



Economic Development Corporation | 200 E Main Street | Hamilton, Texas | 76531
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Commercial Building Improvement Grant Program Guidelines

The Hamilton Economic Development Corporation (HEDC) Commercial Building Improvement Grant Program is designed to enhance the visual appeal of commercial properties in Hamilton, thereby supporting increased business activity and economic growth within the city.

Eligibility

Preference will be given to commercially zoned properties located within the city limits of Hamilton. The HEDC Board of Directors reserves the right to extend the eligible geographic area at its discretion.

Program Administration

This program is funded and administered by the HEDC Board of Directors, who may amend, modify, or discontinue the program at any time. All grant award decisions made by the Board are final.

Program Objectives

The Commercial Building Improvement Grant Program is intended to:

- Enhance the aesthetic appeal of Hamilton's commercial districts.
- Increase customer traffic through improved signage and visible upgrades.
- Encourage private investment by business and property owners.

Scope

The HEDC has allocated \$12,000 for the Commercial Building Improvement Grant Program for Fiscal Year 2025-2026. Grants are competitive and awarded on a first-come, first-served basis until funds are exhausted.

- Applications must be submitted by 4:00 p.m. on the first Wednesday of each month to be considered for the next Board of Directors meeting.
- Applicants whose proposals are denied may resubmit after 30 days, provided the revised application addresses the reasons for the initial denial.
- Grants are available only for commercial properties. If a property is zoned for both residential and commercial use, funds may only be applied to the commercial portion.

- New construction is not eligible for funding.

Application Requirements

- Tenants must provide written authorization from the property owner for both the application and proposed improvements.
- Each application must include two bids, with at least one bid from a local business (76531 zip code).
- A photo or sketch of the current property and proposed design must be submitted.
- Completed IRS Form W-9 for the applicant or business receiving the funds.
- No work may begin until the grant is formally approved by the HEDC Board of Directors.
- Projects must be completed within 180 days of grant approval. HEDC reserves the right to terminate grants for incomplete projects.
- All grants are reimbursement-based and will be funded only after:
 - Project completion in accordance with approved specifications.
 - Submission of proof of payment to contractors.
 - Notification to HEDC that the work has been satisfactorily completed.
- Applications submitted within three years of a previous award may be denied.

Grant Regulations

HEDC will provide reimbursement grants for up to 65% of eligible exterior improvements, not to exceed \$8,000 per building. The HEDC Board must approve all project designs.

Eligible Improvements

- Storefront enhancements, display windows, and lighting
- Exterior upgrades that create or improve outdoor customer areas
- Demolition necessary for approved exterior improvements
- ADA accessibility improvements
- Painting
- Landscaping
- Parking lot paving and striping

A business may receive no more than one grant award per fiscal year. Additional applications from the same business within the same fiscal year will not be considered.

Ineligible Improvements

- Construction of new buildings
- Improvements to residential properties or residential portions of mixed-use properties
- Decorative elements such as statues, fountains, or planters

Litigation Restriction: No grant funds shall be awarded to any applicant, business, or property owner who is currently engaged in any form of litigation, claim, or legal dispute with the **City of Hamilton** or the **Hamilton Economic Development Corporation**. Any ongoing or pending legal action will disqualify an applicant from receiving funding consideration until such matters are fully resolved.

Commercial Building Improvement Grant Program Application

To be considered for review by the Hamilton Economic Development Corporation Board of Directors, applications must be completed and submitted by the first Wednesday of the month.

A complete application must include:

- Two bids from qualified contractors or businesses detailing the scope and cost of the proposed work.
- A photo or sketch of the current property.
- A visual representation (drawing, rendering, or mock-up) of the proposed improvements.
- Tenants must provide written authorization from the property owner for both the application and proposed improvements.
- Completed IRS Form W-9 for the applicant or business receiving the funds.

Applications that do not meet these requirements will be deferred until all materials are received.

Date of Application _____

Applicant Name _____

Phone Number _____

Email Address _____

Business Name _____

Physical Address _____

Mailing Address (if different) _____

Business Owner (if different from applicant) _____

Owner Email Address _____

Is the applicant the property owner? ☐ Yes ☐ No

Property Owner(s) _____

Description of Project

Economic Impact Questions

Job Creation & Retention

How will the proposed improvements directly result in the creation of new jobs or the retention of existing jobs at your business, and what types of positions will they be (full-time, part-time, seasonal)?

Local Economic Impact

What percentage of your total project budget will be spent with Hamilton-based (76531) contractors, suppliers, or service providers?

Sales Tax & Revenue Growth

What measurable increases in sales, revenue, or customer traffic do you expect within the first 12 months after project completion, and how will these contribute to local sales or property tax revenue?

Community & Tourism Benefits

How will your project contribute to downtown revitalization, tourism growth, or community engagement in Hamilton?

Business Sustainability & Expansion

In what ways will this project enable future growth, diversification, or long-term sustainability of your business (e.g., new products, services, or locations)?

For questions or assistance, contact the Hamilton Economic Development Corporation at (254) 386-8116 opt. 9 or edc@hamiltontx.com. Submit completed applications to:
Hamilton Economic Development Corporation, 200 E Main St, Hamilton, TX 76531

GRANT COMPLIANCE CERTIFICATION

I, _____, acknowledge that I am receiving a grant from the **Hamilton Economic Development Corporation (HEDC)**. I have read and understand the requirements of the grant program and agree to comply with all associated terms and restrictions.

I further certify that neither I nor my business, _____, will knowingly employ undocumented workers as defined under **8 U.S. Code § 1324a(f)**, and that if I or my business is convicted of a federal immigration violation within three (3) years of receiving this grant, I will be required to repay the full amount of the grant plus interest at an annual rate of 6%.

I also certify that neither I nor my business, nor the property owner, is currently engaged in any litigation or legal action against the **City of Hamilton** or **HEDC**. I understand that if any such litigation arises during the application or award process, this grant may be rescinded and any disbursed funds must be repaid.

Signature (Grant Applicant) _____ **Date** _____

Property Owner Authorization

(To be completed if the applicant is not the property owner)

I, _____, confirm that I am the legal owner of the property located at _____, Hamilton, Texas.

I hereby authorize _____ to carry out the improvements described in the attached grant application.

Signature (Property Owner)

Date