

**City of Lake Dallas Community Development Corporation
Business Improvement Grant (BIG) Program Application**

The Business Improvement Grant Program contract is an agreement between the real property owner and the Lake Dallas Community Development Corporation. The application, as well as the agreement, are to be signed by the real property owner.

Real Property Owner: _____

Real Property Owner's Phone Number: _____

Business Owner: _____

Business Owner's Phone Number: _____

Business Name: _____

Business Address: _____

Contact Person: _____

Phone: _____

Email: _____

Business Description: _____

Describe the scope of work for the proposed Business Improvement project: _____

How will this project benefit Lake Dallas? _____

Does this business pay sales tax to the City of Lake Dallas? _____

Grant Amount Requested: _____

Estimated Cost of the Project: _____

You MUST include the following information with your application:

1. Photographs of the existing building and premises
2. Drawings or renderings of the proposed improvements
3. A plot plan (drawn on a plat or survey) for premises improvements such as fencing, landscaping, or free-standing signage
4. Written description of the proposed improvements
 - Include building materials and color schemes
5. A copy of contractor bids. The bids should be less than 91 days old.
6. A copy of the business Certificate of Occupancy and the Texas Sales Tax Permit, if applicable.

By affixing your signature, the applicant acknowledges they have read and agree to the City of Lake Dallas Community Development Corporation BIG Program Guidelines. The applicant understands that all grants are awarded on a reimbursement basis after all work has been certified as completed by the City Manager or his designee. It is expressly understood that work commenced or completed prior to the final approval of the grant is ineligible for funding. The applicant is solely responsible for overseeing the work and will not seek to hold the City of Lake Dallas or the Lake Dallas Community Development Corporation liable for any property damage, personal injury, or other loss related to the BIG Program. The applicant agrees to indemnify the City of Lake Dallas, the Lake Dallas Community Development Corporation and/or their agents, employees, officers and/or directors from any claims or damages resulting from the project, including reasonable attorneys' fees.

Real Property Owner Printed Name: _____

Signature: _____ **Date:** _____

Business Owner Printed Name: _____

Signature: _____ **Date:** _____