



## SMALL BUSINESS INCENTIVE GRANT PROGRAM (SBIG)

Please complete and  
attach **ALL 7** pages of  
the GEDC SBIG  
Application

820 St. Joseph Street PO Box 547 Gonzales, Texas 78629 Phone 830-672-2815 Fax 830-672-2813  
[www.GonzalesEDC.org](http://www.GonzalesEDC.org)

The GEDC'S mission is to assist existing and new businesses, creating wealth and stimulating activity that will increase the property tax base and the collection and reporting of sales tax within the city limits of Gonzales.

For fiscal year October 1, 2016 – September 30, 2017, \$75,000.00 has been allocated for this grant program by the GEDC Board of Directors. Submission of a completed SBIG application is not assurance of project funding. The Board reserves the right to negotiate with successful applicants. All decisions of the GEDC Board are final.

### SBIG APPLICATION SUMMARY

Name of Applicant: \_\_\_\_\_

Business Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Details of the project for which grant is requested (Attach additional sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total cost of proposed project: \$ \_\_\_\_\_

Amount of grant requested: \$ \_\_\_\_\_

*(Up to 50% of Total Cost above – not to exceed \$15,000)*

This is a cost reimbursement program.

All bids/proposals from  
contractors/suppliers  
you intend to utilize must  
be attached to this  
application.

Estimated Time Frame (length of project – beginning/ending month) \_\_\_\_\_

How many jobs will be **created** as a result of this program? Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

How many jobs will be **retained** as a result of this program? Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

*Employees/families of the City of Gonzales or GEDC are not eligible for this program.*

## VERIFICATION

I (We), hereinafter referred to as "Applicant", on behalf of the identified entity, submit to Gonzales Economic Development Corporation, hereinafter referred to as "GEDC", this application for consideration of a grant under the provisions of the GEDC'S Small Business Incentive Grant Program (SBIG) and certify that all the information furnished to GEDC has been furnished freely by the Applicant(s), herein, and further acknowledge that no rights or privileges may be relied on as a part of any application. In addition, it is acknowledged that the GEDC may or may not approve a grant based upon application or request hereunder purely as a matter of discretion, and that there is no legal right to rely on any previous actions taken in same or similar applications, or previous actions taken on other applications concerning the same or similar property.

<hr/> <b>Applicant Signature</b>	<hr/> <b>Date</b>
<hr/> <b>Co-Applicants Signature</b>	<hr/> <b>Date</b>
<hr/> <b>Property Owner Signature (<i>if different from Applicant</i>)</b>	<hr/> <b>Date</b>
<hr/> <b>Received by GEDC</b>	<hr/> <b>Date</b>
<hr/> <b>Approved by Zoning Official</b>	<hr/> <b>Date</b>
<hr/> <b>Approved by City Building Official</b>	<hr/> <b>Date</b>
<hr/> <b>Approved by City Fire Official</b>	<hr/> <b>Date</b>
<hr/> <b>Public Hearing Held by GEDC</b>	<hr/> <b>Date</b>
<hr/> <b>Approved by GEDC Board of Directors</b>	<hr/> <b>Date</b>
<hr/> <b>Approved by City Council</b>	<hr/> <b>Date</b>

## GUIDELINES FOR SMALL BUSINESS INCENTIVE GRANT PROGRAM

- The GEDC Small Business Incentive Grant (SBIG) is a GRANT program available to businesses located within the City Limits of Gonzales, Texas.
- A meeting with the City's Building Official and Fire Official for a mini-plan review must be held before grant applications are presented to the GEDC Board for approval of funding.  
Appointments with the City's Building and Fire Officials will be made thru the GEDC Office.
- A review of your business plan and financials will be required prior to submission. The University of Houston-Victoria Small Business Development Center (SBDC) will perform a review in their office. Once your business plan and financials are reviewed by the SBDC office, a letter will be written verifying the review to be included in your packet. If you require additional assistance in the preparation of your business plan or financials, an SBDC advisor can assist you confidentially and without cost. If assistance is required, it can take up to 6 weeks, depending on the completeness of your plan and financials. NO application will be accepted by the GEDC without the letter of review from the SBDC. The applicant will need to set up an appointment with the SBDC advisor, 830-857-4514. Be sure and allow sufficient time to complete your packet.
- The Economic Impact Analysis information sheet and SBIG Questionnaire sheet must be completed and submitted with all applications, along with bids/proposals from contractors/suppliers you intend to utilize. No application will be accepted if incomplete.
- Applications will be reviewed quarterly; January, April, July, October.  
All applications must be in the possession of the GEDC office 30 days prior to the Monthly meeting of the GEDC Board of Directors, the 4<sup>th</sup> Monday of each month.
- All funding will be approved by the GEDC Board of Directors in an Open Meeting. Attendance by applicant at that meeting is strongly encouraged.
- Funding voting and announcements will be made during a Regular Meeting of GEDC.  
APPLICANTS will be notified of those meetings at least 7 days in advance.
- All projects approved by GEDC must then be presented to City Council for funding approval.
- All projects are subject to a 60 day Public Comment Period from the date of publication in the newspaper of record, a Public Hearing on the application, and a Performance Agreement with Claw-backs in place, prior to any funding. These are statutory requirements.
- The maximum amount of funding is 50% of the project cost, or a maximum amount of \$15,000.00. This does not guarantee the maximum grant will be awarded for every application.
- Grants are made based on reimbursement of project expenses. Applicants are responsible for presenting copies of invoices and proof of payment of those invoices, along with a legible spreadsheet, to the GEDC office to be eligible for reimbursement.
- Upon funding of grant, APPLICANT will sign a Performance Agreement (Pages 6 & 7) stating they will remain in business during the term of the agreement, and will maintain the minimum number of retained and/or created jobs, stated on the application, during that time.

