



## **FORNEY ECONOMIC DEVELOPMENT SMALL BUSINESS INCENTIVE GRANT PROGRAM**

The Forney Small Business Incentive Program has been established to provide capital investment (examples - patio, grease trap, parking lot), technical support (examples e-commerce, web development), or training support for unique businesses entering the market. These can fall into the categories of innovative technology, professional services, restaurants, retail, and workforce development. You must meet three of the five criteria for consideration:

1. **Innovation:** Encourage businesses that bring an original idea to the community. Consideration is for businesses that introduce innovative products, services, or processes that benefit the local community.
2. **Community Impact:** Evaluate the potential positive impact of the business on the community. Seeking to support businesses that contribute to the local economy, create job opportunities, support local suppliers, and address gaps in the supply chain.
3. **Sustainability:** Give preference to businesses that prioritize sustainability and environmentally friendly practices. Seeking businesses that implement green technologies, use renewable resources, or adopt eco-friendly packaging and waste management practices.
4. **Cultural Enhancement:** Promote businesses that add cultural value to the community. This can include supporting local artists or offering unique and authentic experiences.
5. **Collaboration:** Encourage businesses that foster collaboration within the community. Actively participate in local networks and commitment to mentorship and support of other entrepreneurs.

By incorporating these criteria in our small business program, we aim to attract and support unique businesses that contribute to overall growth, diversity, and vibrancy of the community.

Eligible business applicants must be a business located in the city limits or expanding into the city limits of Forney, Texas with fewer than 100 employees. Kaufman County and unincorporated locations within the Forney area are not eligible. All applicants are considered on a first come, first served basis. To be eligible, businesses owners must have at least 5 years of experience operating a business and at least 1 year operating a business location.

This program is intended to create jobs, generate sales tax, and to bring priority goods and services into Forney, TX.



## **FORNEY ECONOMIC DEVELOPMENT POLICIES FOR SMALL BUSINESS INCENTIVE GRANT PROGRAM**

### **I. General Purpose and Objectives**

The City of Forney Economic Development Corporation (“FEDC”) promotes Forney and its appearance through the redevelopment of buildings.

Each fiscal year (October 1 through September 30), the FEDC with approval of the City Council considers allocation of funds in the FEDC’s budget for the grant program. Applications are considered as they are received, and may be funded, if approved, until funds are depleted.

### **II. Grant Guidelines**

1. The grant program is a 50% match of all approved project costs in an amount between \$15,000 and \$50,000 (minimum total investment of \$30,000).
2. The grant must be used on property within the City limits.
3. The applicant must be a legal business entity, registered with the State Comptroller’s Office. If renting space, the business owner must have the property owner’s authorization.
4. The applicant must demonstrate prior business experience.
5. No grant applications will be accepted for work that has already been started or completed, or for work that is covered by insurance.
6. Grant funds are paid out on a reimbursement basis once completed work has been verified by City staff as compliant with the plans proposed in the approved application. Any deviation from the approved grant project may result in the total or partial withdrawal of the grant. Grants are awarded as a single payment to the applicant.
7. All submitted plans and completed work will be reviewed based on the City of Forney’s Municipal Codes and Ordinances. Please follow steps on the attached Forney Economic Development Incentive Process.
8. Grant applications and awards can be made in any of the reimbursable activities listed below and may be combined for any single property or project. However, the maximum award amount available annually per project is \$50,000.

- a. Improvements to the existing exterior structure;
  - b. Improvements to the front façade;
  - c. Interior upgrades;
  - d. Utility upgrades;
  - e. Signage;
  - f. General building/property beautification including landscaping;
  - g. Parking Lot;
  - h. Training;
  - i. Workforce development;
  - j. E-Commerce set up and Website development
  - k. Other improvements that enhance the use of the building, such as
    - Patio
    - Grease traps
    - Other items identified on a case-by-case basis
9. If an applicant is awarded a grant for any work performed pursuant to this program and the work is altered for any reason within one year from the date of construction, the applicant may be required to reimburse the FEDC immediately for the full amount of the grant. Further, if a property is listed for sale and/or leased to a tenant for a purpose not originally intended by the grant application within one year of reimbursement, the applicant may be required to reimburse the FEDC immediately for the full amount of the grant.
10. Projects will be reviewed and ranked with the following considerations in mind:
- Project results in an increase in property valuation and/or generates sales tax revenue;
  - Property attracts priority or unique business;
  - Project results in job creation that will pay a salary at or above \$51,927 (the average annual wage according to the Bureau of Labor Statistics);
  - Other appropriate impacts may be considered on a case-by-case basis.

