

# Bandera Economic Development Corporation (BEDC) Incentive Program Packet

## Mission Statement

BEDC Incentive Program is to encourage economic growth and preservation of historic integrity, by assisting businesses that provide services and promote further education as well as supporting established businesses be good stewards of our existing properties within the City of Bandera through maintenance and ADA compliance upgrades.

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# Building Improvement Grant

The BEDC recognizes the importance of a business to upgrade, improve, relocate or expand in the City of Bandera. To assist building and business owners with building repairs and improvements to positively impact the economy of Bandera, the BEDC offers a Building Improvement Grant as part of its suite of incentives. This grant covers repairs, improvements to or additions to the interior and/or exterior of an existing building. The BEDC intention for the Building Improvement Grant is to assist property owners with the preservation of historic buildings, update facility to be ADA compliance, or general maintenance or repair to the interior and/or exterior of an existing building and to fit into the overall image of the town as depicted in the City of Bandera Master Plan.

Per Local Government Code Chapter 505, Sec. 505.158. PROJECTS RELATED TO BUSINESS DEVELOPMENT IN CERTAIN SMALL MUNICIPALITIES, the Bandera EDC, as a Type B corporation authorized to be created by a municipality with a population of 20,000 or less, can fund projects found by the board of directors to promote new or expanded business development.

The BEDC will reimburse project costs, to include permit fees, on a 50% matching basis up to \$10,000. All applications will be considered on a first-come, first-served basis according to available funds, and must be submitted by the first day of the month of the regularly scheduled meeting during which the applicant would like to be considered. If applications are not completed properly, they will be returned and moved to the next month's agenda or when the application is completed correctly.

All work included in the Building Improvement Grant application must comply with the codes and ordinances of the City of Bandera. Attendance at the meeting during which your application is considered is REQUIRED. Upon approval of a Building Improvement Grant, ONE check will be issued once all qualifying receipts have been submitted and verified.

To qualify for a Building Improvement Grant, the project must:

- Receive a permit for any work as required
- Be located within the City Limits of Bandera
- Be used for commercial business purposes
- Be current on all taxes

The BEDC Board of Directors will evaluate applications based on the following criteria:

- Future contribution of the property to the property tax revenue of the City of Bandera
- Future contribution of the business to the sales tax revenue of the City of Bandera
- Number and type of jobs created and/or retained by the business
- The nature of the improvements to the building
- Consistency with the City of Bandera Comprehensive Plan
- The age and condition of the building for which the grant is sought

Applicants will be required to provide proof of compliance with city regulations as well as proof of project costs. Applicants will be required to provide all information requested in the application, as well as any additional information requested by the BEDC Board of Directors. Information that is specific to business operations and revenue will be confidential and will not be discussed in open session, insofar as the BEDC must abide by the requirements of the Texas Open Meetings and Texas Public Information Acts.

For questions regarding the application or application process, please contact:

Bandera EDC at [banderaedc@gmail.com](mailto:banderaedc@gmail.com)

## Bandera Economic Development Corporation Building Improvement Grant Application

Submit application materials in hard copy to City Hall, 511 Main Street, or via email to [banderaedc@gmail.com](mailto:banderaedc@gmail.com).

Business Name: \_\_\_\_\_

How long have you owned the business? \_\_\_\_\_ Do you own the building? \_\_\_\_ Yes \_\_\_\_ No

Business Address: \_\_\_\_\_

Business Mailing Address (if different): \_\_\_\_\_

Business Contact: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

What type of business is it? \_\_\_\_\_

What services or goods are offered? \_\_\_\_\_

Does the business remit sales taxes to the Texas State Comptroller? \_\_\_\_ Yes \_\_\_\_ No

(if available, attach your most recent sales tax from the [Texas State Comptroller](#))

Please describe the nature of the work to improve the building:

\_\_\_\_\_  
\_\_\_\_\_

What is the total cost of the building improvement, including permit costs? \_\_\_\_\_

What is the amount of grant funding requested from the BEDC? \_\_\_\_\_

Number of employees: \_\_\_\_ Full-time \_\_\_\_ Part-Time      How many live in Bandera County? \_\_\_\_\_

I hereby certify that the information provided in this application and attachments is true, correct and complete to the best of my knowledge. Omissions or submission of incorrect information will render this application invalid.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Owner's Signature

\_\_\_\_\_  
Date

Please attach the following (REQUIRED):

1. Professional cost estimate or quote for the price of the project, materials and installation OR receipts for materials or other evidence of cost
2. Photo(s) of the current building
3. Drawing(s)/image(s) showing the new design and materials

If applicable, attach the following:

1. Other information pertinent to your business
2. If new business proposal, your business plan

# Infrastructure Rebates

The BEDC recognizes the importance of a business to upgrade infrastructures when expanding into new buildings, facilities and improvements for growing business enterprises. To assist building and business owners with infrastructure improvements and upgrades for their properties, the BEDC offers an Infrastructure Rebate as part of its suite of incentives. This rebate includes upgrades to infrastructure such as electrical, communication, water, wastewater, storm water, or transportation. The BEDC intention for the Infrastructure Rebates Incentive is to encourage property owners to keep up with maintenance, repair and expansion in hopes to reduce overall costs of these types of projects and to fit into the overall image of the town as depicted in the City of Bandera Master Plan.

