



Economic Development Corporation | 200 E Main Street | Hamilton, Texas | 76531  
(254) 386-8116 opt. 9 | [edc@hamiltontx.com](mailto:edc@hamiltontx.com) | [hamiltontexas.com](http://hamiltontexas.com)

## **Commercial Property Signage Grant – Application Packet**

The Hamilton Economic Development Corporation (HEDC) Commercial Property Signage Grant Program was established to strengthen the visibility and long-term viability of Hamilton’s existing businesses. By assisting with the cost of new or improved commercial signage—particularly along major corridors such as HWY 281 and HWY 36—the program is intended to increase customer traffic, elevate corridor aesthetics, and encourage continued investment in the community. Preference is given to commercially zoned properties located within the city limits and fronting HWY 281 or HWY 36. Applications outside of this primary target area will generally not be considered unless the HEDC Board finds that a unique economic development opportunity justifies special consideration.

The program is funded and administered by the HEDC Board of Directors, which retains full authority to amend, suspend, or discontinue the program as needed. All award decisions made by the Board are final.

### **Program Purpose**

HEDC has determined that an improved signage environment contributes meaningfully to local economic development. High-quality signage increases visibility for existing businesses, enhances the appearance of commercial corridors, and supports overall business confidence. The program is designed to lower the cost of making such improvements and to encourage business owners and property owners to reinvest in their commercial properties.

### **Funding Allocation and Grant Structure**

For FY 2025–2026, HEDC has allocated \$5,000 to this program. To ensure broad participation, the Corporation will award reimbursement grants of up to \$2,500 per approved project, not to exceed the total program allocation. Applications are reviewed on a first-come, first-served basis until funds are fully committed. Grants are structured as reimbursement awards; funds are released only after the project has been completed in accordance with the approved scope and after the applicant provides documentation showing that all contractors have been paid.

Applications must be received by 4:00 p.m. on the first Wednesday of each month to be placed on the following Board agenda. Applicants who are denied may reapply after thirty days if the revision meaningfully addresses the reasons for the original denial.

### **Eligibility Requirements**

Grants may only be used for improvements to commercial property. If a property has mixed residential and commercial uses, the grant may only be applied to the commercial portion. Tenants are eligible to apply, provided they supply written authorization from the property owner. Each application must include two contractor bids, and at least one must come from a business located within the 76531 zip code. Applicants must also include a visual representation—such as a sketch, rendering, or photograph—of both the current signage and the proposed improvement.

No work may begin prior to Board approval. Any project started before approval will be automatically disqualified. Once approved, projects must be completed within 180 days unless an extension is granted. Applicants who have received a signage grant within the previous three years may be denied in order to promote broad community participation.

### **Grant Regulations**

HEDC will reimburse 75% of eligible project costs, up to a maximum of \$2,500 per building. Eligible expenses include fabrication of new signage, installation costs, and removal of existing or outdated signage. New signage must be reviewed and approved by the HEDC Board, and all conflicting or obsolete signage must be removed unless the Board grants an exemption based on special circumstances.

Signage supported under this program may include wall-, hanging-, or pole-mounted signs. To ensure high-quality, visually compelling signage, each sign must incorporate at least 3 colors. Black-and-white signs must include an additional accent color to qualify. Designs that reflect Hamilton's historic character or enhance the visual identity of the commercial corridor are strongly encouraged.

## Application Form & Acknowledgments

Submit completed applications to:  
Hamilton Economic Development Corporation  
200 E Main Street | Hamilton, TX 76531  
(254) 386-8116 opt. 9 | [edc@hamiltontx.com](mailto:edc@hamiltontx.com)

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### Application Form

Date: \_\_\_\_\_

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

Business Address: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner (if different): \_\_\_\_\_

Project Description:

## Economic Impact Information

*(Required to demonstrate compliance with Texas Local Government Code Chapter 505)*

Please answer the following questions to help the HEDC evaluate how your project will promote or develop new or expanded business enterprises in Hamilton.

### 1. Business Growth Potential

How will this project help you attract new customers, increase sales, or expand your business operations?

### 2. Job Creation or Retention

Will this project help create new jobs or retain existing jobs at your business?

☐ Yes ☐ No

If yes, please describe the number and type of jobs:

### 3. Investment and Private Funding

What is your estimated total private investment in this project (your 25% match or more)?

\$ \_\_\_\_\_

### 4. Business Visibility and District Vitality

How will your project enhance the appearance, visibility, or marketability of your building or business within the downtown district?

### 5. Other Economic Benefits

List any other ways this project will contribute to economic growth or increased business activity in Hamilton.

## Bid Information

| Bid # | Contractor / Vendor Name | Quote Amount |
|-------|--------------------------|--------------|
| 1     | _____                    | \$_____      |
| 2     | _____                    | \$_____      |

*(At least one bid must be from a 76531 business)*

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## Attachments Checklist

- ☐ Two competitive contractor bids (at least one from a 76531 business)
- ☐ Photo of current conditions
- ☐ Sketch or rendering of proposed improvements
- ☐ Written property owner authorization (if tenant applicant)

## Property Owner Authorization

*(Required if the applicant is not the property owner)*

I, \_\_\_\_\_, am the legal owner of the property located at  
\_\_\_\_\_, Hamilton, TX. I grant permission to  
\_\_\_\_\_ to complete the improvements described in this  
application.

Signature (Owner) \_\_\_\_\_ Date \_\_\_\_\_

## **Applicant Acknowledgment and Certifications**

By signing below, I certify and acknowledge the following:

- **Program Compliance**

I have read and agree to comply with all requirements of the Hamilton Economic Development Corporation (HEDC) Commercial Property Signage Grant Program.

- **Reimbursement Only**

I understand this is a reimbursement-only program and that no work may begin until the HEDC Board of Directors has formally approved the project.

- **Legal & Regulatory Compliance**

I will comply with all applicable building codes, zoning ordinances, and permitting requirements.

- **Workforce Compliance**

I will not knowingly employ undocumented workers, as required by Texas Government Code § 2264.051. I understand that a violation may result in repayment of any grant funds received.

- **Litigation Status**

Neither I, my business, nor the property owner are currently involved in litigation or legal action against the City of Hamilton or the HEDC. I understand that if such litigation arises during the application or award process, the grant may be rescinded.

- **Performance Agreement Requirement**

I understand that if my application is approved, I will be required to enter into a Grant Performance Agreement with the HEDC before funds are disbursed.

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Signature (Applicant)

Date