

# MIDLOTHIAN COMMUNITY DEVELOPMENT CORP.

## Economic Excellence Grant Guidelines

### ***Purpose of the Economic Excellence Program***

The Economic Excellence Program (“EEP”) is a grant program established by the Midlothian Community Development Corporation (“MCDC”) Type B Board of Directors to provide financial assistance to organizations committed to producing community-based economic goodwill in the City of Midlothian and its extraterritorial jurisdiction (“ETJ”).

### **Grant Eligibility**

Projects to be funded through the EEP must be initiated in the city of Midlothian or in its ETJ and must produce economic benefits for the local community.

Only one proposal per entity may be submitted in each quarterly application cycle.

**Pursuant to the Development Corporation Act (DCA) of 1979 and subsequent amendments thereto, the following grant uses are permitted for consideration by Economic Development Corporations (Type A) and Type B Corporations:**

### ***Type A Eligible Projects***

Land, buildings, equipment, facilities, improvements, and expenditures related to:

- Manufacturing, industrial, research & development, recycling, small warehouse and corporate headquarter facilities, and distribution centers.
- Closed or realigned military bases.
- Job training for primary jobs and commercial/retail.
- Business airport facilities and port-related facilities.
- Clean-up of contaminated project sites (with a special election and specific ballot language).
- Infrastructure assistance to retail or commercial projects.
- Business-related sewer utilities and site improvements.
- Beach remediation in Gulf communities required or suitable to promote or develop new or expanded business enterprises.
- Projects designed to attract new military missions, prevent the closure of existing missions, and redevelop a closed or realigned military base.
- General airport facilities for communities located 25 miles from US/Mexico border only.
- Light rail, commuter rail, or motor buses.
- Type B projects with voter approval.

## **Type B Eligible Projects**

- Everything authorized under Type A of the DCA, including retail and commercial projects with the same restrictions.
- Water supply facilities (with a special election and specific ballot language).
- Projects that improve a community's quality of life, including parks, professional and amateur sport and athletic facilities, tourism and entertainment facilities, affordable housing, and other improvements or expenditures that promote new or expanded business activity that create or retain primary jobs.
- Projects designed to attract new military missions, prevent the closure of existing missions, and redevelop a closed or realigned military base.
- Sewer or solid waste disposal facilities in Hidalgo County.
- Direct incentives for retail development in communities with fewer than 20,000 residents and certain land-locked cities.
- Hangars, airport maintenance and repair facilities, air cargo facilities, related infrastructure located on or adjacent to an airport facility.
- Airport facilities provided that the eligible municipality enter into an approved development agreement with an entity that acquires a leasehold or other possessory interest from the economic development corporation.

The EEP does not award grants to:

- Organizations that practice discrimination on by race, color, creed, sex, age or national origin;
- Provide operating funds or working capital, unless a unique economic development need can be demonstrated; or political organizations, candidates, or causes.

## **Deadlines**

Grants will be awarded quarterly. All requests must be presented *in person* to the MCDC Board of Directors at the second monthly meeting of each quarter held at City Hall.

### *Grant Presentation Schedule for 2018*

- ❖ February 22, 2018
- ❖ May 24, 2018

- ❖ August 23, 2018
- ❖ November 15, 2018

Application must be submitted in written form to the MCDC Board of Directors, c/o Tammy Varner at least 10 days prior to the scheduled MCDC Board of Directors meeting. Applicants will be notified of the Board's decision within 15 days of presentation. Applications that are not approved by the Board may be revised and resubmitted in a future review period.

## **Grant Criteria**

Grant proposals should be designed to create cultural or economic development in the community based upon:

- Scope and degree to which the community stands to benefit from the project, i.e. – entire community or small group;
- Feasibility of project's expected results;
- Impact of the project upon economic activity in the community; and

Financial considerations include:

- The degree to which the applicant could complete the project without funding from the MCDC Grant Program;
- The availability of matching funds;
- The ability of the grant applicant organization to generate funding for the project if cost overruns are incurred;
- The cost effectiveness of project;
- The level of support within the community;
- Competent bids from local vendors, if possible, to support/prove that project costs have been vetted;
- Appropriate Financial Reports required; and
- Provide copies of award and/or denial acknowledgments for other grants applied for

## **NARRATIVE OF GRANT PROJECT PROPOSAL**

Your information should include the location, purpose and scope of your project. Describe how the project will benefit the Midlothian community by pointing out specific needs that will be addressed and the impact that meeting them will have on the community.

**Provide a tentative timeline for completion and explain how you will measure the success of your proposed project. Include any additional information you believe is important for the MCDC Board of Directors to have regarding review of this application.**

## **Award of Funds**

Grant monies will be awarded at the discretion of the MCDC Board. All grants greater than or equal to \$10,000 require the approval of the Midlothian City Council, and therefore may delay any final decision made regarding the award of the grant.

