



COMMUNITY DEVELOPMENT GRANT PROGRAM

GUIDELINES & HOW TO APPLY

OVERVIEW

The Palestine Economic Development Corporation was incorporated in 1998 as a means by which the community could utilize the 1/4 cent sales tax for economic development.

The Board's mission is to provide the leadership and resources to successfully compete for jobs and enhance community wealth. Given this, the Board is restricted by state law (the Development Corporation Act, 1979) to what type of "projects" it can and cannot fund.

According to Section 4B of the Development Corporation Act, the sales tax proceeds may be spent on **land, buildings, equipment, facilities, and improvements** suitable for the following project areas:

- **Athletic facilities:** Professional and amateur (including children's) sports and athletics including stadiums and ballparks.
- **Parks and related public space improvements:** Public park purposes and events, including auditoriums, amphitheaters, park and parks facilities, open space improvements, and public space improvements including learning centers, and municipal buildings.
- **Tourism and entertainment facilities:** Entertainment, tourist and convention facilities, including museums, concert halls, and exhibition facilities.
- **Other related improvements to the above:** Any related store, restaurant, concession, and automobile parking facilities; related area transportation facilities; related road, street, water and sewer facilities and other related improvements that enhance any of those listed above.
- **New and expanded businesses:** Any project that promotes or develops new or expanded business enterprises, including public safety facilities, streets and roads, drainage and related improvements, demolition of existing structures, general municipally owned improvements, as well as any improvements or facilities that are related to any of these projects and any other that the Board in its discretion determines, promotes or develops new or expanded business enterprises. In certain circumstances, job training may also be funded.
- **Affordable housing:** Projects suitable for the development or expansion of "affordable housing" as defined by Federal Law.

Infrastructure improvements that are ordinarily accounted for in the City of Palestine's general fund responsibility will not be funded.

GUIDELINES

The Board reviews applications from Palestine-based non-profit organizations (501 (c)), government agencies, or business, giving preference to projects that support the Board's mission and goals.

Mission

To provide the leadership and resources to successfully compete for jobs and enhance community wealth.

The Board looks for one or more of the following conditions in an application:

1. The Application must be a government agency, business, or non-profit organization(501 (C)).
2. The Applicant must meet the goals/mission of the PEDC Board.
3. The Organization must have been in existence for more than one year.
4. The Project must have an economic, social, cultural, or environmental impact on the community.
5. The Project must be well planned with a stated goal and objective.

Funds are not granted for personnel, marketing, promotion, or advertising purposes.

Project Applications previously received by the Board may be resubmitted no sooner than one (1) year after the date of funding is disapproved.

Applications should include

- History of the organization
- Description of the proposed project
- Estimated Costs
- Additional funding sources
- Method of evaluation - Project Timetable
- Copy of IRS Form (Form 1023 "Application for Recognition of Exemption Under Section 501 (c) 3 of the Internal Revenue Code")
- List of staff and Board of Directors and Officers

Requirements

Upon project approval, the Applicant is required to meet the following requirements:

- The Applicant must provide a quarterly status report to the PEDC Board.
- The PEDC must be mentioned in all advertising and publicity as a sponsor or contributor of the project.
- Copies of invoices/receipts must be submitted to the PEDC Board for funding verification.

Disbursement of Funds

Each approved Applicant will be required to sign a Grant Agreement between the Applicant and the Palestine Economic Development Corporation. The agreement ensures that funds will be spent in accordance with the conditions set out in the Agreement and safeguards the funds and the Board in the event of default on the project. **Funds will be disbursed after the project has been completed.**

Applications will be scored on the following basis:

<u>Evaluation Criteria</u>	<u>Maximum Points</u>
Project improves the City's Infrastructure	15
Project has matching funds	15
Project has joint applicants	10
Benefits all of the Community of Palestine	10
Direct Jobs Created (Economic Impact)	10
Education/Training Skills	10
Historical Preservation	10
Enhances Under Utilized Facilities	10
Quality of Life (Cultural/fine arts/entertainment)	<u>10</u>
<u>Total</u>	<u>100</u>

The PEDC Board of Directors will score projects on the criteria listed above. Projects may receive points for all, partial, or none of the criteria. For example a project that improves the City's infrastructure could receive from zero to 15 points.

* All projects must be located within the Extra Territorial Jurisdiction (ETJ) of the City of Palestine.

** For projects to be considered for funding the targeted minimum score needed will be 50 points.

Budget amount for 2015 will be \$25,000.