

Business Retention & Expansion (BR&E) Grant Application

Type of Grants Requesting: _____

1. Name: _____

2. Mailing Address: _____

3. Phone Number: _____

4. Email Address: _____

5. Business Name: _____

6. Business Address: _____

7. Are you a Sole Proprietor, Corporation, LLC, Partnership: _____

8. Have you filed a DBA in Sutton County: Yes No

9. Do you own or rent the premises: Own Rent

a. How much time remains on your lease: _____

10. Describe business service, line of products, produced/manufactured:

11. How many employees do you have: _____ Full-time _____ Part-time

12. Lowest wages: _____ Highest Wages: _____

(Note that more than a partnership (2 employees) MUST be W2 paid)

a. Will project create new jobs? Yes No ("No" skip to 13)

b. If "yes" how many new _____ Full-time _____ Part-time

c. Describe the new employee job title and duties:

13. Describe the project in detail:

14. All grants require a 50% match requests over \$10,000 require City Council approval. What is the estimate total cost of project: \$ _____

a. Will you apply for a loan from a financial institution for any part of the projects:

Yes No

If yes, how much will loan amount be: \$ _____

b. Does the business have any current debts? Yes No

If "yes" Describe debt amount, lender, and terms:

15. What is the completion date of projects: _____

16. Has this business received a grant from the SEDC in the past three (3) years:

Yes No

If yes, when and how much: Date _____ \$ _____

17. Please explain the degree of community impact you believe this project will have: (Examples such as: employment, a new service/product for residents, tourism attraction)



Checklist, please provide the following documents with application to prevent delay:

(currently the SEDC has no online upload feature, please email documents to the Executive Director or deliver them to the office)

- Proof of most recent sales tax, personal property tax, franchise tax report
- Profit and Loss (PNL) and Balance Sheet
- Contractor estimates of project or list of costs if in-kind and photos/designs
- Proof of most recent Texas Workforce Commission quarterly report (if applicable)
- Proof of most recent FICA form 941 and FUTA form 940 (if applicable)
- Letter of Project Approval from property owner (if applicable)
- Letter from Code Enforcement Officer (if applicable)

I certify and acknowledge that I have read the BR&E Grant Program Guidelines found on the SEDC website or have received a hard copy from the office, and agree to abide by the guidelines.

Signature: _____

I certify that everything I have stated in this application and on any attachments is true and correct. By signing below, I authorize the SEDC to review my documents and check them for accuracy with any entity to include but not limited to Texas Workforce Commission, Texas Comptroller, Sutton County Appraisal, and Contractors. I understand that I must advise the SEDC of all changes in credit history such as but not limited to bankruptcy filings, litigations, and criminal charges while this application is pending or grant has not been awarded.

Printed Name: _____

Signature: _____ Date: _____