Any questions should be directed to:  
Genora C. Young, Pres/CEO, City of Gonzales  
820 St. Joseph Street ~ Gonzales, Texas 78629 Office: 830-672-2815 ~ Cell: 830-263-9327  
or by email at [gyoung@cityofgonzales.org](mailto:gyoung@cityofgonzales.org)

**Gonzales Economic Development Corporation**  
**SBIG Application Questionnaire for Fiscal Year 2016 – 2017**  
(October 1, 2016 – September 30, 2017)

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

- .....
1. Has applicant received GEDC funding assistance in the last 2 years? \_\_\_\_\_
  2. Has applicant received GEDC funding assistance in the past? \_\_\_\_\_ For what business? \_\_\_\_\_  
Amount? \_\_\_\_\_
  3. How many jobs will this project create? \_\_\_\_\_ Average Salary? \_\_\_\_\_
  4. How many jobs will this project retain? \_\_\_\_\_ Average Salary? \_\_\_\_\_
  5. Will local contractors be used? YES \_\_\_\_\_ NO \_\_\_\_\_ *If NO explain* \_\_\_\_\_  
\_\_\_\_\_
  6. Will local suppliers be used? YES \_\_\_\_\_ NO \_\_\_\_\_ *If NO explain* \_\_\_\_\_  
\_\_\_\_\_
  7. Is the owner involved in the daily management of the business? YES \_\_\_\_\_ NO \_\_\_\_\_
  8. How long has the business been in existence in Gonzales? \_\_\_\_\_
  9. Are there locations in addition to Gonzales? YES \_\_\_\_\_ NO \_\_\_\_\_ If so where? \_\_\_\_\_
  10. What is the amount/percentage of applicant's equity injection in project? \_\_\_\_\_
  11. Does the business/service collect sales tax? YES \_\_\_\_\_ NO \_\_\_\_\_
  12. What is the estimated amount of sales tax collected annually? \_\_\_\_\_
  13. Is the business/service current on all tax liabilities? YES \_\_\_\_\_ NO \_\_\_\_\_  
*If NO explain* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  14. Has the applicant submitted plans to the City Building and Fire Officials for approval?  
YES \_\_\_\_\_ NO \_\_\_\_\_ Date submitted? \_\_\_\_\_  
Have plans been approved? YES \_\_\_\_\_ NO \_\_\_\_\_ *If NO explain*

## Economic Impact Analysis Worksheet

*This Economic Impact analysis worksheet is provided by LCRA at no charge to the applicant or GEDC.*

### ***Section 1: To be completed by business***

Primary NAICS, or SIC, or brief business description:

---

Construction start date: \_\_\_\_\_ Estimated operations start date: \_\_\_\_\_

Total year-one ***company investment*** in local economy: \_\_\_\_\_

Land: \_\_\_\_\_

Building (new construction or remodel): \_\_\_\_\_

Equipment: \_\_\_\_\_

Infrastructure extensions/improvements: \_\_\_\_\_

Training: \_\_\_\_\_

Other: \_\_\_\_\_

Estimated annual revenues for proposed facility: \_\_\_\_\_

New jobs created and/or existing jobs retained: \_\_\_\_\_

Average annual wages: \_\_\_\_\_

Estimated percent local hires: \_\_\_\_\_

Additional company investment in local economy after year one, if known:

---

Additional workers (and average wage) after year one, if known:

---

### ***Section 2: To be completed by GEDC***

Outline of any incentives or inducements offered to prospective company and provide applicable tax rates: \_\_\_\_\_