Per Local Government Code Chapter 505, Sec. 505.158. PROJECTS RELATED TO BUSINESS DEVELOPMENT IN CERTAIN SMALL MUNICIPALITIES, the Bandera EDC, as a Type B corporation authorized to be created by a municipality with a population of 20,000 or less, can fund projects found by the board of directors to promote new or expanded business development.

The BEDC will reimburse cost of project, to include permit fees, on a 50% matching basis up to \$10,000. All applications will be considered on a first-come, first-served basis according to available funds, and must be submitted by the first day of the month of the regularly scheduled meeting during which the applicant would like to be considered. If applications are not completed properly, they will be returned and moved to the next month's agenda or when the application is completed correctly.

All work included in the Infrastructure Rebate application must comply with the codes and ordinances of the City of Bandera. Attendance at the meeting during which your application is considered is REQUIRED. Upon approval of an Infrastructure Improvement Grant, ONE check will be issued once all qualifying receipts have been submitted and verified.

To qualify for an Infrastructure Rebate, the project must:

- Receive a permit for any work as required
- Be located within the City Limits of Bandera
- Be used for commercial business purposes
- Be current on all taxes

The BEDC Board of Directors will evaluate applications based on the following criteria:

- Future contribution of the property to the property tax revenue of the City of Bandera
- Future contribution of the business to the sales tax revenue of the City of Bandera
- Number and type of jobs created and/or retained by the business
- The nature of the improvements to the property
- Consistency with the City of Bandera Comprehensive Plan
- The type of infrastructure for which the rebate is sought
- Overall project costs

Applicants will be required to provide proof of compliance with city regulations as well as proof of project costs. Applicants will be required to provide all information requested in the application, as well as any additional information requested by the BEDC Board of Directors. Information that is specific to business operations and revenue will be confidential and will not be discussed in open session, insofar as the BEDC must abide by the requirements of the Texas Open Meetings and Texas Public Information Acts.

For questions regarding the application or application process, please contact:

Bandera EDC at [banderaedc@gmail.com](mailto:banderaedc@gmail.com)

## Bandera Economic Development Corporation Infrastructure Rebate Application

Submit application materials in hard copy to City Hall, 511 Main Street, or via email to [banderaedc@gmail.com](mailto:banderaedc@gmail.com).

Business Name: \_\_\_\_\_

How long have you owned the business? \_\_\_\_\_ Do you own the building? \_\_\_\_ Yes \_\_\_\_ No

Business Address: \_\_\_\_\_

Business Mailing Address (if different): \_\_\_\_\_

Business Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What type of business is it? \_\_\_\_\_

What services or goods are offered? \_\_\_\_\_

Does the business remit sales taxes to the Texas State Comptroller? \_\_\_\_ Yes \_\_\_\_ No

(if available, attach your most recent sales tax from the [Texas State Comptroller](#))

Number of employees: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-Time How many live in Bandera County? \_\_\_\_\_

Please describe type of infrastructure rebate are you requesting? \_\_\_\_\_

\_\_\_\_\_

What does the infrastructure provide to your business? \_\_\_\_\_

\_\_\_\_\_

What is the impact on City of Bandera infrastructure? \_\_\_\_\_

\_\_\_\_\_

What is the total cost of the project, including permit costs? \_\_\_\_\_

\_\_\_\_\_

What is the amount of grant funding requested from the BEDC? \_\_\_\_\_

I hereby certify that the information provided in this application and attachments is true, correct and complete to the best of my knowledge. Omissions or submission of incorrect information will render this application invalid.

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Building Owner's Signature Date

Attach the following (REQUIRED):

1. Professional cost estimate or quote for the price of the project, materials and installation OR receipts for materials or other evidence of cost
2. Photo(s) of the current building
3. Drawing(s)/image(s) showing the new design and materials

If applicable, attach the following:

1. Information regarding any other funding or resources for this project provided by local, state and federal governments and/or for-profit and non-profit institutions
2. Other information pertinent to your business
3. If new business proposal, your business plan

# Job Training Assistance

The BEDC recognizes the importance training plays in the development of an able workforce. To assist business owners with job training, the BEDC offers Job Training Assistance for businesses that employ residents of Bandera County. The BEDC intention for the Job Training Assistance incentive is to assist and encourage business owners to provide employees the opportunity to enhance their transferable knowledge, skills and abilities through professional trainings and job certifications and ultimately build a stronger local workforce.

Per Local Government Code Chapter 505, Sec. 505.158. PROJECTS RELATED TO BUSINESS DEVELOPMENT IN CERTAIN SMALL MUNICIPALITIES, the Bandera EDC, as a Type B corporation authorized to be created by a municipality with a population of 20,000 or less, can fund projects found by the board of directors to promote new or expanded business development.

