



HOUSTON
SOUTHEAST

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Business Improvement Grant

The Board of Directors of the Greater Southeast Management District, geographically branded as Houston Southeast (HSE) has established and funded the Business Improvement Grant to provide funds for commercial property owners within the District's boundaries, in support of revitalization on a case-by-case basis. Grants are available on a 50/50 basis with a \$10,000 cap per grant. Approved projects must complement the color and character of surrounding businesses and must meet the City's Code of Ordinances.

PROJECTS INCLUDE BUT NOT LIMITED TO:

- Façade Renovations (visible to public)
- Awning Installation
- Exterior Painting
- Landscaping
- Parking Lot Improvements
- Power Washing

APPLICATIONS REVIEWED FOR:

- Basic Eligibility Requirements
- Potential to diversify the economy
- Effect and support of other businesses
- Consistency with local redevelopment



Application Form

- The Business Improvement Grant is a one-time payment reimbursement for approved projects to Houston Southeast District commercial property owners, and in some situations, tenants.
- Annual funding cycles begin January 1st and end on December 31st. Grants are available on a first-come, first-serve basis until cycle funds are depleted.
- No grant will be awarded for work already done or that which is covered by insurance.
- All submitted work must be reviewed and approved by the HSE Board before any eligible work begins.
- Any deviation from the approved project may result in total or partial grant withdrawal.



QUESTIONS?

Contact 713.942.0500 or programs@houstonse.org

Applicants are encouraged to attend our monthly Board of Directors meetings. Visit HoustonSE.org for times. Failure to attend when required shall be cause for Application rejection.

Program Recipient Recognition

Upon project completion, we will provide a sign which must be prominently displayed in a storefront window for a minimum of three months in order to officially recognize the HSE BIG program. You/Company & Project will also be recognized as a program recipient with the before & after photos displayed on our website, e-news & social media platforms.



Business Improvement Grant **ELIGIBILITY GUIDELINES**

Complete & Sign this Application Form.

If a grant is denied the applicant is not eligible to re-submit for a minimum of six months from the date the prior Application was declined.

Construction must begin as described in the application within sixty days of the grant being awarded. If the Applicant is unable to commence construction within sixty days of the date granted, or complete construction within six months from the date granted, the Applicant must submit a written request for an extension. The extension request **MUST** be made prior to the sixty days or six month time limit. The HSE Board is not obligated to allow extensions but may do so for good cause.

An extension, if granted, will be for the Terms & Conditions determined exclusively by the HSE Board. An extension denial cannot be appealed and will be final.

As a condition of this grant, and in consideration of the opportunity to apply for a grant, Applicant consents to allow City inspections to determine if the building follows the Codes & Ordinances applicable to the construction outlined in the application.

The HSE Board will recommend grants based on:

- (1) Amount requested.
- (2) Grant funds available.
- (3) Condition of building involved in project.
- (4) Other Grant requests.
- (5) Type and nature of construction.
- (6) Compatibility.
- (7) Streetscape objectives; and
- (8) Overall revitalization of the District.

The HSE Board shall consider any Application within its discretionary authority to determine what grant amount will be in the best interest of the program.

When the grant project has been completed and reviewed, the applicant will present the HSE Board with copies of paid invoices, canceled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.

Provide Drawings:

All applications must include a scale drawing of the proposed work with the name of the project manager or contractor. Support documentation and informational material must be included.

Provide Estimates:

Obtain itemized estimates on all project work from contractors. Self-contracted work will be reimbursed for legitimate expenses, excluding labor.

Provide Construction Bids:

Bids shall be submitted on the contractor's or project architect's letterhead with their name, address, phone number, and be dated no earlier than 90 days prior to the request. Bids must be itemized in a manner that shows bid components and authenticity.

Provide Color Samples:

The HSE does not dictate color choices, however they must be consistent with the surrounding buildings and properties.

Provide Project Site Photographs:

As part of the Application request we require before work begins and after the construction is completed, high-resolution jpgs as a condition of final funding.

Approval & Eligibility Process:

There is no proprietary right to receive grant funds.

Only completed Applications with all required information will be considered. Applications not meeting these requirements will be returned.

Projects must meet building Standards & Codes, including permit requirements. Applicant is required to obtain applicable City permits and approvals for construction.



Business Improvement Grant **APPLICATION**



Email or send this completed form with all required items by
12:00 p.m. (noon) on the

FIRST BUSINESS DAY OF THE MONTH

programs@HoustonSE.org or send to the HSE office at
5445 Almeda Suite #503, Houston, TX 77004

QUESTIONS? Call Us 713.942.0500

Applicant Name: _____

Business Name: _____

Mailing Address: _____

Contact Phone: _____ Email: _____

Building/Property Owner (if different): _____

Current Building Name (if applicable): _____

Physical Building Property Address: _____

Type of Work - check all that apply:

- ☐ Power Washing ☐ Exterior Painting ☐ Awning/Canopy ☐ Façade Repairs
☐ Parking Improvements ☐ Landscaping ☐ Other _____

Provide Details of Planned Improvements: (attach additional paper or in email if needed)

Total Cost of Proposed Project: \$ _____

Eligible Business Improvement Grant Requested (50%, up to \$10,000 max): \$ _____

Checklist of items to attach:

- ☐ Attached Original Proposals ☐ Attached Construction Bids ☐ Attached Estimates
☐ Attached list of colors to be used ☐ Attached photographs (jpgs) of proposed project site

Applicant's Signature & Date:

Signature: _____

Date: ____ / ____ / ____

DATES TO REMEMBER:

- Work must commence sixty (60) days after final approval.
- Work must be completed six (6) months after final approval.

BOX RESERVED FOR HSE BOARD ONLY

Recommended: \$ _____

☐ Approved ☐ Rejected

Signature: _____

Date: ____ / ____ / ____



Business Improvement Grant **AGREEMENT**

QUESTIONS?



Call Us 713.942.0500



**Email completed agreement
with all necessary items to**

programs@HoustonSE.org or send to the HSE office at
5445 Almeda Suite #503, Houston, TX 77004

I (applicant name) _____ have met with (names) _____

and understand the HSE Business Improvement Grant program. I will utilize these funds for the renovation project(s) in support of the HSE revitalization efforts. I have not received, nor will I receive, insurance monies for this revitalization project. I also understand that the intentional deception or misuse of this program for financial gain is fraud and will be reported to authorities.

I understand that if I am awarded a Business Improvement Grant, any deviation from the approved project can result in withdrawal of the grant. Further, I understand the materials and processes involved, and have been given an opportunity to ask questions regarding the Grant Program. If the project site is altered for any reason within six (6) months of construction, I will be required to reimburse the HSE immediately for the full amount of any Grant funds.

Should HSE find that Grantee has not maintained the required commercial status of the property in accordance with the terms of this Agreement or should HSE find that Grantee has breached any other term of this Agreement; the Grantee agrees to repay all Grant monies that have been disbursed by HSE to Grantee as remedy for the default.

Repayment shall be made by Grantee within 30 days of receipt of a written demand from HSE. Failure to timely repay the Grant shall constitute a breach of this Agreement.

Do you have any relation to HSE Board members or staff? ☐ No ☐ Yes, relation: _____

APPLICANT

Signature: _____

Print Name: _____

Date: ____ / ____ / ____

BUILDING / PROPERTY OWNER'S SIGNATURE (if different from applicant)

Signature: _____

Print Name: _____

Date: ____ / ____ / ____

HSE BOARD

Signature: _____

Print Name: _____

Date: ____ / ____ / ____

REMEMBER:

Work must commence sixty (60) days from date of this agreement and be completed within six (6) months.