



BEE CAVE

DEVELOPMENT CORPORATION

REQUEST FOR ECONOMIC DEVELOPMENT FUNDING PACKET

**4000 Galleria Pkwy
Bee Cave, Texas 78738
(512) 767-6600**

Instructions for Businesses Wishing to Apply for Funding for an Economic Development Loan or Grant

General Conditions

Business organizations requesting a Bee Cave Development Corporation (BCDC) loan or grant are required to make a formal application. The requestor must submit (5) copies to the BCDC Staff Coordinator. After the application is reviewed by the Staff Coordinator, a representative from your organization will be expected to attend the BCDC meeting and make a verbal presentation.

The proceeds of a grant or loan from the BCDC must be used exactly as authorized in the final BCDC action, as approved by the City Council when applicable.

BCDC loan financing is intended to fill a gap that exists because of lack of access to other sources of financing. Thus, eligible businesses must prove that they are unable to meet their entire financing needs from conventional sources (banks and other financial institutions), donors (if non-profit, when applicable), and their own resources.

Preference shall be given to projects that retain existing jobs and/or create new jobs and meet all intent and criteria required by the Texas Local Government Code and other laws pertaining to Type B Economic Development Corporations.

BCDC will consider loans, grants, and other incentives on a case-by-case basis.

Grant/Loan Application Form

Your application must be on a form provided by the BCDC and must include the following attachments.

Project Description

- Describe in detail the proposed project.
- Discuss the amount and nature of the funding request and your estimate of its future impact on the economic health of the City of Bee Cave. Include in this section the size of your payroll and your projections for the current and future fiscal.
- Indicate the name(s) of the person(s) responsible for overseeing the project and the estimated start and finish dates of the project.
- Specify any time constraints which affect the project or the funding request and indicate the source of these constraints including self-imposed constraints.
- Attach copies of any related documents supporting your discussion (examples would be feasibility studies, estimates of construction costs, time schedules, employee needs, financial projections, etc.)

Business Background

- A short history of the business including the date the company was formed, the product line, customers, etc.
- A copy of the certificate of formation, operating agreement, bylaws, or other governing documents
- A list and brief biography of the officers and directors of the company (or owner(s) if not incorporated)
- Compensation for the officers, directors, or owners for the past three years
- Resumes of key staff involved with this project
- A copy of the company's business plan

Financial and Credit Information

- Provide copies of your company's annual financial statement and Federal Income Tax return for each of the preceding three years.
- A completed credit application for your corporation of business, and one for each person who has responsibility for making corporate level decisions may be required at the discretion of BCDC. These persons include the owners, corporate officers, managers, etc.

Other

- You may attach other material which you feel may assist the BCDC Board in its consideration of your request.

Procedural Steps for BCDC Loans and Grants

A series of events must occur before a project can be approved and funds disbursed. Normally this process is conducted during regular meetings of the City Council and the BCDC.

Applicant Attendance During Procedural Steps

An applicant for BCDC funding must be present at the meeting of the Board where the funding request is considered. If the applicant fails to attend meetings as required and has not notified the Board in advance, the Board, at its pleasure, may reject the application with or without prejudice or table it until the next regular meeting of the Board. A tabled application will be rejected if the applicant is not present at the next regular meeting of the Board.

Tentative Approval

The Board has the prerogative of granting, or refusing to grant, tentative approval for the project. Tentative approval does not bind the Board in any way and is not a guarantee that the application will receive final approval.

Public Notice

A public notice of the tentative approval must be published in an applicable newspaper of regular publication for Bee Cave at the next available opportunity.

60-Day Waiting Period

The public has the right to petition the City to order an election on your request. The results of an election take precedence over any other action by the Council or the BCDC. The 60-day waiting period begins with the date of a public notice in the applicable newspaper of regular publication for Bee Cave.

The 60-day waiting period is a procedural step required by law. BCDC procedures may take a total of 90 days. There is no provision in law which allows for the 60-day waiting period to be shortened. If your project can't wait, the BCDC can't help you. There are no exceptions.

Election

In the event a petition bearing the signatures of at least 10% of the registered voters of the City is brought to City Hall before or on the 60th day of the waiting period, an election may be required. The project is either approved or disapproved based on the results of the election.

City Council Action

Projects over \$10,000, require City Council approval by a resolution passed after two readings. The City Council has the prerogative of approving, disapproving, or returning the funding request to the EDC for further consideration. The City Council may adopt the resolution during the 60-day waiting period. However, the BCDC may not fund or begin working on the project until after the 60-day waiting period has passed.

Performance Agreement

Your organization is required to sign a performance agreement with the BCDC meeting state law requirements in which it will be stipulated that funds will be used as represented to the BCDC. Failure to use the funds as represented to the BCDC will constitute a default which could result in a requirement that part or all of the money be repaid to the BCDC, the amount to be determined by the BCDC.

