



## 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:

Evaluation Criteria	<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>
<b>Total</b>	<b>100</b>

*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 in the City of Palestine

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

Budget amount for 2011 will be \$25,000

applications to be accepted through August 15, 2011

# Project Funding Application Process

Applications Available July 25, 2011

Deadline to submit Applications for Fiscal Year 2011 – August 15, 2011

Consideration/Evaluation August 18, 2011

Selection of Projects by August 31, 2011

Request council Approval of Projects September 12 & 26, 2011

Finalize Project Agreements

## Process

Once the completed Application is submitted to the PEDC office the following is the sequence of steps in the Project Funding Approval Process:

1. Before any board consideration, the Application may be reviewed by legal counsel for a determination that the Application falls under statutory guidelines for an appropriate expenditure.
2. PEDC Staff will review the Application for compatibility with the goals and mission of the Corporation. If the Application is deemed compatible, the Application will be placed on the next board meeting agenda for discussion and possible action. If the Application is not placed on the next Board meeting agenda, additional information may be required, or the Application may be rejected. Applicants whose projects are placed on the agenda will be notified of the time and date of the meeting.
3. At the Board meeting, each Applicant may be asked to make a brief presentations to the Board regarding the Application. The Board may impose a time limit for each presentation.
4. After the presentation and discussion, the Board may approve, reject or table any Application. If the Proposed Application is approved, the Board will recommend the Application be forwarded to the Palestine City Council for their approval. In compliance with state statute, approval may require two public hearings at the council level before they can take action. This determined by scope of project.
5. If approved by the Palestine City Council, the Proposed Application becomes a formal Approved Project.
6. The Applicant will be required to sign a Grant Agreement; once the Agreement is signed funds will be disbursed in accordance with the terms of the Agreement. The applicant will be required to provide the PEDC Board with copies of receipts for verification of the “appropriateness” of the expenditure. In addition, the Applicant shall provide the PEDC Board with a completion update of the project.

# Application for 2011 Community Development Grant Funding

Please complete the following questions.

1. Name of Agency \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

2. Date of Request \_\_\_\_\_

3. Amount of PEDC funds requested \_\_\_\_\_

4. Amount of total project \_\_\_\_\_

5. Projected start date of project \_\_\_\_\_

6. Projected completion date of project \_\_\_\_\_

7. Proposed number of beneficiaries in Palestine \_\_\_\_\_

8. Proposed number of beneficiaries in Anderson County \_\_\_\_\_

9. Are you a Non-Profit 501(c)3 Organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please attach a copy of your IRS determination letter

**Applications are Due August 15, 2011**

# Application for 2011 Community Development Grant Funding

Project Information- Please provide the answers to these questions with Page 1 of the application

10. Please describe the project for which PEDC funding is requested.
11. Briefly describe the capacity (experience) of the organization and its ability to implement and manage the proposed activity.
12. Briefly explain how PEDC dollars will assist the organization in implementing the proposed activity.
13. Describe the staffing structure of the organization.
14. Submit itemized budget for proposed project. The budget should show detailed expenditures and the sources of the match.
15. Provide a Timetable for the project. Start, important milestones, and conclusion.
16. List names, addresses and/or email, phone numbers of Board of Directors.
17. How is your organization currently funded?
18. List any other potential sources of funding, which could be used to assist with the completion of this project.
19. Briefly describe the nature of the organization and how it benefits persons living in Palestine/Anderson County.
20. If funded, would additional PEDC funds be requested next year to keep project going?
21. The organization requesting funding must be able to show that it is leveraging its funds by obtaining at least a portion of the cost of renovation, construction, or programming from other sources. Details of the sources must be provided.

I declare that I have examined this application and to the best of my knowledge and belief, it is true, correct, and complete. I also acknowledge that failure to complete all questions could disqualify this application from consideration.

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Signature

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Organization

**Please Return completed application to:  
Palestine Economic Development  
Attention: Julie Totah  
100 Willow Creek Parkway, Suite A  
Palestine, Texas 75801  
Applications are Due August 15, 2011**