



## **Copperas Cove Business Improvement Grant Program Guidelines**

**2025-2026**

### **Purpose:**

The Copperas Cove Economic Development Corporation (CCEDC) has established the Business Improvement Grant Program to stimulate the growth and enhancement of new and existing businesses within Copperas Cove, Texas. The purpose of this program is to enhance the economic vitality of the City of Copperas Cove by encouraging visually appealing physical improvements to local business establishments.

### **Grant Type:**

This is a reimbursable grant. Applicants must pay project costs upfront, and the grant will reimburse up to 50 percent of eligible expenses. In-kind contributions, or other grant funds, may not be used by an applicant for matching funds. Only Applicant's cash expenditures may be used as a grant match.

### **Funding Cycle:**

The funding cycle shall be from October 1<sup>st</sup> through September 30<sup>th</sup>. For each funding cycle, the CCEDC shall designate an amount of funding for that cycle. Upon depletion of those funds, the CCEDC will be under no obligation to fund additional grants. Likewise, the CCEDC is under no obligation to establish future cycles.

### **Eligible Improvements and Expenditures:**

Applicants may qualify for a matching grant of up to fifty percent (50%), with a maximum grant not exceeding \$5,000.00. Eligible improvements and expenditures under the Copperas Cove Business Improvement Grant Program include:

**Façade Improvements:** Improvements to building facades including, but not limited to, structural enhancements, painting, remodeling, and awnings.

**Sign Improvements:** Installation of new signs or renovation/removal of existing signs.

**Site Improvements:** Parking lot resurfacing, lighting, landscaping, and other enhancements.

**Other Real Property Improvements:** Improvements including, but not limited to upgrades to electrical systems, plumbing, masonry repair, HVAC systems, and other permanent building fixtures subject to City approval.

### **Eligibility:**

To be eligible for grant funding, applicants must meet the following criteria:

- A. The applicant must be a for-profit businesses, commercial property owners, or business tenants located within the city limits of Copperas Cove. The applicant's tax status will be verified with the State Comptroller's office.
- B. Home-based business or business properties also serving as residences are not eligible.
- C. Applicants who have outstanding financial obligations with the City of Copperas Cove and/or Coryell County. Those with outstanding obligations, including but not limited to liens, court fines, delinquent utility bills, or unpaid taxes are not eligible.
- D. Applicants involved in any ongoing lawsuit or are in any way parties to litigation against the City of Copperas Cove or the CCEDC are not eligible.
- E. Applicants are limited to receiving grant funding for only one (1) project in a 12-month period.
- F. Applicants who have multiple businesses and/or commercial properties within the City of Copperas Cove can receive grant funding for only one (1) project in a 12-month period.
- G. Applicants may be eligible to receive up to a 50 percent matching grant, with a maximum grant awarded to an applicant not to exceed \$5,000.

**Guidelines:**

- A. Applicants must provide proof of ownership of the business property. If the applicant is a business tenant, they must include a copy of the lease agreement and a signed letter of permission from the property owner.
- B. Grants awarded under The Copperas Cove Business Improvement Grant are reimbursement grants and require a cash match. Applicants must cover project costs up front, and only out-of-pocket cash expenses are eligible for reimbursement. In-kind contributions or other grant funds cannot be used as any part of the application match.
- C. Improvements shall be made in accordance with project drawings, specifications, and/or information provided in the application, and approved by the City of Copperas Cove. Any modifications to the approved plans must receive prior written approval from CCEDC. Failure to comply may result in the applicant becoming ineligible to receive grant funding.
- D. Applicants are responsible for obtaining all necessary permits and inspections related to the improvement project. Failure to do so will render the applicant ineligible for grant funding.
- E. The improvements, as presented in the application, must be completed in their entirety, unless otherwise approved by CCEDC. Incomplete improvements will render the applicant ineligible for grant funding.
- F. Upon approval of a grant application, and during the implementation of the improvements, representatives of the CCEDC and/or the City shall have the right to access and inspect the work in progress.
- G. Work on the improvements shall not commence in advance of having received written approval for a grant from the CCEDC.

