



PALESTINE ECONOMIC DEVELOPMENT CORPORATION (PEDC)

COMMUNITY DEVELOPMENT GRANT PROGRAM

GUIDELINES & CRITERIA

Section 1: Project Goals of the PEDC Community Development Grants

- Projects eligible for PEDC consideration under Section 505 of the Texas Local Government Code (see information below)
- Projects support cultural, sports, fitness, entertainment, and community projects that attract resident and visitor participation and contribute to quality of life, business development and growth of City of Palestine sales tax revenue as determined by the PEDC and the City of Palestine
- Projects highlight and promote Palestine as a unique destination for residents and visitors alike
- Projects meet citizen needs for quality of life improvements, business development and sustainable economic growth for residents in the City of Palestine
- Projects demonstrate informed financial planning – addressing long-term costs, budget consequences and sustainability of projects for which funding is requested
- Projects educate the community about the impact of investment in quality of life improvements in Palestine

Section 2: Project Grants

Community Development Project Grants provide an opportunity for financial support for projects eligible for consideration according to Texas statutes applicable to Section 4B (aka Type B) economic development corporations, which focus on preservation and generation of sales tax revenue and enhance quality of life in the City of Palestine and advance the mission of the PEDC. Proceeds may be used for land, buildings, equipment, expenditures* and improvements* suitable for the following types of projects:

***Note:** Type B sales tax proceeds may only be used for funding events, expenditures and improvements made at a venue in which Type B sales tax was used for construction.

- Professional and amateur sports and athletic facilities, including stadiums and ballparks
- Entertainment, tourist and convention facilities, including auditoriums, amphitheaters, concert halls, museums, and exhibition facilities
- Public parks, park facilities and events, and related open space improvements
- Expansion of airport facilities, including hangers, airport maintenance and repair facilities, air cargo facilities and related infrastructure located on or adjacent to an airport facility, if the Project is undertaken by a corporation created by an eligible city; (i) that enters into a development agreement with an entity in which the entity acquires a leasehold or other possessory interest from the corporation and is authorized to sublease the entity's interest for other projects authorized by this subdivision; and (ii) the governing body of which has authorized the development agreement by adopting a resolution at a meeting called as authorized by law.

Section 3: Program Guidelines

- Applicant's business must have been actively operating, without interruption, for more than one year.
- Applicant must be a government agency or non-profit organization (i.e., 501(c)(3) designation).
- All projects must be located in the City of Palestine for projects to be considered for funding.
- Applicant must demonstrate how its Project will advance the mission and support the goals of the PEDC as outlined above.
- Project must be well-planned with stated goals, objectives and evaluation metrics that demonstrate impact to the community.
- Preference may be given to Applicants who have not received funding from PEDC within the previous 12-month period.
- Preference may be given to Applicants who develop and demonstrate multiple revenue streams to financially support the Project for which grant funds are requested.
- Applications must be completed in full, providing all information requested, to be considered complete and ready for review by the PEDC board.
- A Project that receives final approval and funding must be completed within one (1) year. Project must have an economic, social, cultural or environmental impact on the community.
- Funds are not granted for personnel, marketing, promotional or advertising purposes.
- An Applicant may submit a request for a partial reimbursement during the course of the Project but prior to the Project's final completion. Requests for partial reimbursement received prior to final Project completion may not exceed 80% of the total approved Project grant amount. Requests for partial reimbursement submitted to the PEDC must be accompanied by copies of paid invoices/receipts and proof of payment and release of liens. Once verified, PEDC Board approval will be required before payment is delivered to the Applicant. The remaining 20% of the grant proceeds may be paid to the Applicant following the PEDC's receipt of all paid invoices/receipts, proof of payment and release of liens; documentation of fulfillment of obligations to PEDC, including the Applicant's final report on the Project.

Section 4: Application Process

Please note: A 60-day public notice period is required before the PEDC can spend any grant funds. Public Hearings must be required for all Projects over \$10,000.

