



### ***Downtown Arlington BID Improvement Grant - Application & Funding Process***

- Property owner (or representative) submits brief description of project scope to the Downtown Arlington Management Corporation (DAMC) to determine if project meets the general intent of the program.
- Upon invitation, the property owner (or representative) submits Downtown Arlington BID Improvement Grant Application to the DAMC with required materials and description of requested improvements and/or scope of work.
- Property owner (or representative) presents project at next available Downtown Arlington BID Grants Committee meeting and answers committee member questions for project plans.
- Upon project approval, the DAMC will prepare a Grant Agreement to be executed by the applicant, at which time improvements may begin. The DAMC cannot pay for any work that has been completed prior to execution of the Grant Agreement. Improvements must begin within three months of executing the Grant Agreement or applicant may forfeit grant funds. Applicants must also complete work within 6 months or request an extension on completion from DAMC. Failure to complete work within 6 months, without an approved extension for the process, will result in the applicant forfeiting grant funds. Applicants who request an extension and are approved by DAMC will not forfeit grant funds as long as work is completed within the requested extension period.
- Once improvements are complete, DAMC staff will schedule an onsite visit to ensure that all work was completed per the approved scope of work. Upon successful review, the applicant will provide associated invoices and evidence that all bills for improvements were paid in full, and provide all related permits required for the project.
- DAMC staff will disburse grant funds within 30 days of receipt of all required documentation.

### ***Questions and completed materials should be submitted to:***

Garret Martin  
Downtown Arlington Management Corp.  
garret@downtownarlington.org  
(817) 303-2800



## DOWNTOWN ARLINGTON BID IMPROVEMENT GRANTS PROGRAM

### **Program Guidelines**

#### **1. Statement of Purpose**

The Downtown Arlington BID Improvement Grants Program improves the experience for those that live, work and visit the downtown area.

#### **2. Eligibility**

- a. **Geographic Area:** Projects must be located within the boundaries of the Downtown Arlington Business Improvement District.
- b. **Project Review:** Projects must be reviewed, and approved, by the Downtown Arlington BID Grants Committee prior to the start of construction in order to be eligible for funds.
- c. **Business Improvement District (BID):** Property associated with the project or applicant must be a property within the Downtown BID.
- d. **Frequency:** Property owners are encouraged to submit applications as they arise, as funds are distributed on a first come, first serve basis. The Downtown Arlington Management Corporation may decide to restrict grant funding to one project per property owner each year.

#### **3. Eligible Activities**

Improvements such as (but not exclusively limited to) building façade enhancements, awnings, painting, landscape elements, signage, accessibility improvements, public art, murals and decorative lighting are eligible for reimbursement subject to approval by the DAMC. It is the responsibility of the applicant to ensure all improvements comply with local, state, and federal codes and regulations.

#### **4. Parameters of Grant**

- a. **Grant Amount:** The DAMC will approve matching grants starting at \$500 up to 50% of the total project cost, with a maximum of \$6,500 per project.
- b. **Disbursement of Funding:** Funding will be released upon project completion, walkthrough by DAMC staff, and when DAMC has received all necessary supporting documentation, including copies of permits if applicable.
- c. **Project Signage:** Applicant must post signage on the property while project is under construction indicating work is being done as a part of the Downtown Arlington BID Improvement Grants Program. Sign will be provided by DAMC and should be returned to DAMC upon completion of construction activities.

#### **5. Waiver of provisions**

The DAMC may modify or waive certain provisions of these program guidelines.

#### **6. Notification**

Downtown Arlington Management Corporation reserves the right to:

- a. Deny applications at the discretion of committee.
- b. Announce all grant commitments publicly.
- c. Use before and after photography of your project to market the program.

#### **7. Grant Cycle**

Downtown Arlington BID Improvement Grants Program applications are accepted at any time in the fiscal year. Funding is distributed on a first come, first serve basis. Applications received after all funding is distributed are encouraged to resubmit their application at the beginning of the next Downtown Arlington fiscal year.



DOWNTOWN ARLINGTON BID IMPROVEMENT GRANTS PROGRAM

**Applicant Information**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Property Address \_\_\_\_\_

Nature of Property \_\_\_\_\_

Email Address \_\_\_\_\_

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

Project Scope of Work (may attach additional sheets as necessary)

---

---

---

---

**The following must accompany this application:**

1. Renderings or illustrations of proposed improvements showing, where applicable, materials, colors, dimensions, location of improvements, and any other information necessary to understand the project including pictures.
2. Project site plan showing relationship of project to larger property, including photos of current site conditions.
3. Itemized budget for all costs relative to the project, and copies of licensed contractor estimates.

**Additional Information**

Materials presented in this application and approved by the Downtown Arlington Management Corporation (DAMC) will otherwise be known as the scope of work for the project. Any variance from the scope of work may lead to forfeiture of grant funding unless otherwise approved by the DAMC. Therefore, all documentation must represent true intent.

**Certification of Applicant**

I have read and fully understand the program guidelines and procedures of the Downtown Arlington BID Improvement Grant Program, and have provided all requested information to the best of my knowledge.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date