

COMMUNITY DEVELOPMENT GRANT PROGRAM



Dear Applicant:

Thank you for your interest in obtaining funding for your proposed project. The Palestine Economic Development Corporation has prepared the Application Process and Funding Guidelines to give you an understanding of what the Palestine Economic Development Corporation is allowed to fund according to State law.

The Application Package consists of four pieces:

1. ***Guidelines and How to Apply*** - provides you with an overview of the PEDC and what is permissible under state law as to the types of projects the Board can and cannot fund.
2. ***Project Funding Application Process*** - outlines the steps involved in approving a proposed Application.
3. ***Project Funding Application Form*** - all applicants are required to fill out the attached Project Funding Application Form and forward the completed form to the PEDC office.

If anytime you required assistance or clarification regarding the Application Process, please contact PEDC at 903-729-4100 and the staff will be happy to help you.

Thank you for your interest in the Community Development Grant Program.

Sincerely,

Brian J. Malone, CEcD
Executive Director

Attachments

2009 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, amphitheatres, 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.
- **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. The Board's Mission Statement is: *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 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.** All approved construction must commence no later than 60 days after obtaining the necessary permit or project approval (if no permits required). Work must be completed within 90 days of that date. The Board may grant an extension to these deadlines if warranted. Applicants requesting an extension must do so in writing prior to the expiration of the 90-day completion period.

When all approved improvements are completed, the applicant must submit the Notice of Project Completion form to the Board. This letter serves as a request for inspection and a request for payment. With this letter, the applicant must submit all invoices, receipts, and/or canceled checks related to the improvements. Invoices, receipts, and/or canceled checks received after the letter is submitted will not be considered for payment. When the Board receives the Notice of Project Completion, Staff will make an inspection to determine if improvements were made in conformance with approved application. Inspections of permitted activity will occur throughout the project.

Applications will be Scored on the following basis:

<u>Evaluation Criteria</u>	<u>Maximum Points</u>
Project has matching funds	*20
Project has joint applicants	10
Benefits all of the Community of Palestine	10
Develops Tourism	10
Education/Training Skills	10
Historical Preservation	10
Enhances Under Utilized Facilities	20
Quality of Life (Cultural/fine arts/entertainment)	<u>10</u>

Total **100**

* Matching Points
 0 points if match is less than 10%
 5 points if match is from 10% - 49%
 10 points if match is from 50% - 99%
 15 points if match is 100% - 119%
 20 points if match is 120% or greater

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.

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.
The total Budget for the 2009 Grant Program is \$50,000.

Applications to be accepted through March 18, 2009, 4:00 p.m.



PROJECT FUNDING APPLICATION PROCESS

Summary

Applications Available February 16, 2009

Deadline to submit Applications For Fiscal Year 2008 – March 18, 2009, 4:00 p.m.

Consideration/Evaluation March, 2009

Selection of Projects March /April, 2009

Request Council Approval of Projects - April, 2009

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. If so, the Application will be forwarded to the Board for their consideration.
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 presentation 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.
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 2009 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 attache a copy of your IRS determination letter

Application for 2009 Community Development Grant Funding

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

10. Description of 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 budget. 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 and addresses 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.

Signature

Organization

Please return completed application to:

**Palestine Economic Development Corporation
Attention: Brian J. Malone
100 Willow Creek Parkway, Suite A
Palestine, Texas 75801**

Applications are Due March 18, 2009 by 4:00 p.m.