

2020 Light Up the Town Reimbursement Grant

Dickinson Chamber of Commerce/Dickinson Management District

Purpose: The purpose of the program is to support businesses in decorating their storefronts to align with the annual Dickinson Festival of Lights event held at Paul Hopkins Park. Visitors of the Festival of Lights are encouraged to drive throughout the East and West business districts in town. This promotes our local economy through exposure of our small business community. Additionally, this grant program supports the Dickinson Festival of Lights by widening the breadth of decorations beyond Paul Hopkins Park.

Constraints: 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. Lights eligible for reimbursement must be white.

Application Process: Applications will be accepted by the Dickinson Chamber of Commerce starting January 3, 2020. They will be vetted for compliance and divided equally for approval and payment, with one-half of the applications going to the Dickinson Management District and one-half going to the Dickinson Economic Development Corporation. The Dickinson Management District will notify The Dickinson Chamber of Commerce of approval and payment of applications.

Application Requirements: Businesses encouraged to decorate storefronts with white holiday lights. The Holiday Light Reimbursement Grant can be used on the exterior portion of a commercial structure that is visible to the public. Installation of lights must begin and be completed prior to December 1, 2020, and the lighting must remain on and visible every night from December 1, 2020, through December 31, 2020. The grant application must include recent receipts for eligible expenses related to holiday lighting. A color picture of the lit up, installed lights is also required.

Financial Obligation to the Dickinson Management District: The DMD would reimburse individual businesses up to \$500.00. Funding the grant would be provided through a fifty-fifty (50%/50%) division of total program costs by the Dickinson Economic Development Corporation and the Dickinson Management District. Entirety of 2020 Reimbursement Grant program not to exceed: \$20,000.

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 Chamber of Commerce, 1911 FM 517E, Dickinson, TX 77539. Phone: 832.534.2583.
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/DMD 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/DMD 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/DMD 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/DMD with the following:
 - A) Copies of all paid invoices, including copies of canceled 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/DMD or its authorized representative, reimbursement should be issued by a single reimbursement check, typically within 45 days.

Light Up the Town 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. Additional information _____)
- 13) 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 \$: _____
