



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 \$2,500 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 \$2,500):		
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:

Alamo Grant Program

Contacts

www.alamoedc.org

Alamo Economic Development Corporation

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UTRGV

Small Business Development Center

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