



It's real.

**City of Seguin Business Improvement Grant (BIG) Program Application
2023-2024**

Section 1 – Applicant Contact Information

Date		
Name of Applicant		Title
Address		
City	State	Zip Code
Primary Phone Number		Alternate Phone Number
Email		

Section 2 – Business Information

Business Name
Business Legal Name as Identified on W-9 (Please attach copy of W-9)
Business Mailing Address

City	State	Zip Code
Phone	Website	
Number of years in business in Seguin, TX	Number of Business Locations	Tax ID #
Business Structure (C Corp, S Corp, LLC, LLP, Partnership, Sole Proprietor, Non-Profit, Other)		
Please provide a brief description of your business		
Full Time Workers	Part Time Workers	
Do you plan to hire any new employees in the next 3 months?		
<p>Are you currently in compliance with the City of Seguin and Guadalupe County? (Yes, No) If no, please provide background information.</p> <p><i>This includes but not limited to liens, court fines, delinquent City utility bills, or delinquent taxes.)</i></p>		

Section 3 – Grant Request Information

Please select the type of improvement(s) associated with the improvement project?
 (See BIG Guidelines for additional details on Eligible Improvement and Expenditures)

	Facade Improvement		Sign Improvement
	Site Improvement		Other Real Property Improvements

Physical Address of Property for Which Grant is Being Requested

City	State	Zip Code
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Do you **own** or **lease** the property for which grant is being requested?

If lessee, please provide contact information for property owner.

Name of Property Owner

Address of Property Owner

City	State	Zip Code
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Phone	Email
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Total Project Cost – Please attach a detailed estimate/quote of proposed improvements and or other eligible expenditures from at least (An approved grant is up to 75% matching, max grant award to an applicant not to exceed \$10,000)

Please provide a description of the proposed project. Please attach any project drawings, photos of area to be improved, specifications, and/or any additional information about the project to this application.

Estimated start date of project

Estimated completion of project

Name and cost estimate/quote from at least one (1) qualified contractor/supplier (Please attach a copy of the estimate with application)

Section 4 – Attachments

Please attach the following documents with the completed application (failure to include all applicable attachment will result in the application being deemed incomplete):

- Signed copy of W-9
- Detailed estimate/quote of proposed improvements and or other eligible expenditures
- Project drawings and specifications (if applicable)
- Photos of area to be improved (if applicable)
- If lessee, please attached a copy of lease agreement (if applicable)
- Any additional information about the project that would be beneficial in reviewing the application

Section 5 – Certification and Signature

I certify that the information submitted in this application, including attachments, is true, correct, and complete. Omissions or submission of incorrect information may render this application invalid.

Name

Title

Signature

Date