The BEDC will reimburse up to 100% of job training costs and funding may be contingent upon the completion of a qualifying period. Job training reimbursement may be based upon total cost to employer or employee, such as tuition, training materials and registration fees. All applications will be considered on a first-come, first-served basis according to available funds, and must be submitted by the first day of the month of the regularly scheduled meeting during which the applicant would like to be considered. If applications are not completed properly, they will be returned and moved to the next month's agenda or when the application is completed correctly.

Attendance at the meeting during which your application is considered is REQUIRED. Upon approval of a Job Training Grant, ONE check will be issued once all qualifying receipts have been submitted and verified.

To qualify for a Job training incentives, the applicant must:

- Train through regional, state and federal agencies that facilitate the ability of workforce participants to perform the duties and responsibilities required by their employment
- Train ten or more employees that reside in Bandera County and that have stable employment
- Train to improve the employment prospects of participants
- Train to improve workforce participation in City of Bandera
- Be current on all taxes

The BEDC Board of Directors will evaluate the applications based on the following criteria:

- Future contribution of the business to the property tax revenue of the City of Bandera
- Future contribution of the business to the sales tax revenue of the City of Bandera
- Number and type of jobs created and/or retained by the business
- Total costs of the training program
- Duration of the training program
- Location of the training program
- Anticipated outcomes of the training program

Applicants will be required to provide all information requested in the application, as well as any additional information requested by the BEDC Board of Directors. Information that is specific to business operations and revenue will be confidential and will not be discussed in open session, insofar as the BEDC must abide by the requirements of the Texas Open Meetings and Texas Public Information Acts.

For questions regarding the application or application process, please contact:  
Bandera EDC at [banderaedc@gmail.com](mailto:banderaedc@gmail.com)

## Bandera Economic Development Corporation Job Training Assistance Application

Submit application materials in hard copy to City Hall, 511 Main Street, or via email to [banderaedc@gmail.com](mailto:banderaedc@gmail.com).

Business Name: \_\_\_\_\_

How long have you owned the business? \_\_\_\_\_ Do you own the building? \_\_\_\_ Yes \_\_\_\_ No

Business Address: \_\_\_\_\_

Business Mailing Address (if different): \_\_\_\_\_

Business Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What type of business is it? \_\_\_\_\_

What services or goods are offered? \_\_\_\_\_

Does the business remit sales taxes to the Texas State Comptroller? \_\_\_\_ Yes \_\_\_\_ No

(if available, attach your most recent sales tax from the [Texas State Comptroller](#))

Number of employees: \_\_\_\_ Full-time \_\_\_\_ Part-Time How many live in Bandera County? \_\_\_\_\_

What is the wage range for people employed by your business? \_\_\_\_\_

How many people could be employed by your business with job training assistance? \_\_\_\_\_

Who will be providing the job training? \_\_\_\_\_

What is the timeframe for the job training? \_\_\_\_\_

What is the total cost of the job training? \_\_\_\_\_

What is the amount of funding requested from the BEDC? \_\_\_\_\_

I hereby certify that the information provided in this application and attachments is true, correct and complete to the best of my knowledge. Omissions or submission of incorrect information will render this application invalid.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Owner's Signature

\_\_\_\_\_  
Date

Attach the following (REQUIRED):

1. Your proposal for a job training program or participation in job training. Job training funding must meet the requirements for Type B Economic Development Corporations as defined by Chapter 501 and Chapter 505 of the Texas Local Government Code.
2. Documents regarding the business plan, employment levels, wage schedules and any other information to aid the BEDC Board of Directors in determining if job training assistance will have tangible results for the community.
3. Information regarding any other funding or resources for the job training provided by local, state and federal governments and/or for-profit and non-profit institutions.



## Outdoor Lighting Grant

The BEDC recognizes the importance of dark sky friendly lighting to help residents and visitors identify, navigate to, and enjoy businesses in the community while keeping patrons and property safe. Dark sky friendly lighting protects the rural character and natural beauty of Bandera. To assist businesses in establishing dark sky friendly lighting, the BEDC offers an Outdoor Lighting Grant, as part of its suite of incentives. This grant covers materials and labor costs for retrofits and replacements of existing lighting, to include new lighting, which is dark sky friendly. The BEDC intention for the Outdoor Lighting Grant is to comply with the International Dark-Sky Association's mission to minimize glare while reducing light trespass and skyglow as well as meet the overall image of the town as depicted in the City of Bandera Master Plan.

Per Local Government Code Chapter 505, Sec. 505.158. PROJECTS RELATED TO BUSINESS DEVELOPMENT IN CERTAIN SMALL MUNICIPALITIES, the Bandera EDC, as a Type B corporation authorized to be created by a municipality with a population of 20,000 or less, can fund projects found by the board of directors to promote new or expanded business development.

The BEDC will reimburse the cost of the materials, installation and permit fees, up to \$3,000 for retrofits or replacements of existing lighting. The BEDC will reimburse the cost of the materials, installation and permit fees, up to 50% of the total for new outdoor lighting costs and in the amount not to exceed \$3,000. All applications will be considered on a first-come, first-served basis according to available funds, and must be submitted by the first day of the month of the regularly scheduled meeting during which the applicant would like to be considered. If applications are not completed properly, they will be returned and moved to the next month's agenda or when the application is completed correctly.

