

CITY OF McALLEN – PLANNING DEPARTMENT

COMMERCIAL MATCHING GRANT PROGRAM

I. WHAT IS THE COMMERCIAL MATCHING GRANT PROGRAM?

The Commercial Matching Grant Program helps business owners fund landscaping projects by providing a dollar for dollar match from a minimum of \$1,000 to a maximum of \$5,000. The program gives business owners an incentive to complete a landscaping project that makes McAllen a more attractive city.

Proposed projects must:

- improve/beautify a business by making landscaping improvements with an irrigation system
- have long-standing benefits
- be located visible from a public street and
- have the necessary permits before starting the improvements

II. WHO CAN PARTICIPATE IN THE PROGRAM?

Business or property owner of a commercial property that was not required by city code to provide landscaping at the time of development.

III. HOW DOES THE MATCH WORK?

The Commercial Matching Grant Program operates under a reimbursement system. The grant money represents a partnership between the City and a business owner which must raise funds before any City reimbursements will be disbursed. The City will reimburse the business owner 50% (from a minimum of \$1,000 to a maximum of \$5,000) of the total project expenditures. Funding under this program will be available to a business owner on a first-come first-serve basis until funds are exhausted in the fiscal year.

The landscaping improvements must be properly maintained for a minimum period of ten years. Failure to do so will result in legal action from the city to recover its investment.

IV. WHAT TYPE OF PROJECTS CAN BE FUNDED AND WHAT ARE THE BASIC REQUIREMENTS?

The program helps pay for irrigation and landscaping improvements on private property or public right-of-way that provide tangible benefits to the community. **Projects already completed or underway are not eligible for grant funding.** Landscaping projects must have an operable irrigation system to be eligible for funding. Replacement of required landscaping material that has died or been removed is not eligible for matching grants.

V. HOW TO APPLY

The attached application must be filled-out with information about the business and a project description. A landscaping plan must be submitted with the application.

VI. WHEN MAY PROJECTS BE STARTED AND WHAT IS THE PROJECT COMPLETION DATE?

In order to take advantage of this program, a project may be started only after the application has been approved by the City Manager or his/her designee. A completed application with a minimum of three quotes from companies or contractors will be required for its approval. The project must be completed by the following September 1 after the application has been approved.

VII. HOW ARE FUNDS DISBURSED TO GRANTEEES?

The organization's grant application must be approved by the City Manager or his/her designee. A letter of application approval serves as a notice to the business owner to proceed with the project. Once the project is completed, the City will conduct an inspection to verify the work is complete as per the approved landscaping plan. Once verification takes place the matching grant reimbursement to the business owner will be processed. Reimbursements in full amount of the approved matching funds will be made within 30 calendar days of inspection and final approval. **No reimbursements for eligible expenses will be made if such expenses occur before an application is approved by the City Manager or his/her designee.**

VIII. WHO DO WE CONTACT FOR MORE INFORMATION?

Please call the Planning Department at 681-1250.

City of McAllen – Planning Department

Commercial Matching Grant Program Application

Please print or type. Please answer each question briefly. If the question does not apply to your project, put N/A (not applicable).

Part I

General Information

Name of business:

Describe the address of your business and attach a 8 ½” by 11” survey map of property

Council District in which your business is located: _____

Application contact person: _____

Address: _____ Zip: _____

Phone (day): _____ (evening): _____

Local match that will have to be raised or has been raised by your business

\$ _____

City match requested \$ _____

Total project cost \$ _____

Part II

Qualifying Information for Projects

1. Briefly describe the project and attach plans or schematic designs:

2. Briefly describe the benefits of the project to the community:

3. How will you maintain the project? Please be specific.

4. Is the project the first/second/third phase of a bigger project? If so, briefly describe the overall project scope. Please submit a rendering or landscaping plan of the proposed improvements. PHASE: _____

PART III

Certification by Business

By signing this application, I/we certify that the information contained in this application is true and correct to the best of my/our knowledge. I/we also agree to comply with the requirements of the Commercial Matching Grant Program. I/We also understand that the landscaping improvements must be maintained for a minimum of ten years and that failure to do so would result in having to give the funding back to the city.

Applicant/ Business Owner

Name: _____

Signature: _____ Date: _____

Property Owner (if different from business owner)

Signature: _____ Date: _____

APPLICATION CHECKLIST

- Completed application _____
- Survey map of business property _____
- Three quotes _____
- Landscaping plans _____