the property owner, a letter is attached from the owner giving approval for the improvements to be made.

Caddo Mills Economic Development Corp

RENOVATION GRANT APPLICATION

AGREEMENT FORM

I understand the procedures established by the City of Caddo Mills Economic Development Corporation in determining grant eligibility.

I have read and understand the grant procedures and guidelines.

I understand that, if I participate in this program, any deviation from this agreement will result in the withdrawal of funds and disqualification from the program.

I agree to comply with all City of Caddo Mills ordinances and obtain all applicable permits related to the project.

I agree to give a copy of all receipts showing expenditures for the project work completed of the project and funds.

I understand that the Grant is not funded by the City of Caddo Mills, but that funding requires City Council approval.

I agree to start the project at the earliest possible date and to complete it in a timely manner which should generally consist of 6 months (continuations subject to Board approval).



Applicant Signature

1/2/2025

Date

CMEDC Signature

Date