

Dickinson Economic Development Corporation Holiday Light Reimbursement Grant Program

Terms and Conditions

Purpose:

The Holiday Light Reimbursement Grant Program is a program administered by the Dickinson Economic Development Corporation (DEDC) that will provide up to a \$500 reimbursement by award of budgeted grant funds to Dickinson building owners or tenant businesses that adorn their businesses with white/clear holiday lights for the month of December 2019. The purpose of the program is to promote the City of Dickinson and attract visitors and businesses to the area for the holidays. Owners and tenants may be eligible for a reimbursement grant for monies used to purchase and install white/clear holiday lights on the exterior of their buildings and property. Grants may be awarded to reimburse up to \$500 of expended funds for eligible business owners and tenants.

Eligibility Requirements:

The Holiday Light Reimbursement Grant can be used on the exterior portion of a commercial structure that is visible to the public. Holiday Light Reimbursement Grant money may not be used for interior lighting that is not visible to the public.

Ineligible expenses include: overhead, fees or taxes directly related to the project, supervisor payroll, repairs of construction equipment, tools, mechanical equipment, heating/air conditioning systems, any other item not directly related to the street view exterior holiday lighting. Any expense that is deemed ineligible will not be considered with the request for reimbursement grant funds.

Deadlines:

Applications will be accepted starting October 1, 2019 and funds annually budgeted will be available until all such allocated funds are distributed. Grant recipients will be notified in writing by a member of the DEDC Review Committee or DEDC employee upon approval. Installation of lights must begin and be completed prior to December 1, 2019, and the lighting must remain on and visible during the month of December 2019.

Application Requirements:

The grant application must include recent receipts for eligible expenses related to holiday lighting.

Guidelines:

The DEDC Review Committee shall evaluate the grant applications, then recommendations will be presented to the DEDC Board of Directors for approval. The DEDC Review Committee will give preferred consideration to applicants using local contractors and/or suppliers. Grant recipients will adhere to City of Dickinson's building code in effect and design standards (if any). DEDC reserves the right to award grants in its sole discretion.

Total grant reimbursement to any applicant/owner/property may not exceed \$500. The Program budget is \$10,000. Reimbursements will be provided to eligible applicants on a first come, first approved basis. Payment of grant funds shall be a reimbursement after lighting is satisfactorily completed. Copies of all

invoices and/or other proof of payment to substantiate requested grant reimbursement amount must be submitted to receive reimbursement. Grants will be awarded on a reimbursement basis once completed work has been verified by the DEDC.

Application Process:

1. Determine eligibility – Dickinson business owner or tenant
2. Fill out the application and sign the agreement form. All grant applications must include a picture of the building with holiday lights and recent receipts for lights, equipment and installation.
3. Return the completed application, with applicable forms, and direct any questions related to:

Dickinson Economic Development Corporation
218 FM 517 West
Dickinson, TX 77539
281-337-6105

4. The application will then undergo an approval process that includes, but is not limited to:
 - a. Review of project application, photo and receipts.
 - b. The DEDC Review Committee will only consider applications that have been properly and fully completed and which contain all information requested in the application.
 - c. Applications will be approved after lights are installed
 - d. No applicant has a proprietary right to receive grant funds. DEDC shall consider any application within its discretionary authority to determine what grant amount would be in the best interest of the Program, the DEDC and the City of Dickinson.
 - e. The DEDC has final discretion with regard to funding and reserves the right to recommend modifications or reject any project or elements of any project.
5. If a grant is awarded, the entire grant project must be satisfactorily completed before the reimbursement of any funds. Upon completion the Applicant shall present the DEDC with the following:
 - a. Copies of all paid invoices, including copies of cancelled checks and/or credit card receipts.
 - b. Photographs of completed project.
 - c. If applicable, proof of release of lien from all contractors and/or subcontractors involved.
6. When a completed project reimbursement has been reviewed and approved by DEDC or its authorized representative, reimbursement should be issued by a single reimbursement check, typically within 45 days.

Holiday Light Reimbursement Grant Program Application

1. Date of Application: _____
2. Name of Applicant(s): _____
3. Name of Business: _____
4. Project Address: _____
5. Business Owner Name (if different from Applicant) _____
6. Mailing Address: _____
7. Phone Number: _____
8. Email Address: _____
9. Website/Social Media:

10. Does the applicant own the building? _____ Yes _____ No
(If the answer is no, please provide a notarized authorization letter from the building owner declaring the authorization to provide reimbursement to tenant or employee.)
11. Project Cost: \$ _____
(Attach a detailed cost breakdown supported by receipts for work completed. Include photo of the site with holiday lighting.)
12. Total Grant Request \$ _____
(Reimbursement grant funds will be provided up to \$500 for applicants who receive grant approval of the Dickinson Economic Development Corporation after satisfactory completion of lighting. Work must be completed at time of application for reimbursement. Lighting must remain on and visible to the public during the month of December 2019.)
13. Additional information

14. The following are attached to this application and included herein for all purposes and agreements (please checkmark):

- a. A picture of the Holiday Lighting _____
- b. Receipts for all lighting and installation _____
- c. A notarized approval letter from the building owner (if applicable) _____

The undersigned applicant affirms that:

- 1. The information in the application and all attachments are true and accurate.
- 2. I am not in arrears or delinquent to the DEDC or the City of Dickinson.
- 3. I have met with the DEDC Review Committee or spoken with a designated representative of the DEDC, if applicable.
- 4. I fully understand the Holiday Light Reimbursement Grant Program procedures and requirements thereof, and agree to follow them.
- 5. I intend to use these grant funds, if awarded, as reimbursement for the holiday lighting project described in this application.
- 6. I understand that, if I am awarded a reimbursement grant, I will be required to execute a binding agreement with the DEDC.

Applicant Signature

Date

Approved: _____

Declined: _____

Grant Amount \$: _____

DEDC

Date