---

---

---

---

---

---

## **GEDC PERFORMANCE AGREEMENT**

### **APPLICANT AFFIRMS TO GEDC THE FOLLOWING:**

- 1. APPLICANT has received a copy of the GEDC's Small Business Improvement Grant Program (SBIG) and Guidelines. APPLICANT acknowledges to GEDC that in making this application APPLICANT understands the terms and provisions thereof, and all questions relating to any needed interpretation thereof have been answered by authorized representatives of GEDC prior to the submission of this application.**
- 2. APPLICANT has secured such legal, accounting, and/or other advice that may be necessary for APPLICANT to determine the desirability of making this application and/or accurately and correctly answering any questions as hereinafter set out. APPLICANT acknowledges that it has completely relied on the advice and counsel of experts and/or appropriate persons retained, employed, or compensated by APPLICANT, and that it has not relied upon, nor is APPLICANT now attempting to rely upon the advice and counsel of GEDC, its servants, agents, employees, and /or elected or appointed officers.**
- 3. By signing this document, "SMALL BUSINESS INCENTIVE GRANT PROGRAM", in an individual capacity or jointly, and in a representative capacity, APPLICANT acknowledges and verifies that all of the facts, information, and allegations as herein set out are true, correct and accurate, and that GEDC may rely thereon as if the same had been signed by APPLICANT or APPLICANTS'S agent. APPLICANT further acknowledges and understands that any materially false or misleading statements of fact may be considered a violation of the criminal laws of the State of Texas.**
- 4. If APPLICANT is a corporate entity, APPLICANT swears and affirms that all applicable franchise taxes, or other taxes paid for the privilege of conducting business, have been fully paid, and that the APPLICANT is fully authorized to transact business in the State of Texas, and in the state of incorporation if different from the State of Texas. In addition, APPLICANT, whether a corporate entity, partnership, or other legal type business entity, and individually, acknowledges and verifies that it is current on all licensing, zoning and administrative issues required by the City of Gonzales, current on all tax obligations, assessments, or other governmental levies and assessments, and that the same have been paid when due and payable, and that no delinquencies exist at this time.**
- 5. The APPLICANT hereby certifies that the APPLICANT does not and will not knowingly employ an undocumented worker. An "undocumented worker" shall mean an individual who, at the time of employment, is not (a) lawfully admitted for permanent residence to the United States; or (b) authorized under the law to be employed in that manner in the United States. APPLICANT understands and agrees that if, after receiving a Business Improvement Grant, APPLICANT is convicted of a violation under 8 U.S.C. Section 132a(f), the APPLICANT will be considered in default, and will repay the amount of the grant with interest, at the rate of 10% per annum, within 60 days after the GEDC notifies the APPLICANT of the violation. The GEDC has the right to recover court costs and reasonable attorney's fees as a result of any civil action required to recover such repayment.**
- 6. The APPLICANT hereby certifies that proof of jobs created or retained will be presented to the GEDC office on an annual basis, for two (2) years, on the anniversary of the signing of this document. Failure to submit such proof will be considered a default and the APPLICANT will repay the amount of the grant with interest, at the rate of 5% per annum, within 60 days after the GEDC notifies the APPLICANT of the default; in the event of default in the first year APPLICANT will repay 100% of the grant and in the event of default in the second year APPLICANT will repay 50% of the grant. The GEDC has the right to recover court costs and reasonable attorney's fees as a result of any civil action required to recover such repayment.**
- 7. In the event of default, the GEDC shall give written notice to the APPLICANT, and the APPLICANT shall have thirty (30) days to cure said default. Should said default remain uncured as of the last day of the applicable cure period, the GEDC shall have the right to immediately terminate this agreement, and the amounts provided to the APPLICANT by the GEDC shall become immediately**

due and payable by the APPLICANT to the GEDC. The GEDC has the right to recover court costs and reasonable attorney's fees as a result of any civil action required to recover such repayment.

- 8. Prior to applicants execution of this application, APPLICANT has had this reviewed by the Attorney of Applicant, or has had the opportunity to do so, and the parties hereto agree that based on the foregoing, this application for the Small Business Incentive Grant Program shall not be construed in favor of one party over the other based on the drafting of this application.
- 9. APPLICANT and owner/landlord indemnify, defend and hold GEDC harmless from any liability, injury, claim, expenses and attorney's fees arising out of a contractor, builder or contract for performance of improvements, or repair to buildings and facilities.
- 10. The laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of the application for business improvement grant program. If any provision of this application for business improvement grant program should be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions of this application shall not be affected thereby.

**VERIFICATION**

I (We), the undersigned APPLICANT(S), certify that all the information furnished to GEDC has been furnished freely by the APPLICANT(S), herein, and further acknowledge that no rights or privileges may be relied on as a part of any application. In addition, it is acknowledged that the GEDC may or may not grant a grant based upon application or request hereunder purely as a matter of discretion, and that there is no legal right to rely on any previous actions taken in same or similar applications, or previous actions taken on other applications concerning the same or similar property.

Signed and submitted to Gonzales Economic Development Corporation on this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature (if different from Applicant)

\_\_\_\_\_  
Date

**(TO BE SIGNED & NOTARIZED UPON REVIEW OF PERFORMANCE AGREEMENT AND RECEIPT OF FUNDING)**

State of Texas, County of \_\_\_\_\_

\_\_\_\_\_ personally appeared before me, and being first duly sworn declared that he/she signed this application in the capacity designated, if any, and further states that he/she has read the above application and the statements therein contained are true.

\_\_\_\_\_  
Notary Public's Signature

(Seal)

\_\_\_\_\_  
Date