All lighting included in the Outdoor Lighting Grant must comply with the codes and ordinances of the City of Bandera. Attendance at the meeting during which your application is considered is REQUIRED. Upon approval of an Outdoor Lighting Grant, ONE check will be issued once all qualifying receipts have been submitted and verified.

To qualify for an Outdoor Lighting Grant, the project lighting must:

- Fully shielded from view of the street, neighboring properties and line of sight.
- At or below 3000 Kelvin Correlated Color Temperature (applies to LED lighting)
- Receive a permit for any work as required
- Be located within the City Limits of Bandera
- Be current on all taxes

The BEDC Board of Directors will evaluate applications based on the following criteria:

- Compliance with International Dark Skies

For more information about compliant fixtures, see the diagrams on the following page. For more general dark sky information, visit [HillCountryNightSkies.org](http://HillCountryNightSkies.org).

Applicants will be required to provide proof of compliance with city regulations as well as proof of project costs. Applicants will be required to provide all information requested in the application, as well as any additional information requested by the BEDC Board of Directors. Information that is specific to business operations and revenue will be confidential and will not be discussed in open session, insofar as the BEDC must abide by the requirements of the Texas Open Meetings and Texas Public Information Acts.

For questions regarding the application or application process, please contact:

Bandera EDC at [banderaedc@gmail.com](mailto:banderaedc@gmail.com)

## Bandera Economic Development Corporation Outdoor Lighting Grant Application

Submit application materials in hard copy to City Hall, 511 Main Street, or via email to [banderaedc@gmail.com](mailto:banderaedc@gmail.com).

Business Name: \_\_\_\_\_

How long have you owned the business? \_\_\_\_\_ Do you own the building? \_\_\_\_ Yes \_\_\_\_ No

Business Address: \_\_\_\_\_

Business Mailing Address (if different): \_\_\_\_\_

Business \_\_\_\_\_ Contact \_\_\_\_\_ Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What type of business is it? \_\_\_\_\_

What services or goods are offered? \_\_\_\_\_

Does the business remit sales taxes to the Texas State Comptroller? \_\_\_\_ Yes \_\_\_\_ No

(if available, attach your most recent sales tax from the [Texas State Comptroller](#))

Is the lighting to replace or retrofit existing lighting? \_\_\_\_ Yes \_\_\_\_ No OR to install new lighting? \_\_\_\_ Yes \_\_\_\_ No

If it is a replacement or retrofit, when was the current lighting installed? \_\_\_\_\_

At project completion, will all of the outdoor lighting on the property be fully shielded? \_\_\_\_ Yes \_\_\_\_ No

At project completion, will all of the outdoor lighting on the property be connected to a switch, timer, or motion detector? \_\_\_\_ Yes \_\_\_\_ No At project completion, will all of the outdoor lighting on the property be at or below 3000K Kelvin Correlated Color Temperature (applies to LED lighting) \_\_\_\_ Yes \_\_\_\_ No

What is the total cost of the lighting, including permits, materials and labor? \_\_\_\_\_

What is the amount of funding requested from the BEDC? \_\_\_\_\_

I hereby certify that the information provided in this application and attachments is true, correct and complete to the best of my knowledge. Omissions or submission of incorrect information will render this application invalid.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Owner's Signature

\_\_\_\_\_  
Date

Attach the following (REQUIRED):

1. Photo(s) of the current building
2. Simple diagram with the location and height of each outdoor lighting fixture planned for the site.
3. Drawing(s)/image(s) showing the new design and location
4. Professional cost estimate or quote for the price of the project, materials and installation OR receipts for materials or other evidence of cost

If applicable, attach the following:

1. Photograph(s) or catalog information for the fixtures and shields you will use or consider for this project
2. Day and nighttime photographs of all outdoor lighting fixtures on the property and the areas they illuminate
3. If new business proposal, your business plan

# Property Tax Abatements

The BEDC recognizes that property taxes on improved properties can be a large expense for new businesses, particularly when there is a large investment in property improvements. The BEDC can partner with the City of Bandera, Bandera County and the Bandera ISD to offer property tax abatements for new businesses or businesses relocating within the Bandera City Limits that invest in new construction. The BEDC intention for the Property Tax Abatement Incentive is to provide business owners with the temporary financial relief for larger projects and major renovations that will potentially generate increased sales tax and/or increase paid employee pay or benefits and to fit into the overall image of the town as depicted in the City of Bandera Master Plan.

Per Local Government Code Chapter 505, Sec. 505.158. PROJECTS RELATED TO BUSINESS DEVELOPMENT IN CERTAIN SMALL MUNICIPALITIES, the Bandera EDC, as a Type B corporation authorized to be created by a municipality with a population of 20,000 or less, can fund projects found by the board of directors to promote new or expanded business development. Property tax abatements for the City of Bandera, Bandera County and any special districts are governed by Chapter 312 of the Texas Tax Code. Tax Abatement Agreements for school districts are governed by Chapter 313 of the Texas Tax Code.

