



Ingleside Development Corporation Local Enterprise Assistance Program (LEAP) Revitalization 50/50 Matching Grant Program Guidelines

Ingleside LEAP is a small business improvement matching grant program designed to assist businesses with improving their storefronts and commercial properties. LEAP constitutes a finding that such project will promote or expand business development and is in compliance with Local Government Code 505.158, explicitly stated or upon review of the application. The core goal is to enhance the appearance of commercial properties, attract more customers, improve business visibility, retain and expand jobs, and stimulate economic growth within Ingleside, Texas.

To stimulate economic activity, this grant program encourages investment in existing commercial properties and supports businesses operating within the City of Ingleside. Eligible businesses may receive up to \$20,000 in matching funds per pre-approved project, subject to fund availability. Please note that funds are not provided upfront. Funding will be provided on a reimbursement basis following project completion and final approval. LEAP funds are appropriated each Fiscal Year, beginning October through September. Once all funds have been allocated for the Fiscal Year, the LEAP will be suspended if and until funding in the following Fiscal Year. LEAP funds are awarded on a first come/first served basis and the IDC reserves the right to suspend the program at their discretion.

GRANT PROGRAM ELIGIBILITY

To determine eligibility, staff will conduct an eligibility review on submitted applications. Applicants will be notified of any missing items in the application to pre-approve the application. Failure to comply with the requirements shall cause the application to be deemed incomplete and not subject to further consideration under this program. All eligible, completed applications will be evaluated on a case-by-case basis by the IDC Board of Directors. The IDC Board of Directors will consider and vote to approve or deny the application and determine the award during an IDC Board Meeting.

Applications shall attend the meeting in which their application is considered. The IDC reserves the right to change meeting dates. The IDC reserves the right to share the project information with any City department; to advertise the awarded grant; to reject any project.

ELIGIBILITY REQUIREMENTS:

- Grants shall be awarded only to eligible property businesses that collect sales taxes with a Sales Tax Identification Number (Sales Tax ID).
- Applicants must be a commercial property owner and/or an existing for-profit business tenant in the City of Ingleside, TX.
- Applicants shall submit a Pre-Approval LEAP Application.

- Detailed description of the proposed improvements, including the scope of work, labor, materials, and other project-related costs. An executed contract with a general contractor may be submitted in lieu of a detailed explanation, however, it still shall include a detailed scope of work.
- Estimates or quotes for the proposed work. Each estimate or quote must include the business name, contractor or vendor name, and Federal EIN or Tax ID number of the individual or entity completing the site improvements.
- Digital before photos of the site and proposed improvements.
- Copy of the City of Ingleside Certificate of Occupancy and/or applicable commercial permits.
- Confirmation that property insurance, and property tax payments are current and in good standing, such as a current receipt or other supporting documentation.
- Documentation of property ownership or written consent from the property owner granting permission to complete the proposed site improvements.
- All building use and qualifying improvements must comply with all current City of Ingleside codes, ordinances, and zoning; non-conforming uses or improvements are not permitted.
- Owners of vacant buildings may be eligible if the owner's purpose is to rehabilitate the structure to attract eligible business tenants. Non-conforming uses or improvements are prohibited. Multi-use buildings will be considered, and grant amounts can be calculated on a percentage basis.
- All applicants (business and/or property owner) must not have outstanding code enforcement violations or liens.
- After application approval confirmation, the Notice to Proceed will be issued and applicant may begin construction improvements. Any improvements made prior to pre-approval, or improvements not provided on the LEAP Application, may not be funded.
- Improvements must be completed within 90-days from the issuance date of the Notice to Proceed. Extensions can be considered by the IDC upon request.
- Property owners' buildings are subject to a clawback provision if space is occupied by a prohibited business within twelve (12) months of receiving a grant.

INELIGIBLE BUSINESSES:

- Sexually oriented businesses.
- Gambling establishments, including sweepstakes and internet cafes.
- Businesses involved in the sale of CBD, marijuana, or other drug-related products.
- Businesses operating from residential properties.
- Businesses owned by non-profit entities.
- Ineligible businesses shall be determined at the discretion of the IDC.

ELIGIBLE EXPENSES:

- City permit fees.
- Proposed exterior improvements must be within public view of the public street.
- Exterior painting, re-siding, cleaning, or other improvements that revitalize the storefront appearance.
- Exterior restoration of significant architectural details.
- Replacement or installation of doors, windows, or awnings.
- Lighting which is visually appealing and appropriately illuminates signage, storefront window displays, and recessed areas of a building façade.
- Resurfacing and/or restriping of the parking lot of the building.
- Installation of new sidewalks and/or the replacement or repair of existing sidewalks.
- Installation of permanent landscaping.
- Repair, removal, and replacement of old signage (all signage must be attached to the building; free-standing signs will be considered case-by-case).
- Interior repairs, replacements, painting, and/or resurfacing of structural walls and flooring.
- Plumbing upgrade (Bathroom renovation to meet ADA requirements, etc).
- Ventilation

INELIGIBLE EXPENSES:

- New building construction.
- Reducing or enclosing existing storefront windows.
- Security systems (including metal roll-down gates, window bars, and cameras).
- Equipment, Mechanical, or HVAC systems.
- Any improvements to secondary or accessory buildings (i.e. garages, storage buildings).
- Routine maintenance.
- Roof repairs.
- Engineering and/or Architect Fees.
- Non-permanent fixtures.
- Furniture and/or décor.
- Any repairs needed due to natural disaster or anything that should be covered by insurance.

