



**ALAMO**  
**SMALL BUSINESS**  
**GRANT PROGRAM**

*Supporting Small Business*

*Alamo EDC is an equal opportunity provider & employer*



## **Small Business Grant Program**

In order to promote economic development in the City of Alamo, the Alamo Economic Development Corporation established the Alamo Small Business Grant Program. The program is intended to assist small businesses in Alamo by providing a 50% reimbursement grant up to \$7,500 for projects such as store front improvements, signage, repairs & renovations and limited equipment purchases.

In order for an applicant to qualify:

1. Business must be located in Alamo
2. Business must have a minimum of 2 years, 24 consecutive months, of operations
3. Tenant applicants must have a yearly lease agreement (no month to month)

Applications can be picked up at the AEDC office or requested via our contact page on our website: <https://alamoedc.org/contact-us/>. Applicant must submit a complete application packet which includes application forms, project description, proof of business being in operations for 2 years, a minimum of two bids. Tenant applicants must also provide a copy of a lease agreement and written landlord approval for leasehold improvements.

Applications are generally approved or declined within 45 to 60 days of receipt of a complete application package. Application can be submitted at any time of the year. Documentation will be reviewed by a project committee. The Alamo EDC Board will have final approval of all applications. Awards will be made while funding is available. Approved applications will be funded upon project completion. All documents submitted will be subject to the Texas Public Information Act.

Program terms and conditions: The Small Business Grant Program is a matching reimbursement grant. Awarded businesses will be paid after submitting proof of project completion. The program will not reimburse expenditures incurred prior to grant approval. Awarded businesses will have up to six (6) months from the date of the award to carry out the project. Applicant businesses are strongly encouraged to use Alamo contractors/vendors when possible.

For complete set of the program policies and procedures, please contact the Alamo EDC office.

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## **Initial Documents for Grant Application**

- Application Form
- Project Description
- Project Budget
- Business Description
- Proof business has been in operations for 2 years (for example franchise tax account status certificate, state sales tax receipts, or 2 years of tax returns for business)
- Provide a minimum of two bids from non-related third party vendors/contractors
- Tenant applicants must provide lease agreement and written landlord approval for leasehold improvements

## **Steps for Application Process**

- Fill out loan application
- Submit all documents to AEDC via mail or hand delivery
- AEDC staff will review application and determine eligibility
- If eligible, application will be presented to Review Committee
- If Committee recommends approval, application will be presented to AEDC Board for final review
- Applicant notified of Board's decision to approve or deny application as well as any specific terms, when applicable

## Alamo Economic Development Corporation Small Business Grant Application

Business Name:	Federal I.D. #:	Year Started:	Number of years in business:	
Business Address:	City:	State:	Zip Code	Business Phone:
Contact Name & Title:	D.O.B:		SSN:	
Home Address:	City:	State:	Zip Code:	Home Phone:
Email Address:		Request Amount (max \$7,500):		
Total Project Cost:		General Purpose of Request ( <i>storefront/equipment/signage/repairs</i> ):		

General Business Description ( <i>i.e. Restaurant, tire shop, salon, etc.</i> ):	NAICS Code:
Type of Business: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> S-Corp <input type="checkbox"/> C-Corp <input type="checkbox"/> LLC	

Please provide the names and contact information, if applicable, of any other business principles and/or owners with 20% ownership or more

#1 Name:	Contact Information (address/phone #/ email)
#2 Name:	Contact Information (address/phone#/ email)
#3 Name:	Contact Information (address/phone #/ email)
#4 Name:	Contact Information (address/phone #/ email)

Give a brief description of the purpose of these funds:

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Project Budget	
Budget Item	Amount
	\$
	\$
	\$
	\$
<b>TOTAL:</b>	

*Include in your description the following: Business owner's background information, history of business, information on products/services, hours of operation, number and types of jobs associated with your business, and yearly gross income/sales for the business.*

**Nondiscrimination statement:** The Alamo EDC prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotope, etc.) should contact Alamo EDC office at 956-787-6622

Today's Date: \_\_\_\_\_

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# Alamo Grant Program

## Contacts

[www.alamoedc.org](http://www.alamoedc.org)

Alamo Economic Development Corporation  
Isauro Trevino, Executive Director  
Attn: Leslie Beaz, Administrative Assistant  
956-787-6622  
[Lbeaz@alamotexas.org](mailto:Lbeaz@alamotexas.org)

UTRGV  
Small Business Development Center  
1407 E. Freddy Gonzalez Dr., Edinburg TX 78539-2999  
956-665-7535

## Small Business Grant

- \$2,500 grant – Minimum \$5,000 actual expense (3-year rule)
- \$5,000 grant – minimum \$10,000 actual expense (4-year rule)
- \$7,500 grant – minimum \$15,000 actual expense (5-year rule)
- All expenses over \$15,000 will be addressed on a case-by-case basis with a minimum match of \$7,500; all matches over \$7,500 will require Committee review for recommendation and approval of the Board.

Please be aware that you will not be eligible to reapply until a minimum-year rule has passed since your previous approved application. This waiting period is in place to ensure fairness and equal opportunity for all applicants. Thank you for your business in Alamo and understanding our philosophy & vision in our business development practices.