

Small Business Retention Program: Quick Guide

Apply → Board Approval → Sign Agreement → Complete Project → Submit Receipts → Get Reimbursed
→ Submit Post Project Requirements.

STEP 1: APPLY

- Complete the application form.
- Attach all required documents and project quotes.
- Email to: cjimenez@beecavetexas.gov
- Staff reviews within 10 business days.
- Applicants receive a scheduled Board meeting date.

Important: Applicants must not begin the project before Board approval. Pre-approval expenses are not reimbursable.

STEP 2: BOARD APPROVAL

- Applicants must attend the BCDC Board meeting and present your project.
- Board may: Approve / Partially Approve/ Deny
- Only begin project after approval.

STEP 3: COMPLETE PROJECT

- Sign Performance Agreement.
- Complete project within 6 months.
- Pay all expenses upfront.
- Applicants must submit paid receipts for reimbursement.

Note: Reimbursement will not exceed the approved amount.

STEP 4: REIMBURSEMENT

- BCDC verifies receipts and documentation.
- Funds are issued within 60 days of verification.

STEP 5: POST-PROJECT REQUIREMENTS

- Applicants must submit brief outcomes report within 90 days:
 - Increased revenue and sales
 - Jobs retained/created
 - Increased foot traffic
- Complete a follow-up survey.
- Allow BCDC to use your business name/logo for promotion.
- Business must remain open in Bee Cave for 1 year.

Noncompliance may result in partial or full repayment.