



## **Hallettsville 4B Business Development Corporation Parks Grant Program Guidelines**

The Hallettsville 4B Business Development Corporation, hereinafter referred to as the HBDC, recognizes the importance of improving a community's quality of life. The HBDC seeks to assist and encourage civic and business organizations to undertake projects that improve the area's quality of life. The HBDC offers a Parks Grant Program as part of its suite of incentives. The goal for the Parks Grant Program is to increase and develop quality of life values including health, safety, diverse recreational and cultural opportunities, a sense of community, a sense of place, and a sense of beauty.

The HBDC has designated a set amount of funds for this program and eligible projects will feature a one-time project cost incurred for the acquisition or renovation of capital, physical or tangible assets. The HBDC will reimburse the cost of the materials, installation, and/or permit fees up to 50% of the total projects costs and in an amount not to exceed \$10,000 or at the discretion of the board. All applications will be considered on an individual basis, according to available funds, and must be submitted by the 5<sup>th</sup> of the Month prior to the regularly scheduled meeting that month during which the applicant would like to be considered. If applications are not completed properly and in their entirety, they will be returned and moved to the next month's agenda or when the application is completed correctly. Grants are a reimbursement of allowable costs incurred within a 12 month period to the effective date of the performance agreement or at the discretion of the board.

All Parks Grant Program applications must comply with the codes and ordinances of the City of Hallettsville. Upon approval of a Parks Program Grant, ONE check will be issued once all qualifying invoices AND receipts/proof of payment have been submitted and verified.

Development projects may consist of basic outdoor recreation facilities and related support facilities to serve the public, provided that the funding of the project is in the best public interest in accord with local plans.

Plans for recreational development should be based on public needs, expected use, and the type and character of the project areas. Facilities should be attractive to the public and consistent with the natural setting and topographic limitations of the site. Recreational improvements should be designed to be harmonious with the natural environment. Emphasis should be given to public health, safety, the natural environment, barrier-free access, and the protection of recreational and community values of the area. These considerations should be part of the planning, design, and maintenance criteria for all grant-assisted areas. Development projects may consist of the complete or partial development of a public recreation area.

To qualify for the Parks Grant Program, the project must match one or more of the following areas:



- **REPAIR AND MAINTENANCE:** Normally consist of minor work intended to mend a specific part of a facility which has become broken or otherwise inoperative, to return it to a useful state, or periodic minor work designed to merely maintain a specific part of a facility so such facility will be in a good state of maintenance and repair.

- **RENOVATION:** Renovate is defined in terms of “to renew or make over”. Work on existing facilities to completely renew, update, or modernize such facilities so the finished product will meet present-day standards and be comparable with newly constructed similar facilities is classified as renovation.

- **REDEVELOPMENT:** Redevelop is defined in terms of “to develop again.” Redevelopment of existing park areas includes demolition of obsolete facilities and the construction of new facilities.

**Examples of Eligible projects includes:**

- Sports fields
- Picnic facilities
- Playgrounds
- Trails
- Recreational Support Facilities
- Community Gardens
- Basketball, Volleyball, Tennis and other sports courts
- Exhibit / Interpretive Displays
- Golf Courses

**To qualify for the Parks Grant Program, the project must:**

- Receive a permit for any work as required, all construction must be done in accordance with code
- Be located within the City Limits of Hallettsville
- Be current on all taxes
- Must be open to the public and properly maintained
- Professional cost estimate or quote for the price of the Recreational, Entertainment and Parks and its installation OR other evidence of cost
- Photo(s) of the face of the LOCATION showing where the Recreational, Entertainment and Parks will be made, or where the Recreational, Entertainment and Parks will be located
- Drawing(s)/image(s)/ renderings showing the design of the Recreational, Entertainment and Park
- Is consistent with promoting a positive image of Hallettsville to residents and visitors alike
- Is open to all members of the public, although a fee for participation may be charged
- Improve aesthetics or quality of life for the City of Hallettsville
- Meet existing ordinances



Applicants will be required to provide proof of compliance with City regulations as well as proof of project costs. Applicants will be required to provide all information requested in the application, as well as any additional information requested by the HBDC Board of Directors. Information that is specific to business operations and revenue will be confidential and will not be discussed in open session, insofar as the HBDC must abide by the requirements of the Texas Open Meetings and Texas Public Information Acts.

For questions regarding the application or application process, please contact: Chelsea Steffek, EDC Administrator, at [HallettsvilleEDC@gmail.com](mailto:HallettsvilleEDC@gmail.com) ; 361-772-3021

All information must be turned in at the same time. No additions will be allowed. If you send your application by email, all documents must be scanned in and sent in with the email.

**Attach the following (REQUIRED) to the Application:**

- Attach letter from governing board stating approval to request funding and indicating signatory approval
- Include the project budget
- Include last year's organizational financial statement (if applicable)
- Evidence of Insurance (Listing of policies by type and coverage amount, indicating policy end dates, or copies of certificates of insurance.)
- Attach COPIES of required documents and keep originals
- Quotes for eligible expenses including machinery, equipment, inventory and/or infrastructure
- Capital investment to operate and life expectancy of the capital investment.
- Property and sales tax revenue generated initially and over time
- Future infrastructure/maintenance costs to the City of Hallettsville to support the capital investment
- Enhancement of the community by improving accessibility and sustainability
- Narrative description of the project scope
- Prepare an itemized budget and basic drawings that show the proposed scope of work.
- Most projects will require the services of an architect or similar design professional.

**If applicable, attach the following:**

1. Other information pertinent to your Project, organization or this application
2. If new business proposal, your business plan