- To qualify for a Property Tax Abatement, the project must:
- Receive a permit for any work as required
- Be located within the City Limits of Bandera
- Be used for commercial business purposes
- Be current on all taxes

The BEDC Board of Directors will evaluate applications based on the following criteria:

- Type and size of the project
- Number of jobs created and wages paid for those jobs
- Contribution of the project to the community of Bandera
- Future sales and property tax revenues for the taxing jurisdictions
- Conformance with the City of Bandera Comprehensive Plan
- Environmental and infrastructure impacts
- Partnerships with other businesses, non-profits and governmental agencies within Bandera County
- Property owner will owe taxes on the full assessed value of the property, including improvements, at the end of the abatement period.
- The property and/or business owner commitment to operating in Bandera for the duration of the tax abatement period plus five years.

All applications will be considered on a first-come, first-served basis according to available funds, contingent on approval by the affected taxing jurisdictions and must be submitted by the first day of the month of the regularly scheduled meeting during which the applicant would like to be considered. If applications are not completed properly, they will be returned and moved to the next month's agenda or when the application is completed correctly. Attendance at the meeting during which your application is considered is REQUIRED.

For questions regarding the application or application process, please contact:  
Bandera EDC at [banderaedc@gmail.com](mailto:banderaedc@gmail.com)

## Bandera Economic Development Corporation Property Tax Abatement Application

Submit application materials in hard copy to City Hall, 511 Main Street, or via email to [banderaedc@gmail.com](mailto:banderaedc@gmail.com).

\*\*\*Please note that this application will become public information if discussed in open session of a meeting of the BEDC. If you would like to keep information about your business's operations and revenues confidential, please inform the BEDC President prior to submission of the application so that arrangements can be made that meet the requirements of the Texas Open Meeting and Texas Public Information Acts.

Business Name: \_\_\_\_\_

How long have you owned the business? \_\_\_\_\_ Do you own the building? \_\_\_\_ Yes \_\_\_\_ No

Business Address: \_\_\_\_\_

Business Mailing Address (if different): \_\_\_\_\_

Business Contact: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

What type of business is it? \_\_\_\_\_

What services or goods are offered? \_\_\_\_\_

Does the business remit sales taxes to the Texas State Comptroller? \_\_\_\_ Yes \_\_\_\_ No

(if available, attach your most recent sales tax from the [Texas State Comptroller](#))

How many jobs will you be directly creating with this project? \_\_\_\_\_

What is the wage range for the jobs created by this project? \_\_\_\_\_

Number of employees: \_\_\_\_ Full-time \_\_\_\_ Part-Time      How many live in Bandera County? \_\_\_\_\_

What is the total cost of the project, including permit costs? \_\_\_\_\_

I hereby certify that the information provided in this application and attachments is true, correct and complete to the best of my knowledge. Omissions or submission of incorrect information will render this application invalid.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Owner's Signature

\_\_\_\_\_  
Date

Attach the following (REQUIRED):

1. Page(s) detailing the current property information from the Bandera Central Appraisal District, as well as estimates of the future assessed valuation
2. Drawing(s)/image(s) showing the project design and location
3. Professional cost estimate or quote for the work
4. Information regarding employees, both current and future, and their wage rates and job descriptions
5. Information regarding any other funding or resources for this project provided by local, state and federal governments and/or for-profit and non-profit institutions
6. Information on any transportation, utility or environmental impacts

# Student Business Idea Competition

The BEDC acknowledges our students' contribution to provide creative solutions that address economic needs within our community. The BEDC offers a Student Business Idea Competition with monetary prizes through scholarships to promote student involvement through the creation of business plans or models to sustain business development, employment opportunities, and innovative solutions. The BEDC intention for the Student Business Idea Competition is to provide local businesses, organizations or other entities with the incentive to challenge students to use collective knowledge in finding new and innovative ideas by meeting the needs of our community in hopes to develop future leaders.

Per Local Government Code Chapter 505, Sec. 505.158. PROJECTS RELATED TO BUSINESS DEVELOPMENT IN CERTAIN SMALL MUNICIPALITIES, the Bandera EDC, as a Type B corporation authorized to be created by a municipality with a population of 20,000 or less, can fund projects found by the board of directors to promote new or expanded business development.

The BEDC will reimburse cost of prizes awarded in scholarships to winning students. All applications will be considered on a first-come, first-served basis according to available funds, and must be submitted by the first day of the month of the regularly scheduled meeting during which the applicant would like to be considered. If applications are not completed properly, they will be returned and moved to the next month's agenda or when the application is completed correctly. Attendance at the meeting during which your application is considered is REQUIRED.