- H. Labor provided by the applicant, or their employees cannot be included in the cost of the estimate of the project and are not reimbursable through this program.
- I. Eligible projects that have been completed within ninety (90) days to October 1 maybe considered for reimbursement under this program, provided they meet all other program requirements.
- J. In order to be eligible to receive the grant funding, improvements must be started within two (2) months of receiving grant approval from the CCEDC and must be completed within six (6) months. Failure to complete the improvements within the required time period will result in the loss of the grant funds allocated for the project.
- K. The applicant must agree to operate the business continuously for a period of twelve (12) months from the date of grant funding. The business may not be sold or transferred during this period.

**Application Process:**

- A. Applicants must submit a complete application form and all required documentation via email to Sean Stevens at [sstevens@coveedc.com](mailto:sstevens@coveedc.com).
- B. The Copperas Cove Business Improvement Grant Review Committee will review and score all applications. This committee includes:
  - CCEDC Executive Director
  - CCEDC Assistant Director,
  - A representative from the City of Copperas Cove Development Services
  - A representative from CCEDC Board of Directors.
- C. Applications will be reviewed in the order that they are received.
- D. Applicants will receive notification of their application status no later than 20 days from the receipt of the application.
- E. Only complete applications will be considered. All required application fields must be completed with all necessary attachments to be submitted with the application. The incomplete application will be rejected, and the Applicant will be required to resubmit.
- F. Applicants must provide proof of ownership or a lease agreement for the business facility and signed letter of permission from the property owner.
- G. Grants awarded are reimbursement grants and require a cash match from the applicant for funds disbursed.
- H. A signed W-9 form as an attachment to their application. CCEDC funding will be paid to the entity named on the W-9.
- I. Applicants must provide at least one detailed estimate/quote of proposed improvements or other eligible expenditures as an attachment to their application.
- J. All improvements must adhere to project specifications, codes, and have City approvals. Failure to comply may render the applicant ineligible for grant funding.
- K. Applicants must obtain all required permits and inspections related to the improvement project to remain eligible for grant funding.

- L. If applicable, applicants should include photos of the area to be improved as an attachment to their application.
- M. If applicable, applicants should include improvement project drawing and specifications as an attachment to their application.
- N. Applicants are encouraged to provide any additional information about the project that would be beneficial in reviewing the application.
- O. Applicants are limited to one grant-funded project within a 12-month period.
- P. CCEDC reserves the right to utilize whatever outside resources deemed necessary for assistance in its decision-making process.
- Q. CCEDC may award grants with certain provisions, conditions, or other requirements as it deems appropriate.
- R. CCEDC has discretion in grant approvals related to this application. The applicant understand that all decisions about the award of the grant funds may include subjective judgments, such as opinions about the aesthetics of the proposed projects.
- S. CCEDC reserves the right to waive or add any requirements, herein contained, it deems appropriate in making its determination of the approval or disapproval of the grant application.

**Funding:**

- A. Funding will be provided on a reimbursement basis upon the completion of the project in accordance with the *Guidelines* above and following an on-site inspection of the improvements.
- B. CCEDC and The City of Copperas Cove shall be granted the right to inspect the improvement work in progress and upon completion.
- C. The applicant shall provide CCEDC with written notification of project completion to CCEDC. Such notifications shall include a letter signed by the Applicant stating that all improvements have been completed in accordance with the application and/or approved modifications and that full payments have been made for all labor and materials associated with the project. Supporting documentation must be included, not limited to, paid receipts for materials and labor, permits, inspection reports, project photographs, or any other items CCEDC may deem necessary for determining the successful completion of the project.
- D. Upon receipt of a notification from the applicant that the project has been completed, a CCEDC representative may conduct an on-site inspection to confirm the project was complete in accordance with the application and/or approved modifications; such inspections shall not be considered in any way as a reflection of CCEDC approval on the quality, safety, or reliability of the improvements, such being the sole responsibility of the applicant.
- E. Within thirty (30) days following the verification of the completion of the project in accordance with the application, or any approved modifications thereto, CCEDC will issue written notice to the Applicant confirming that the project has been deemed successfully completed, and the total grant award will be paid to the Applicant.