## **Responsibilities of Grant Recipients**

Use of the funds for the purpose intended and by accepting the grant, agree to submit a written letter report to the MCDC Board on a quarterly basis, beginning three months after the grant is awarded. The report must provide information related to the:

- √ progress and accomplishments of the project,
- √ financial receipts and disbursements during the quarterly period,
- √ changes (if any) in the scope and operations of the project in comparison to the original plan presented at the time of grant approval.

Reports must be submitted in writing to MCDC within fifteen (15) days following the end of each operating quarter.

## **Disbursements & Reserves**

Grant recipients will receive a check from the MCDC within twenty-one (21) days of grant approval. MCDC, at its discretion, may decide to reserve or escrow an amount of no greater than 50% of the grant award until certain defined project milestones are accomplished. In these situations, the reserved portion of the grant award will be subject to forfeiture if the defined project milestone is not accomplished.

# **ECONOMIC EXCELLENCE PROGRAM** **GRANT APPLICATION**

Grant Title \_\_\_\_\_

Date of Application \_\_\_\_\_ Funding Amount Requested \_\_\_\_\_

Name of Requesting Organization \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

*Projected:* Implementation Date \_\_\_\_\_ Completion Date \_\_\_\_\_

**Please contact MCDC president, Jan Davis, at 214-707-4955 to discuss application prior to submission of paperwork.**

## **DEADLINE TO SUBMIT APPLICATION**

Please select the quarter for which you are submitting this application:

\_\_\_ 1st Quarter '18 grant applications due Monday, February 12, 2018

\_\_\_ 2nd Quarter '18 grant applications due Monday, May 14, 2018

\_\_\_ 3rd Quarter '18 grant applications due Monday, August 13, 2018

\_\_\_ 4th Quarter '18 grant applications due Monday, November 5, 2018

Completed applications should be sent to Midlothian Community Development Corporation, c/o Tammy Varner, City Secretary, at Midlothian City Hall, 104 W. Avenue E, Midlothian, TX 76065. An original application, along with seven copies must be received by deadline – no exceptions.

## **PREPARING THE APPLICATION**

Grant application form may be downloaded from the City's web site at [www.midlothian.tx.us](http://www.midlothian.tx.us)

- Computer generated or typed documents are recommended.
- DVD, PowerPoint, or other media presentations may also be submitted.

## **PREPARE BUDGET SHEETS**

Provide a detailed budget (including salaries, materials, etc.). Use the budget sheets provided to detail expenditures for the project. A separate sheet should be used for each vendor you plan to utilize. \*Note MCDC Type B will not pay the salaries and benefits portion of any proposal. Salaries and other employment benefits are the sole responsibility of the applicant(s).

Please list additional funds and other grants received and/or applied for as of this date.

## **FOR MORE INFORMATION**

If you have any questions, e-mail Tammy Varner at [tammy.varner@midlothian.tx.us](mailto:tammy.varner@midlothian.tx.us) or by telephone at (972) 775-7101

# Grant Application Budget Sheet

*\*\*\*Prepare a separate budget sheet for each vendor\*\*\**

Vendor's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Contact \_\_\_\_\_

Item #	Product Description	Qty	Unit Price	% Discount	Total Cost
<b>Subtotal</b>					
<b>Shipping</b>					
<b>TOTAL</b>					

Grant Title: \_\_\_\_\_

**REQUIRED: Do your homework and get accurate prices; Do not use catalog prices; ask for discounts; negotiate for a better deal; Do not forget shipping costs; You are not required to use the City's vendors, but it may be beneficial.**

**Prepare a separate budget sheet for each vendor**

*Signature Page*

Grant Title \_\_\_\_\_

Date of Application \_\_\_\_\_ Funding Amount Requested \_\_\_\_\_

Name of Requesting Organization \_\_\_\_\_

\_\_\_\_\_  
**Applicant Contact Person (Print Name)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Address for Contact Person (Print)**

\_\_\_\_\_  
**Contact Phone Numbers**

Please include the printed names and signatures of all grant applicants. Please add additional lines if needed. Name/s and signature/s of all applicants associated with this grant application

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

**AGREEMENT**

It is understood that the applicant will submit a progress report if grant is approved beginning one quarter after the grant is awarded and every quarter thereafter until completion of project. The report will include information as outlined in Grant Guidelines p.3, "Responsibilities of Grant Recipients".

**SUBMIT**

Please provide original application and seven copies to Midlothian Community Development Corporation, c/o Tammy Varner, City Secretary, at Midlothian City Hall, 104 W. Avenue E, Midlothian, TX 76065.

Grant Coordinator's signature \_\_\_\_\_ Date Received \_\_\_\_\_