



Facade Improvement Grant Program Application form

1. Applicant Name: _____
2. Contact Name: _____
3. Name of Tenant: _____
4. Name of Business: _____
5. Telephone Number: _____ Fax Number: _____
6. Email Address: _____
7. Project Address: _____
8. Mailing Address: _____
9. Does the applicant own the project building? Yes No

If the answer to the above question is no, please attach a letter from the owner expressing approval of the project proposal.

10. Will you be using the services of an architect, engineer, or contractor? Yes No
 11. If yes, list your architect, engineer, or contractor of preference with name and contact number of business: _____
 12. Estimated Total Project Cost: (A) _____ (*attach itemized budget*)
 13. Owner to match 50% of Total: (B) _____
- Total Grant Requested from City: (A-B) _____ (up to 50% of the project cost not to exceed \$25,000)

Attach qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc.

14. Proposed Start Date: _____
15. Proposed Completion Date: _____
16. What is the existing use of the building?: _____
17. Will this project proposal cause change in the building use? ____ Yes ____ No
18. If so, please explain: _____
19. Please write a summary of the complete project scope. You may attach additional pages.

Print Name (Property Owner)

Print Name (Applicant)

Signature of Property Owner

Date

Signature of Applicant

Date

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION OR DO NOT PROVIDE COMPLETE APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM

Submit completed application to South Padre Island EDC

**For all questions please contact the EDC
at 956-761-6805 or southpadreislandedc@gmail.com**

Applicant understands the Facade Improvement Grant is a matching grant, dollar for dollar. In kind contributions and profits generated by the applicant serving as contractor will not be considered as part of the required match.



FACADE IMPROVEMENT GRANT PROGRAM CHECKLIST

- Meet with the South Padre Island EDC to determine eligibility and review Facade Improvement Grant Instructions.

- Complete Facade Improvement Grant Application form and sign Agreement forms. (Include all required attachments: contractor estimates, if applicable; photographs of building exterior and project plans).

- Return Completed application and agreement with required attachments to the South Padre Island EDC for approval.

- Attend South Padre Island EDC meeting to respond to any questions.

- If approved, facade improvement work must commence within sixty (60) days of approval by the South Padre Island EDC and completed within six (6) months of approval.

- Obtain all applicable City permits and City approvals prior to starting any work on the approved project.

- During construction of the facade improvement project, provide copies of all paid invoices, including copies of canceled checks and/or credit card receipts, to receive payment reimbursement of the approved fund.

- Upon completion of facade improvement project, furnish photographs of the building's exterior.