The IDC Board of Directors shall provide the final decision regarding eligible expenses, scope of work, and corresponding projected related costs, including labor and materials.

RELEASE OF FUNDS

The program will offer grants on a reimbursement basis only. Under no circumstances will grant funds be disbursed as a cash advance prior to project costs being incurred, the applicable scope of the project being completed, and the Applicant's small business is fully operational to the satisfaction of the IDC. Funds are dispersed only after a reimbursement request is submitted with photographs of all completed work and detailed receipts, invoices, cancelled checks, credit card receipts, and/or certified checks for eligible project costs are submitted and approved by the IDC, and the grantee has received their Certificate of Occupancy (if required) from the City and has met all requirements in the contractual agreement.

All receipts and required documents must be submitted to the IDC staff within 30 days of completion of project. Eligible receipts and invoices must, at minimum, include the invoice date, scope of work, contractor name and contact information, cost, and be marked as paid, or a zero balance must be indicated. The invoices must clearly indicate the nature of the expense and that such expense is related to the approved project and business. If eligible project costs are less than the original grant approval, the IDC has the right to reduce grant award. The IDC reserves the right to adjust items regarding conditions and parameter outlines in these guidelines.

ADDITIONAL PROGRAM REQUIREMENTS

The Applicant hereby agrees to indemnify, defend, and hold the IDC and City of Ingleside, as well as any of their officers, directors, and employees, from any claims, damages, losses, and expenses, including but not limited to attorney's fees asserted against the parties related in any way to a project.

The Applicant will be required to give to the IDC the unrestricted right to use, for any lawful purpose, any photographs or video footage taken of the property at the approved project location the Applicant owns and/or for which the Applicant has the authority to grant such permission, and to use the Applicant's name in connection therewith if it so chooses. The Applicant will further be required to notify the IDC of any public announcements or events to be held at or in relation to the completion of the project, and the IDC will have the right to participate in and/or publicize the event in coordination with the Applicant, if the IDC so chooses.

Only one grant shall be awarded per business for each physical location per Fiscal Year. Funding is not transferable.

Ingleside Development Corporation (IDC)

Local Enterprise Assistance Program LEAP Application

Ingleside LEAP is a small business improvement matching grant program designed to assist businesses with improving their storefronts and commercial properties. LEAP complies with the Local Government Code 505.158, explicitly stated or upon review of the application.

Property owners' buildings are subject to a clawback provision if space is occupied by a prohibited business or other grant discrepancies as deemed by the IDC Board of Directors within twelve (12) months of receiving a grant.

Applicant Information

Contact Name(s): _____

Name of Business: _____

Address of Project: _____

Phone: _____ Email Address: _____

Type of Business: _____

Business Start Date: _____ Does Business Collect Sales Tax? YES or NO

Have you applied for or received any grant in the past from the IDC? If so, date: _____

Application addendum information shall include the following:

- Percentage of building facilities with a dedicated use for retail sales tax purposes.
- Schedule of jobs created.
- Description of Existing Building Property (attach images).
- Description of Proposed Improvements (attach sketches, plans, or other images).
- Estimated Total Cost of Improvements (attach contractor bids): _____

Landlord Information (If Applicant leases the building)

Property Owner/Landlord: _____

Address: _____

Business Phone: _____ Email Address: _____

Signature of Approval from Landlord: _____

Commitment

I acknowledge that the LEAP application and guidelines shall constitute as a performance agreement pursuant to Local Government Code Section 501.158. Upon acceptance and approval of the application by the IDC board, I agree to adhere to the LEAP Guidelines established by the IDC.

Signature of Applicant

Date

Please return this application and attachments the Ingleside Development Corporation, 2665 San Angelo, Ingleside, TX 78362 or email Bernard Rodriguez: brodriguez@inglesidetx.gov

LEAP Amount of Grant:_____

LEAP Application Number:_____

Applicant (Name of Business):_____

Date:	Completed Activity:
	Applicant met with City of Ingleside Development Services Department to confirm any required permits. <i>Signature required from Development Services Department.</i> Permit Required: YES NO Signature:_____ Development Services Department
	Applicant submitted Application to IDC. (Preliminary meeting, listed as next step below, may be conducted at this same time.)
	Preliminary Meeting between Executive Director and Applicant to discuss the project, process of grant, and request any additional required information.
	IDC Board Meeting: Approved or Denied Amount:
	Notice to Proceed mailed or emailed to the Applicant.
	Applicant notified IDC staff of project completion and scheduled inspection to confirm all work was completed.
	IDC staff conducted inspection to confirm all work was completed.
	Applicant submitted final invoices, proof of payment, and copies of required permits to IDC.
	IDC staff processed completed documents for check creation from Finance Department.
	Check presented by IDC Board and Applicant signed as received funding.

For Office Use Only

Date Approved by IDC Board:_____

Date of Notice to Proceed:_____

Amount of Grant Approved by Board:_____

Deadline for Project Completion:_____

Actual Project Completion Date:_____

Date of Check Presentation:_____

Grantee Acceptance of Check:_____

IDC Board Member:_____

IDC Executive Director:_____