



It's real.

**City of Seguin Business Improvement Grant (BIG) Program
Application for Grant Funding – Business Improvement Grants (Section 4.A-D)**

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? (Yes, No) If no, please provide background information.</p> <p><i>This includes but not limited to liens, court fines, delinquent City utility bills, Seguin Strong Stimulus Plan 6-Month Follow Up, or delinquent taxes.)</i></p>		

Section 3 – Grant Request Information

What type of business improvement grant(s) are you applying for? (See BIG Program Guidelines, Section 4.A-D, for details)

	Building Improvement		Sign Improvement
	Property Improvement		Interior and/or Machinery/Equipment Improvement

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. A written letter from the property owner authorizing any building and/or property improvements will be required.

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

In order to fully evaluate the application, please attach the following documents with the completed application:

- If lessee, please attached a letter from the property owner authorizing said improvements.
- Copy of W-9
- Detailed estimate/quote of proposed improvements and or other eligible expenditures.
- Project drawings and specifications.
- Photos of area to be improved
- 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

Please submit this application and required documents via email or in person to:

City of Seguin

Address: 205 N. River Street, Seguin, TX 78155

Phone: 830-401-2476

Email: economicdevelopment@seguintexas.gov