

Small Business Retention Program Application:

Section 1: Business Information

Applicant Name: _____

Business Owner(s) Name(s): _____

Applicant's Relationship to Business: _____

Email Address: _____

Phone Number: _____

Business Address: _____

Is your business located within the City of Bee Cave city limits?

☐ Yes ☐ No

Attach a copy of the businesses Certificate of Occupancy: _____

Number of years operating in the City of Bee Cave: _____

Days and hours of operation: _____

Attach Business Logo: _____

Section 2: Business Overview

Brief history of the business (date established, products/services, customers):

Total number of employees: _____

Number of part-time employees: _____

Section 3: Project Details

Type of Incentive Requested: _____

Grant Amount Requested: \$_____

Project Description (Please describe the purpose, scope, estimated budget, timeline, expected outcomes):

Estimated Project Start Date: _____ Estimated Project Completion Date: _____

Individual(s) Responsible for Overseeing the Project: _____

Describe any time constraints that may affect this project or funding request:

Attach Quote(s) or Estimate(s) for Proposed Work: _____

Section 4: Community & Economic Impact

Describe how this project will support your business growth and benefit the City of Bee Cave (e.g., increased revenue, foot traffic, job retention or creation):

Number and type of jobs this project will retain or create:

For advertising-related projects only: Describe how the proposed materials will include a City of Bee Cave-specific identifier or tagline. Please include a mock-up:

Section 5: Compliance & Readiness

Are you current on all City of City of Bee Cave taxes, fees, and Travis County utility payments?

☐ Yes ☐ No

Has your business previously received funding from the Small Business Retention Program?

☐ Yes ☐ No

Are you prepared to complete the project within six (6) months of approval?

☐ Yes ☐ No

Attach Financial Statements and Federal Tax Returns for the Past Three (3) Years:

Attach any Additional supporting Documents: _____

Credit applications may be required at the discretion of BCDC

Section 6: Financial Disclosure

Has the business ever filed for bankruptcy?

☐ Yes ☐ No

Has the business ever defaulted on a loan or financial obligation?

☐ Yes ☐ No

Does the business currently have financial obligations that are not current?

☐ Yes ☐ No

If yes to any, attach a brief explanation: _____

Section 7: Certifications & Acknowledgements

Certifications:

☐ I certify that the attached quote(s) reflect the expected cost of the proposed project and that reimbursement will be requested only for approved expenses.

☐ I acknowledge that my business must remain open and operational in the City of Bee Cave for at least one (1) year following project completion.

Acknowledgement Statement:

I acknowledge that I have read and understand the Small Business Retention Program guidelines. I understand that this program is reimbursement-based, that Board approval is required prior to beginning

work, and that approval of an application does not guarantee full funding of the requested amount. I acknowledge that reimbursement is limited to approved expenses and subject to verification.

Consent Statement:

I certify that all information provided in this application and all attached documentation is true and accurate to the best of my knowledge. I understand that submission of this application does not guarantee funding and that any grant award is subject to Board approval and execution of a Performance Agreement. I consent to the City of Bee Cave/BCDC using my business name, logo, and project information for program reporting and promotional purposes. I acknowledge that failure to comply with program requirements, including project completion, reporting, or continued operation within the City of Bee Cave, may result in partial or full repayment of grant funds.

☐ I agree to the acknowledgement and consent statements.

Signature of Applicant

Date