Applications are available at www.palestinetexas.net. They may also be obtained by calling the PEDC office at 903.729.4100 or emailing edcadmin@palestine-tx.org and requesting an application. Deadlines for submission under project cycles are strictly followed. **Please call to discuss your proposal and application in advance of completing the application and submitting the information requested.**

Please note: The completed application and all supporting documents are required to be submitted electronically, or in person at 100 Willow Creek Pkwy. Suite A, Palestine, TX 75801 for consideration by the PEDC Board.

Applicant must provide the following with the application:

- History of the Applicant's business or organization
- Description of the proposed Project
- Project budget, which shall include: total Project cost, grant amount requested from PEDC and the Applicant's financial contribution to the Project
- Project timetable
- Copy of IRS Form demonstrating 501(c)(3) or 501(c)(6) status (See Form 1023 "Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code"; Form 1024 "Application for Recognition of Exemption Under Section 501(a).")

- List of Staff Members (if any), Board of Directors (if any) and Officers (if any) who serve the Applicant's business or organization.

Section 5: Review Process

The Palestine Economic Development Corporation (PEDC) is responsible for final approval on applications for funding projects and initiatives in accordance with state law, subject only to approval by the Palestine City Council. The PEDC is governed by a board of directors consisting of seven members who are appointed by the Palestine City Council. The Application Review Process is outlined below:

- PEDC staff is available to review draft application, prior to submission, and answer questions. Staff may request additional information at this time.
- Completed applications must be submitted electronically, or in person, in accordance with the grant schedule outlined previously.
- Applications may be reviewed by PEDC legal counsel to determine if the request for funds is an eligible project under state law.
- Once eligibility for consideration is confirmed, Applicants will be notified and placed on a meeting agenda to make a presentation to the Community Development Grant Committee. Following each presentation, committee members will have an opportunity to ask questions of the Applicant. Please note this is a formal presentation and time limits may be imposed.
- The meeting will be a public meeting, and notice of the application and request for funding will be published and posted in accordance with the requirements of the Open Meetings Act and The Development Corporation Act. The application, along with all documents/attachments included will become public information.
- Committee members will evaluate applications and presentations and prepare to make a recommendation to the PEDC Board at a future board meeting.
- Board action will generally be scheduled for the following month's board meeting. However, the schedule may be delayed if the committee determines additional research and/or discussion is warranted. When action is taken, the board may approve, table, or reject an application, by a majority vote of the board members present.
- Final approval of the application and Project shall be required by City of Palestine City Council.
- Grant funds awarded for approved applications/projects are distributed on a reimbursement basis.

Project Evaluation (Scoring)

The Palestine Community Development Committee members will consider the following information when evaluating applications for recommendation to PEDC Board:

- Application was submitted complete
- Availability of grant funds
- Applicant's funding history
- Project eligibility under state law
- Alignment with PEDC mission and strategic priorities
- Alignment with City of Palestine strategic priorities
- Evidence of public and private financial support
- Potential to achieve Project goals
- Positive impact on Palestine

- Significant return on investment
- Applicant's strength and stability – healthy finances, sound business plan, strong mission and programs, proven results, stable staff

Applicants will be scored on the following basis:

<u>Evaluation Criteria</u>	<u>Maximum Points</u>
Project has matching funds	20*
Develops Tourism	20
Education/Training Skills	15
Quality of Life (Cultural/Fine Arts/Entertainment/Sports)	15
Project improves city infrastructure/open space	10
Historical Preservation	10
Enhances underutilized facilities	<u>10</u>
Total points available:	100

*Matching points

0-10 points if match is less than a dollar to dollar match

11-15 points if match is a dollar for dollar match

16-20 points if match is greater than a dollar for dollar match

The PEDC Community Development Committee will score points on the criteria listed above. Projects may receive points for all, partial or none of the criteria. For example, a project that improves the city's infrastructure could receive from zero to 10 points.

All projects must be located in the City of Palestine. For projects to be considered for funding, the targeted minimum points necessary will be 50 points.

If project is funded, Grantee must recognize Palestine Economic Development Corporation as a sponsor/funder of the Project in all advertising, publicity, and promotional vehicles, using the following (or substantially similar) verbiage:

“This (Project) is funded in part by the Palestine Economic Development Corporation.”

PEDC will provide camera-ready logo art for placement on promotional and publicity materials, if applicable.