



City of Pilot Point – Economic Development Matching Funds Reimbursement Grant Program Procedure and Application

Objective: To promote commercial development in Pilot Point.

Eligibility: Commercial and mixed use buildings in all of Pilot Point city limits. Applicant must spend at least \$2,500.00 to qualify for grant. The Program will fund up to \$2,500.00 for projects up to \$14,999.99 and can extend funds up to \$5,000.00 for projects over \$15,000.00.

Completed Pre-Application Form – attached

- **Photograph(s)** - indicating the present form and condition of the structure (color prints, snapshots or instant prints are acceptable)
- **Detailed drawings** – Plans of the building that will indicate all proposed work (including any structural work or repair, paint color, awnings, etc.) No detailed engineering plans are necessary.
- **Description and Information** – regarding the materials to be used, design of awnings, etc. (you may be asked to provide samples)
- **Two Mandatory Bids** – For work as described above.

Determine eligibility through a meeting with the Economic Development Director.

Eligible Work Includes:

- Brick Repair
- Painting
- Structural Safety Upgrades
- Parking Improvement
- Building Construction
- Window Repair/Replacement
- Utility Upgrades
- Demolition
- Safety Lighting
- Remodeling

Applicants awarded a grant shall complete described improvements within six (6) months of approval by the Economic Development Corporation. If additional time to complete project is required, applicant may apply for a six (6) month extension, subject to approval of the Economic Development Corporation.

For expenses to be eligible for reimbursement grant program, work shall not commence until reviewed and approved by the appropriate body, Historic Review Board, and Economic Development Corporation.

Please return the grant application, contracts and all other materials to:

Amanda Davenport
Director of Economic Development
102 E. Main Street
Pilot Point, TX 76258
(940) 686-2165 ext. 15



**City of Pilot Point - Economic Development
Funds Reimbursement Grant Program
APPLICATION**

Contact Information
Name:
Address:
Email:
Phone:

Contractor Information
Name:
Address:
Email:
Phone:

Building Specifications		
	Current	Proposed
Date of Construction		
External Building Material		
Square Footage of Building		
Height of Roof		
Parking Lot Size		

Building Improvements:		
Work to be Completed	Estimated Cost	Estimated Time of Work
Brick Repair		
Window Repair/Replacement		
Painting		
Utility Upgrades		
Structural Safety Upgrade		
Demolition		
Parking Improvement		
Safety Lighting		
Building Construction		
Remodeling		



Necessary Documents for Reimbursement:

- Photographs indicating present condition of the structure
- Detailed drawings or plans of the building that will indicate all proposed work including any structural work or repair, paint color, awnings, etc.
- Description and information regarding the materials to be used, design of awnings, etc., you may be asked to provide samples.
- Copies of Expenditure
- All permits required by City of Pilot Point

Applicant Agreement Form

I have read this procedure and application form and met with the Pilot Point Economic Development Director and/or City Manager and I fully understand the procedures established by the Economic Development Corporation. I understand that, any deviation from this agreement may result in the withdrawal of the grant.

Applicant

Date

Director of Economic Development

Date