The BEDC Board of Directors will evaluate applications based on the following criteria:

- Future contribution to the City of Bandera
- Future contribution to the sales tax revenue of the City of Bandera
- Submission does not include copyrighted work without permission of the author or creator
- Students may receive assistance from peers and adults and may conduct research as necessary to use collective knowledge in the development of their idea, however, the work must be the students' own
- Solve a current economic development issue within Bandera County through a more cost-efficient method to do current business or offer a new and innovative idea to improve our community sustainability
- Eligible students qualified to compete within the competition have not yet completed high school and/or are 19 years of age or younger and reside in Bandera County
- Complete with rules, regulations, fair judging process and prize criteria
- Located within the City Limits of Bandera

For questions regarding the application or application process, please contact:  
Bandera EDC at [banderaedc@gmail.com](mailto:banderaedc@gmail.com)

## Bandera Economic Development Corporation Student Business Idea Competition

Submit application materials in hard copy to City Hall, 511 Main Street, or via email to banderaedc@gmail.com.

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_

Student Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Name of School: \_\_\_\_\_

If the business idea is proposed by a team, please fill out the information for the team contact above, and attach an additional sheet listing the same information for the additional team members.

What is the name of your business idea? \_\_\_\_\_

What kind of business is it?

\_\_\_\_\_

\_\_\_\_\_

Applicant's Signature

Date

Building Owner's Signature

Date

Attach the following (REQUIRED):

1. Student Business Idea proposal
2. Supporting documentation of the Student Business Idea and any other information to aid the BEDC Board of Directors in determining if a performance agreement is feasible for the business
3. Supporting information on any other funding or resources for this project provided by local, state and federal governments and/or for-profit and non-profit institutions

If applicable, attach the following:

1. Additional pages describing your Student Business Idea proposal, including any images, graphics, tables, graphs, financial information etc. as necessary to communicate your idea
2. If the idea is for a specific location, provide information, including photos, of that location
3. Business ideas often include the concept for the company, a plan for revenue, a plan for costs, information about employees and wages, information about the customer they are trying to reach and the type of buildings or equipment required

The BEDC Board of Directors recognizes that creative ideas are sometimes best expressed through large scale, digital or textured media. However, so that the Directors can have copies to review and so that the BEDC can keep submissions on file and/or be able to publish them online if they deem it appropriate, please provide contest submissions in an 8.5x11 letter-size format, either in vertical or horizontal orientation. The number of pages is not limited, but please keep in mind that submissions that concisely present the business idea and are clearly stated will help to give a more professional presentation.

All ideas submitted will remain the property of the author or authors, however, the BEDC will keep a copy of all submissions and reserves the right to publish ideas as they see fit to promote the idea, the contest or both.

## Performance Agreements

The BEDC recognizes the importance of responsible stewardship with the tax revenue it invests in the City of Bandera economy. The BEDC offers performance-based incentives to desirable businesses that may require a more innovative approach with encouraging economic growth and preservation of historic integrity. The BEDC intention is to assist businesses that provide services, promote further education, encourage renovations and ADA compliance upgrades, increase sales and property tax revenue, improve employment opportunities, provide value to the community, operate with sound business principles, and to fit into the overall image of the town as depicted in the City of Bandera Master Plan.

Per Local Government Code Chapter 505, Sec. 505.158. PROJECTS RELATED TO BUSINESS DEVELOPMENT IN CERTAIN SMALL MUNICIPALITIES, the Bandera EDC, as a Type B corporation authorized to be created by a municipality with a population of 20,000 or less, can fund projects found by the board of directors to promote new or expanded business development.

All applications will be considered on a first-come, first-served basis, according to available funds, and must be submitted by the first day of the month of the regularly scheduled meeting during which the applicant would like to be considered. If applications are not completed properly, they will be returned and moved to the next month's agenda or when the application is completed correctly.

All included in the Performance Agreement application must comply with the codes and ordinances of the City of Bandera. Attendance at the meeting during which your application is considered is REQUIRED. Upon approval of a Performance Agreement, ONE check will be issued once all qualifying receipts have been submitted and verified unless the Performance Agreement states specific amounts to be paid out over a certain amount of time with requirements and/or stipulations as outlined.

To qualify for a Performance Agreement, the project must:

- Receive a permit for any work as required
- Be located within the City Limits of Bandera
- Be current on all taxes

The BEDC Board of Directors will evaluate applications based on the following criteria:

- Operable business plan
- Number of jobs created, initially and over time
- Wages paid for jobs created, initially and over time
- Capital investment to operate and life expectancy of the capital investment
- Property and sales tax revenue generated initially and over time
- Future infrastructure costs to the City of Bandera to support the capital investment
- Enhancement of the community by improving accessibility and sustainability
- Promote as a unique destination or experience

Applicants will be required to provide proof of compliance with city regulations as well as proof of project costs. Applicants will be required to provide all information requested in the application, as well as any additional information requested by the BEDC Board of Directors. Information that is specific to business operations and revenue will be confidential and will not be discussed in open session, insofar as the BEDC must abide by the requirements of the Texas Open Meetings and Texas Public Information Acts.