Reporting the Progress on the Project

Your contract with the BCDC will stipulate that you will be required to make a monthly progress report at each regular meeting of the BCDC until the project is completed. When the project is completed, you must make a final report to the BCDC. Your report can be written or verbal, but it must be presented in person by a representative of your organization.

In case of an exceptional situation and upon application to the President of the BCDC, the reporting requirement can be deferred by a maximum of 30 days, for a maximum of 3 times (meaning if you cannot make a meeting, it may be deferred to the next month's meeting; you may do this a maximum of 3 times during the duration of your Performance Agreement). Failure to report may constitute a default which could result in a requirement that part or all the money be repaid to the BCDC, the amount to be determined by the EDC.

Follow Up After Project Completion

The BCDC is interested in evaluating the effectiveness of its own efforts in economic development in the City of Bee Cave. To that end, the BCDC staff will conduct a follow-up survey to each funding recipient within six (6) months after the completion of funding and/or Performance Agreement. The BCDC may also appreciate the opportunity to meet with you from time to time to get your insight on the effectiveness of the economic development program in the City of Bee Cave and how it can be improved.

Loan/Grant Application

Identification Information

Legal Name	
Physical Address	
Mailing Address	
City, State, Zip	
Phone	
Fax	
Contact Person	
E-mail Address	
State Tax ID No.	
Federal Tax ID No.	

Board Members/Officers	Office Held	Address

This request is for a: _____ Loan _____ Grant

Amount of request for BCEDC Funding: \$_____

Anticipated Starting Date: _____ Completion Date: _____ of project.

Specific Purpose of BCDC funding request:

Evidence of Financial Solvency

☐Yes ☐No Has the business or any of its officers ever been involved in a bankruptcy?

☐Yes ☐No Has the business or any of its officers ever defaulted on any loans or other financial obligations?

☐Yes ☐No Does the business or any of its officers have any loans or other financial obligations on which payments are not current?

If you answered yes to any of the above questions, please **attach** a brief explanation.

Evidence of Sufficient Funding for Project

Funding Type	Source	Amount
Equity Investment		
EDC Funding		
Bank Loans		
Other Loans		
Other Sources		
	TOTAL	

*Please **attach** evidence of funding sources, such as letters of commitment, donation, or intent to fund.

Estimate of Economic Impact

How many and what type of jobs will this project **create**?

		Number of Jobs Created		
Job Title or Type	Estimated Pay Scale	At Start-Up	Beginning of Year 2	Beginning of Year 3
Total No. of Jobs Created				
Total Estimated Payroll				

Please indicate in the chart on the previous page which jobs will you:

- Fill locally (**L**)
- Fill by transfer from other facilities or recruit from outside the Bee Cave area (**O**)

How many and what type of jobs will this project **retain or impact**?

		Number of Jobs Retained/Impacted		
Job Title or Type	Estimated Pay Scale	At Start-Up	Beginning of Year 2	Beginning of Year 3
Total No. of Jobs Retained/Impacted				
Total Estimated Payroll				

In what ways will this project benefit the economic status of Bee Cave and the Bee Cave area? Respond to as many of the following as apply: (Use back of sheet if more space is needed)

1. Will this project add to the tax base of the City, School and/or County? How and how much?

2. Will the project have an impact on tourism? How and how much?

3. New construction, refurbishing existing structure, or other? How and how much?

4. Purchase locally of materials, supplies, equipment (initially and ongoing)? How and how much?

5. Will and/or how will local businesses be given a priority or opportunity to participate?

Conditions, expectations, or other proposed to accomplish project, and why:

1. Tax abatement - City, or County, or other?

2. Zoning - change or need?

3. Infrastructure – roads, utilities or other?

4. Demolition of existing structures?

5. Other needs or incentives sought (City, County, State, Fed, or Other Agencies):

This statement is to certify that a business does not and will not knowingly employ an undocumented worker. If after receiving a public subsidy the business is convicted of a violation under 8 U.S.C. Section 1324a(f) the business shall repay the amount of the public subsidy with interest, at the rate and according to other terms provided by the agreement not later than 120th day after the date the 4B corporation notifies the business of the violation.

Applicant Signature

Date

EDC President Signature

Date

REQUEST FOR ECONOMIC DEVELOPMENT FUNDING
AUTHORIZATION for CREDIT CHECK

As part of our due diligence in processing your request for economic development funding, the City of Bee Cave Economic Development Corporation may elect to obtain credit reports in relation to you and your business.

I hereby authorize the City of Bee Cave Development Corporation to obtain such personal or business credit reports.

Signature of Applicant

Date

Business Name

Federal Tax ID # or Social Security #

Return this Form to:

Bee Cave EDC
4000 Galleria Pkwy, Bee Cave, TX 78738

cjimenez@BeeCavetexas.gov