



BUSINESS GROWTH GRANT APPLICATION

Date: _____

Business Name: _____

Business Address: _____

City, State, Zip: _____

Phone #: _____ Fax #: _____

Email Address: _____

Business Website: _____

Contact Name & Title: _____

Contact Email Address: _____

Names of all owners: _____

Type of Grant: ☐ Façade Improvement ☐ Interior Renovations
 ☐ Equipment ☐ Technology

Amount of grant request: _____

Total dollar value of project: _____

Provide a brief overview and history of your business:

How will the grant be used? (Please provide as much detail as possible)

What is the completion date of your project? (When funds will be totally used)_____

How many new jobs will be created by the completion of this project?_____

How many employees do you have now?_____

Is this property or any of the listed owners under any unresolved or unsatisfied judgments or tax liens? (If the answer is yes, please provide information on the judgment/lien including amount and taxing authority.)

- ☐ Yes
- ☐ No

Required documentation (*Must be submitted with this application*):

- ☐ Project Revenue and Expense Budget
- ☐ Project Timeline and Schedule
- ☐ Proof of Unencumbered Matching Funds – *Bank Statements for the 3 months preceeding application date.*
- ☐ Provide current year business Profit & Loss, Cash Flow, and Balance Sheet – *must be prepared by an accountant or generated from an accounting software. Hand written business financials will not be accepted.*
- ☐ Provide a statement of the number of jobs to be created or retained from the project.
- ☐ Proof of approval and permits by proper governmental authorities, if applicable – *not required at time of application if project has not been renewed yet. Will be required if project requires approval and permits prior to any grant funds being released.*
- ☐ Pictures of needed improvements (*if applicable*)

Upon completion of this application and submission of all required documentation, this package will be forwarded to the WDC Project Committee for review and, if recommended by the committee, will be presented at the next WDC meeting for approval by the board. Before any funds are disbursed, the applicant must sign a form verifying that the funds received will be used only as stated in this application.

Agreement: By signing below, I/ Authorized Agent for applicant certify that the information on the applicant and its principals contained in this application and on any attachments is representative of the applicant's current financial condition. I further certify that the property identified in this application is not subject to any tax, mechanics or other liens not identified in this application and that this business and all listed owners are in good standing with all local, state and federal taxing entities. I also certify that no tenant will be required to provide (outside of their normal lease payment) any portion of the matching funds for this grant. The Westside Development Corporation or its agents may verify information contained in the application. The application and any other information furnished will remain the property of WDC. I understand that any grant funds awarded are provided in part by the City of San Antonio through a contract with the Westside Development Corporation.

Must be signed by the business owner(s) who are authorized to execute a grant agreement.

Applicants Signature _____ **Date** _____

Applicant's Signature _____ **Date** _____

(For Staff Use Only)

Date Application Received: _____

Is Application Complete? Yes No

If No, Date Application Returned to Applicant: _____

Staff Recommend for Approval? Yes No

If No, Reason: _____

Loan and Committee Review Scheduled Meeting Date: _____