For questions regarding the application or application process, please contact:  
Bandera EDC at [banderaedc@gmail.com](mailto:banderaedc@gmail.com)

## Bandera Economic Development Corporation Performance Agreement Application

Submit application materials in hard copy to City Hall, 511 Main Street, or via email to [banderaedc@gmail.com](mailto:banderaedc@gmail.com).

Business Name: \_\_\_\_\_

How long have you owned the business? \_\_\_\_\_ Do you own the building? \_\_\_\_ Yes \_\_\_\_ No

Business Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

What type of business is it? \_\_\_\_\_

What services or goods are offered? \_\_\_\_\_

Does the business remit sales taxes to the Texas State Comptroller? \_\_\_\_ Yes \_\_\_\_ No

(if available, attach most recent sales tax from the [Texas State Comptroller](#))

Number of employees: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-Time      How many live in Bandera County? \_\_\_\_\_

What is the total cost of the project, including permit costs? \_\_\_\_\_

What is the amount of funding requested from the BEDC? \_\_\_\_\_

I hereby certify that the information provided in this application and attachments is true, correct and complete to the best of my knowledge. Omissions or submission of incorrect information will render this application invalid.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Owner's Signature

\_\_\_\_\_  
Date

Attach the following (REQUIRED):

1. Performance agreement proposal for project types allowed for Type B Economic Development Corporations as defined by Chapter 501 and Chapter 505 of the Texas Local Government Code
2. Professional cost estimate of the project OR receipts for materials or other evidence of the completed project cost

If applicable, attach the following

3. Drawing(s)/image(s) showing the project design and location
4. Supporting documentation of the business plan, growth strategy, employment levels, wage schedules and any other information to aid the BEDC Board of Directors in determining if a performance agreement is feasible for the business
5. Supporting information on any other funding or resources for this project provided by local, state and federal governments and/or for-profit and non-profit institutions
6. If new business proposal, your business plan



# Promotions Funding

Per Local Government Code Chapter 505, the Texas State Statute governing the activities of Type B Economic Development Corporations, of which the BEDC is one, Type B EDCs can expend up to 10% of their annual revenues on events and promotions that serve to facilitate economic development and increased tax revenues for the City of Bandera.

In accordance with this standard the BEDC annually sets aside a specific amount that is available to the community to support events and promotions that meet the following criteria:

- The event or promotion is within the Bandera City Limits, or contributes to expenditures in the City Limits that are subject to sales taxes
- The event or promotion is consistent with promoting a positive image of Bandera to residents and visitors alike
- The event or promotion is open to all members of the public, although a fee for participation may be charged
- The event or promotion has received all appropriate permits and approvals by the governing authority

## Application Process

- All Applications and completed packets must be submitted no later than the last business day of October to the BEDC Administrative Assistant (see address below).
- Presentations for each application will be heard at the scheduled November meeting and final vote will occur at the December meeting.
- Failure to complete the application and provide the BEDC the Promotional Funding Reporting Form and any other supporting documentation may result in your request not being considered for funding.
- Your packet should contain the following items:
  1. Completed application for Promotional Funding
  2. A copy of past or current promotional material for the event
  3. A document providing details for the business, non-profit corporation or official organization that is to receive the funds for the event. The BEDC cannot issue funds to individuals.
  4. Bandera EDC Promotional Funding Reporting Form (REQUIRED)
  5. Any other materials you believe demonstrate the value of the event to the community

Applications will be considered on a case-by-case basis, and the BEDC makes final determination on all applications, contingent on approval by the governing jurisdictions. Attendance at the meeting during which your application is being considered is required.

For questions regarding the application or application process, please contact:  
Bandera EDC at [banderaedc@gmail.com](mailto:banderaedc@gmail.com)

## Bandera Economic Development Corporation Promotion Funding Application

Submit application materials in hard copy to City Hall, 511 Main Street, or via email to [banderaedc@gmail.com](mailto:banderaedc@gmail.com).

Event Name: \_\_\_\_\_ Year Founded: \_\_\_\_\_

Event Date(s)/Time(s): \_\_\_\_\_

Event Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Mailing Address (if different): \_\_\_\_\_

What type of event is it? \_\_\_\_\_

What type of advertising do you do for the event? ☐ radio ☐ posters/flyers ☐ social media ☐ newspaper ☐ other

How is the event funded? \_\_\_\_\_

What type of entertainment or activities are offered? \_\_\_\_\_

What ages can participate in this event? ☐ adults ☐ children ☐ teens ☐ family friendly

Does the event have vendors that remit sales tax to the Texas State Comptroller? Yes ☐ No ☐

Is a permit for the event required by the City? Yes ☐ No ☐ NA ☐ All *permits must be obtained*

What is the total cost of the event? \_\_\_\_\_

What is the amount of promotional funding requested from the BEDC? \_\_\_\_\_

Did you apply for promotional funding last year? Yes ☐ No ☐ How much did you receive? \_\_\_\_\_

Did you receive any City HOT funds last year? Yes ☐ No ☐ If so, how much? \_\_\_\_\_