### III. Grant Application Process

1. Contact FEDC Staff to discuss the project and determine eligibility. Review attached Forney Economic Development Incentive Process.
2. Complete and submit a City of Forney Building Permit Application. The application is available via the City website at [www.cityofforney.org](http://www.cityofforney.org) or the City of Forney Community Development Office, 101 E. Aimee Street, Forney, Texas 75126. All proposed projects are subject to review and acceptance by the City of Forney Architectural Review Board (“ARB”).
3. **For downtown projects only:** Staff for the Community Development Office will schedule the ARB meeting for consideration of the building application. Please allow 3-4 weeks to schedule the ARB meeting.
4. **For downtown projects only:** If approved at the ARB meeting, the ARB will make a recommendation to the Forney Planning and Zoning Commission (“P&Z”). The P&Z will consider the application at a future meeting. The P&Z action will be sent to the City Council during a regular Council meeting for consideration.

5. If the building permit application is approved by the City Council, complete the grant application form and sign the agreement form. Return the completed application form with all original itemized work estimates, color samples, drawings and example sign material of the proposed work to the FEDC office at 210 S. Bois D'Arc Street during business hours of 8:00 am to 5:00 pm, Monday through Friday. Applications should include the following:
  - a. Drawings of all work to be done. Drawings may be prepared by the project architect or the licensed contractor.
  - b. Color samples of all final paint selections and/or final buildings or sign material selections.
  - c. Itemized work estimates on all project work from licensed contractors or project architects (Self-contracted work will be reimbursed for eligible expenses, excluding labor).
  - d. Photos of the building's exterior, interior, roof, or foundation (areas where the work is to be performed).
  
6. The approval process by the FEDC Board will include without limitation the following:
  - a. All projects must meet current building standards and codes, as well as building permit requirements.
  - b. Applications must be complete and contain all required information. Additional information requested by the FEDC Board, or City staff must be provided prior to consideration of the grant.
  - c. All construction bids submitted by an applicant must be current and must be dated no earlier than 90 days prior to the application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, telephone number and shall itemize the bid in a manner that allows the FEDC to determine the bid components and authenticity of the bid.
  - d. An applicant whose application has been denied by the FEDC shall not be eligible to re-submit a grant application for six months from the date the prior application was declined.
  - e. Applicants receiving approval shall commence construction described within the application within 90 days from the date the grant is awarded. All applicants must complete the construction described in the application within one year from the date the grant is approved. If the applicant is unable to commence construction within 90 days from the date the grant is approved or complete construction within one year from the date the grant is approved, the applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the 90 day or one year deadline. The FEDC shall not be obligated to allow extensions, but may do so for good cause determined solely by the entity which authorized the grant. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the FEDC. A denial of an extension cannot be appealed and shall be final.
  - f. As a condition of this grant application, the applicant consents and shall allow the FEDC or other City staff to request City inspections to determine that the grant, if awarded, will not be used for construction on any building that is not in compliance with the City Municipal Codes and Ordinances that are applicable to the construction contemplated in the application.

- g. No applicant has a proprietary right to receive grant funds. Each request will be considered on a case-by-case basis.
  - h. The applicant shall be required to furnish photographs of the building's exterior, roof and foundation after the construction is completed, as a condition of final reimbursement.
  - i. If any work is altered, left incomplete, not permitted, or is used for a different purpose than originally intended by the grant, the FEDC reserves the right to request immediate reimbursement and/or file a lien on the property in the amount of funds granted.
7. **Reimbursement:** When the grant project has been fully completed and reviewed by City of Forney building standards staff or issued a Certificate of Occupancy (C.O.) by the City of Forney, the applicant shall present the FEDC with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding. In addition, the applicant must complete a City of Forney Vendor Form and a 1099 Form to receive payment from the City. Vendor and 1099 forms will be provided by the FEDC.



**SMALL BUSINESS INCENTIVE GRANT APPLICATION  
CITY OF FORNEY, TEXAS**

**Please return completed with necessary attachments and signatures to the Forney Economic Development Office, 210 S. Bois D'Arc St. during business hours of 8:00 am and 5:00 pm, Monday through Friday. If you have application questions, please contact Forney EDC Staff at (972) 552-6465.**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