**Default:**

- A. If the subject business is closed, sold, transferred, or relocated within a six (6) month period after grant funding is received, the Applicant shall be required to reimburse CCEDC for 100% of the grant amount received. Thereafter, until the Twelve-month anniversary date of grant funding the Applicant shall be required to reimburse CCEDC for 50% of the grant amount received if the subject business is closed, sold, transferred, or relocated.
- B. Payments due must be paid in full within thirty (30) days after the date of written notification by CCEDC that the Applicant is in default of any of the funding requirements set forth herein. The form of such payment shall be a cashier's check or money order, made payable to CCEDC.

**Amendment:**

CCEDC reserves the right to amend these Guidelines and Criteria as it may from time to time find desirable.

**Notice:**

THE PROVISION OR DELIVERY OF THESE GUIDELINES AND CRITERIA TO AN INTERESTED PARTY DOES NOT CONSTITUTE AN OFFER OF AN IMPROVEMENT GRANT TO THAT PARTY.

THE ADOPTION OF THESE GUIDELINES AND CRITERIA DOES NOT LIMIT THE DISCRETION OF CCEDC TO DECIDE WHETHER TO PROVIDE OR NOT PROVIDE A GRANT TO AN APPLICANT, WHICH ABSOLUTE RIGHT OF DIRECTION THE EDC RESERVES UNTO ITSELF, WHETHER OR NOT SUCH DISCRETION MAY BE DEEMED ARBITRARY OR WITHOUT BASIS IN FACT.

THE ADOPTION OF THESE GUIDELINES AND CRITERIA DOES NOT CREATE ANY PROPERTY, CONTRACT, OR OTHER LEGAL RIGHTS IN ANY PERSON TO HAVE CCEDC PROVIDE GRANT FUNDING.

THE LAWS OF THE STATE OF TEXAS SHALL GOVERN THE INTERPRETATION, VALIDITY, PERFORMANCE, AND ENFORCEMENT OF THIS BUSINESS ASSISTANCE GRANT PROGRAM. IF ANY PROVISION OF THIS PROGRAM SHALL BE HELD TO BE INVALID OR UNENFORCEABLE, THE VALIDITY AND ENFORCEABILITY OF THE REMAINING PROVISIONS OF THIS PROGRAM SHALL NOT BE AFFECTED THEREBY.

CCEDC, ITS EMPLOYEES, AND ITS AGENTS DO NOT ATTEST TO THE QUALITY, SAFETY, OR CONSTRUCTION OF A PROJECT ELIGIBLE FOR, OR RECEIVING GRANT FUNDING. THEREFORE, CCEDC, ITS EMPLOYEES, AND AGENTS SHALL BE HELD HARMLESS BY THE APPLICANT/APPLICANTS FOR ANY AND ALL DAMAGES ASSOCIATED WITH THE PLANNING, CONSTRUCTION, AND SUBSEQUENT EXISTENCE OF ANY PROJECT WHOSE APPLICATION HAS BEEN APPROVED OR HAS RECEIVED ACTUAL GRANT FUNDING.

### **ACKNOWLEDGMENT OF RECEIPT OF GUIDELINES AND CRITERIA**

I have received the Guidelines and Criteria associated with the CCEDC Business Improvement Grant Program. I (WE), the undersigned APPLICANT(S), acknowledge and agree to abide by and be subject to the terms and conditions of the Business Improvement Grant Program as described herein.

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Applicant Name

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Title

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Signature

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Date