How much did the event raise last year? \_\_\_\_\_

What was the total net/profit loss from the event last year? \_\_\_\_\_

What do you do with the funds/proceeds raised? \_\_\_\_\_

**Complete and attach the Current Year Proposed Budget Report, Previous Year Expense Report and Previous Year Income Report to submit a complete application.**

I hereby certify that the information provided in this application and attachments is true, correct and complete to the best of my knowledge. Omissions or submission of incorrect information will render this application invalid.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Owner's Signature

\_\_\_\_\_  
Date

BANDERA EDC PROMOTIONAL FUNDING PROPOSED BUDGET REPORT FOR CURRENT YEAR

Name of Event: \_\_\_\_\_

<u>Item</u>	<u>Description (if applicable)</u>	<u>Total</u>
Advertising		
Location rental		
Insurance		
Security		
Ambulance		
Food/Beverage		
Sponsor Benefits		
Awards/Winnings		
Printing (tickets/programs/etc.)		
Contract Labor		
Supplies		
Other		
Other		
Other		
Other		
Other		

**Current Year's Proposed Budget:** \_\_\_\_\_

Additional comments and/or clarification:

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**BEDC PROMOTIONAL FUNDING EXPENSE REPORT FOR PREVIOUS YEAR**

Name of Event: \_\_\_\_\_

<u>Item</u>	<u>Description (if applicable)</u>	<u>Total</u>
Advertising		
Location rental		
Insurance		
Security		
Ambulance		
Food/Beverage		
Sponsor Benefits		
Awards/Winnings		
Printing (tickets/programs/etc.)		
Contract Labor		
Supplies		
Other		
Other		
Other		
Other		
Other		

**Last Year's Total Expenses:** \_\_\_\_\_

Additional comments and/or clarification:

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Name of Event: \_\_\_\_\_

**Previous Year's Income:** \_\_\_\_\_

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

# Bandera Economic Development Corporation Incentive Agreement (SAMPLE)

1. This agreement is entered into between the **Bandera Economic Development Corporation (BEDC)** and \_\_\_\_\_ **(name)** of \_\_\_\_\_ **(business)** located at \_\_\_\_\_ **(address)** in Bandera, Texas (name of business, herein after referred to as “named business”) where property is owned by \_\_\_\_\_ **(property owner)**.
2. In return for financial assistance from the BEDC in the amount agreed upon, which is in the total amount of \_\_\_\_\_ **(amount)** for the \_\_\_\_\_ **(incentive type)** incentive, the named business agrees to carry out a scope of work that consists of the activities that have received approval by the BEDC Board of Directors.
3. All work performed must be carried out in accordance with applicable state or local laws and codes. If not required by state or local laws or codes to be performed by a licensed professional, work may be carried out by the business owner or agent.
4. Eligible expenses will include all normal and necessary direct expenses typically associated with the work for which the incentive has been approved, including labor, materials, supplies and permit fees.
5. All work must be completed within one year of the execution of this agreement unless otherwise agreed upon by the BEDC and the named business. All financial assistance from the BEDC shall be made in the form of one payment, either on completion of the project when all invoices have been validated, or at the commencement of the project as approved by the BEDC Board of Directors.
6. The BEDC will not reimburse the named business for any of the agreed amount of the project if the project does not begin within six (6) months from the date of this agreement, unless the Board of Directors has granted an exemption. Failure to comply with federal, state and/or local laws as applicable to the project, and/or failure to perform the work or project in accordance with the agreed upon terms is cause for the BEDC to terminate the agreement without payment, or to seek reimbursement, which may occur through legal action.
7. If the business closes within \_\_\_\_\_ **(number)** years/months from \_\_\_\_\_ **(date)**, the business owner will reimburse the BEDC for the entire amount of all incentive grants.

Checklist / If applicable

***Has current sales tax status been verified?***

Yes ☐ No ☐ Not Applicable ☐ Notes: EIN#

***Has current property tax status been verified?***

Yes ☐ No ☐ Not Applicable ☐ Notes: Property ID#

***Were all required permits issued by The City of Bandera?***

Yes ☐ No ☐ Not Applicable ☐ Notes: Permit#

***Were all receipts for reimbursable expenses validated?***

Yes ☐ No ☐ Not Applicable ☐ Notes: Date rec'd/Date verified

***Were there other stipulations in this grant agreement?***

Yes ☐ No ☐ Not Applicable ☐ Notes: Refer to date of minutes

***If yes, what were they and have they been met?***

Yes ☐ No ☐ Not Applicable ☐ Notes: Quote the minutes

***Have all State of Texas, City of Bandera, and BEDC rules been followed?***

Yes ☐ No ☐ Not Applicable ☐ Notes:

Check #: N/A

Additional Notes:

Verified by the following: Quote the minutes if more are applicable.

\_\_\_\_\_  
EDC Administrative Assistant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
EDC Board Member signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
EDC Board Member signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
EDC Board President signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
EDC Board President printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business owner signature

\_\_\_\_\_  
Business owner signature

\_\_\_\_\_  
Business owner printed name

\_\_\_\_\_  
Business owner printed name

Date: \_\_\_\_\_

Date: \_\_\_\_\_

THANK YOU