New Small Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

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

Building Owner (If different from applicant): \_\_\_\_\_

Historical/Current Building Name: \_\_\_\_\_

Project Site/Address: \_\_\_\_\_

Type of Work (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Paint Exterior/Interior        | <input type="checkbox"/> Façade & Building Renovation   |
| <input type="checkbox"/> Signage                        | <input type="checkbox"/> Awnings                        |
| <input type="checkbox"/> Utility Upgrades               | <input type="checkbox"/> Property Beautification        |
| <input type="checkbox"/> Paving/Parking                 | <input type="checkbox"/> Fire Suppression/Safety        |
| <input type="checkbox"/> Patio                          | <input type="checkbox"/> Grease Trap                    |
| <input type="checkbox"/> E-Commerce/Website Development | <input type="checkbox"/> Training/Workforce Development |

Details of Planned Improvements relating to Grant Request (attach additional information if necessary)

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How will this project benefit the City? \_\_\_\_\_  
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Please provide information on prior business experience. Provide address and years of operation for existing business. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Project Expenditures</b>	<b>Estimated Costs</b>	<b>Grant Requested</b>
<b>Façade/Building Rehab</b>		
<b>Awnings</b>		
<b>Signage</b>		
<b>Utility Upgrades</b>		
<b>Property Beautification</b>		
<b>Paving/Parking</b>		
<b>Fire Suppression/Safety</b>		
<b>Totals</b>		

Total Cost of Proposed Project \$ \_\_\_\_\_

Total Grant Request \$ \_\_\_\_\_  
 (may not exceed 50% of Total Cost up to \$50,000; minimum \$15,000)

*Attach with all required color samples of paint, awning/canopy, sign design, etc., as well as photographs of building's exterior façade, roof and foundation.*

\_\_\_\_\_  
*Applicant's Signature* *Date*

\_\_\_\_\_  
*Property Owner's Signature (if applicable)* *Date*



**SMALL BUSINESS INCENTIVE GRANT AGREEMENT  
CITY OF FORNEY, TEXAS**

**Please complete and return with the Small Business Incentive Grant Application to the Forney Economic Development Office, 210 S. Bois D’Arc St. during business hours of 8:00 am and 5:00 pm, Monday through Friday. If you have any questions, please contact Forney EDC Staff at (972) 552-6465.**

I have met with Forney EDC Staff, and I have read and fully understand the Small Business Incentive Grant procedures established by the Forney Economic Development Corporation. I intend to use this grant program for the aforementioned projects to advance the efforts of job creation and improve the attractiveness of buildings in the City of Forney. *I have not received, nor will I receive insurance monies for this redevelopment project.*

I understand that if I am awarded a Small Business Incentive Grant by the FEDC, any deviation from the approved project may result in the partial or total withdrawal of the grant. If I am awarded a Small Business Incentive Grant for any work pursuant to this program, and the completed work is altered for any reason within one year from construction, I may be required to reimburse the FEDC immediately for the full amount of the grant.

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*Business/Organization Name*

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<i>Applicant’s Signature</i>	<i>Printed Name</i>	<i>Date</i>
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<i>Property Owner’s Signature (if different from applicant) Printed Name</i>	<i>Date</i>
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This section is to be completed by Economic Development Staff

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<i>Date considered by Staff</i>	<i>Recommendation</i>	<i>Staff Signature</i>
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<i>Date considered by FEDC</i>	<i>Action</i>	<i>Board President’s Signature</i>
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# Forney Economic Development Incentive Process

- 1 Meet with Economic Development Director, Lynn Spencer, 972-552-6465, to discuss your project.
  - Does it generate sales tax? What is the estimated sales tax revenue?
  - How many jobs does your project create?
  - What side of town?
  - What type of business? Is it a priority for Forney? Is it unique?
  - Do you have a business plan?
  - Is an incentive right for you?
- 2 Fill out the appropriate incentive application and submit to Mary Wilson [mwilson@forneytx.gov](mailto:mwilson@forneytx.gov)
  - Primary Jobs Incentive
  - Façade Incentive
  - Redevelopment Incentive
  - Small Business
  - New Business
- 3 Present business idea and business plan to EDC board for recommendation to council.
  - Include budget and itemized list of capital expenses that can qualify for incentive.
- 4 Legal makes a performance agreement for certain incentives.
- 5 EDC staff takes recommendation and performance agreement to council for approval.
- 6 Once approved by council – EDC will publish notice for 60 days.
- 7 Within the 60 days schedule a DRC meeting with Alex Dixon – City Planner, 972-552-6548.
- 8 Follow City process for permit.
  - Projects in downtown are subject to A&B Review.
- 9 Once the Building permit is received, initiate work.
- 10 Upon completion of work, provide building final inspection report, a copy of the Certificate of Occupancy and submit receipts to EDC for reimbursement.

[www.forneytx.gov](http://www.forneytx.gov)