

**Seagoville Economic Development Corporation  
Downtown Destination Matching Grant Program Policy  
Adopted June 12, 2025**

**Section 1. Principal**

The Principal of the Downtown Destination Matching Grant Program (Program) is the Seagoville Economic Development Corporation (SEDC).

**Section 2. Purpose**

The principal purpose of the Program is to incentivize development and enhancement of the economic sustainability of the City of Seagoville Downtown area by assisting property owners and business enterprises seeking to locate and operate destination businesses within the Downtown area through the provision of matching grants for qualified expenditures related to fixed site improvements in compliance with Chapter 501.103, Texas Local Government Code.

**Section 3. Destination Businesses**

Qualified applicants must be for-profit businesses with a successful record in business and/or prospective business owners with a detailed business plan and adequate financial support, operating or proposing to operate a destination business in the Seagoville Downtown area.

A Destination Business must be one of the following:

- New/Unique Dining Concepts
- Specialty Retail
- Breweries/Wineries/Distilleries
- Entertainment
- Commercial uses for second floor spaces (i.e. office space)

Seagoville Downtown area is defined as the area shown by shading in blue on the aerial map attached hereto and incorporated herein by this reference as Exhibit "A."

**Section 4. Applications**

Any person, partnership, joint venture, corporation, or other business entity located or proposing to locate a Destination Business within Seagoville Downtown area may apply. However, owners of multiple businesses shall be allowed only one application per Funding Cycle. The SEDC may elect to approve the full amount requested in an application, a portion of the request, or no amount at all.

**Section 5. Grants**

Grants provided under the Program are Reimbursement Grants are a cash match for funds disbursed and paid by an Applicant for qualifying expenses in amounts not to exceed those provided in section 8 "Downtown Destination Grants" set forth hereinbelow. Only Applicant's cash expenditures may be used as a grant match. In-kind contributions by Applicant or on behalf of Applicant will not be considered in determining funding amounts.

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**Section 6. Funding Cycle**

A Funding Cycle shall be from October 1<sup>st</sup> of a given year to September 30<sup>th</sup> of the following year. For each funding cycle, the SEDC may, but is not obligated to, designate an amount of available funding for that cycle. The SEDC shall be under no obligation to utilize all designated funds during a funding cycle. Upon depletion of the designated funds the SEDC may, at its sole discretion and without any obligation to do so, elect to fund additional grants during a given funding cycle. The SEDC may elect, but is not obligated, to hold over any pending applications; however, the SEDC is under no obligation to establish future funding cycles.

**Section 7. Eligibility to Apply**

- A. Must be an owner(s) of a proposed, new, or existing Destination business proposing to locate or located in Seagoville's Downtown area or the owner of commercial real property located in Seagoville's Downtown area used or proposed to be used for a Destination business.
- B. Business facilities must be zoned commercial.
- C. Improvements for which the Grant funds will be used must be planned, anticipated, or intended and must not yet be in progress or accomplished.
- D. Program applications must have attached, at time of submission to the SEDC, all required written approvals, drawings, paid invoices, proof of payment, and other documents required herein, including approval by the City or SEDC.

**Section 8. Downtown Destination Grants**

A Downtown Destination grant will be a reimbursement grant and may include reimbursement for costs associated with planned, anticipated, or intended improvements to Destination business located or proposed to be located in Seagoville's Downtown area including the following: costs of building and storefront exteriors or facades or upgrades and/or repairs thereto, infrastructure/utility upgrades, ADA accessibility, roof installation/repair, fencing, exterior artworks, painting, reconstruction, renovation, signage, landscaping, and paving. A Downtown Destination grant will not be available for improvements that are already in progress or accomplished. A Downtown Destination grant will generally (i) not exceed 50% of eligible expenses as a matching grant, and (ii) not exceed \$50,000 . The SEDC may, at its sole discretion and without any obligation to do so, elect to fund grants in excess of these limits under special circumstances or with special stipulations.

**Section 9. Downtown Destination Grant Application Process**

- A. Only complete Downtown Destination grant applications will be considered by the SEDC. A complete grant application shall include:
  - 1. The Downtown Destination grant application form provided by the SEDC Executive Director which may be obtained at the Seagoville City Hall, 702 US Hwy 175 Frontage Road, Seagoville, Texas 75159;
  - 2. Proof of ownership or lease of the building or facility that is the subject of the grant application;
  - 3. In the case of leased building or facility, landlord's written, signed and dated approval of the proposed improvements;

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4. Improvement project plans, drawings, specifications, and elevations;
  5. At least two detailed price quotes for the proposed improvements; and
  6. Confirmation that Applicant and its contractors will obtain all required City permits and approvals related to the Downtown Destination grant improvement project, which expenses shall not qualify as eligible project expenses for calculation of any grant amount; and
  7. Proof of availability of Applicant's matching funds or ability to provide the same./or other information provided with the application.
- B. The complete Downtown Destination grant application must be submitted to the SEDC.
- C. No grant applicant, building, or facility will be eligible to receive more than one Downtown Destination grant during a single funding cycle.

**Section 10. Downtown Destination Grant Consideration by SEDC**

- A. Complete Downtown Destination applications will be considered by the SEDC on specified dates ("Consideration Dates") set by the SEDC to correspond with regularly scheduled board meetings of the SEDC, but not necessarily at every board meeting of the SEDC. Applications approved by SEDC Board of Directors will proceed to City Council for consideration. The Downtown Destination grant application must be submitted a minimum of ten (10) business days before the SEDC consideration date.
- B. Consideration of applications may be delayed in the event the SEDC and/or City Council fails to seat a quorum for a regular meeting, elects for any reason not to hold a regular meeting, or elects for any reason not to consider Program applications at any particular meeting.
- C. The SEDC and City Council reserve the right to utilize whatever outside resources it deems necessary for assistance in its decision-making process.
- D. Applicants may be requested to provide a presentation to the SEDC Board and/or City Council.
- E. Applicants will be notified in writing of the SEDC's and City Council's approval or disapproval of an application.
- F. The SEDC may award Applicant a grant with certain provisions, conditions, or other requirements as it may from time to time deem appropriate.

**Section 11. Procedure After SEDC and City Council Consideration**

- A. Upon approval by SEDC and City Council of a Downtown Destination grant application, Applicant and SEDC will enter into a contractual Agreement which will provide for payment, repayment (claw-back) for breach of contractual obligations, maintenance, and operating provisions.
- B. Following execution of the Agreement between SEDC and Applicant, the Applicant shall commence work upon the Downtown Destination improvements.
- C. When the Downtown Destination improvements are completed in their entirety and Applicant has obtained a certificate of occupancy for commercial use for the subject property issued by the City, Applicant may submit an original and three (3) copies of written request for grant payment of the Downtown Destination grant, along with required supporting documents, to the SEDC.

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- D. The written request for grant payment shall be accompanied by a copy of the Certificate of Occupancy for the improved property and all cancelled checks, receipts, paid invoices, and/or other evidence of payment of expenses incurred relative to the Downtown Destination improvements that are the subject of the approved reimbursement grant. Additionally, a summary of expenses with total to be considered must be included. The summary must include the date, description of the item/service and amount to be considered. Upon submission of the written request for grant payment to the SEDC, and during the SEDC's review of the request for payment, a representative or representatives of the SEDC shall have the right to reasonably access and/or inspect the work. Refusal to reasonably cooperate in granting this access and/or inspection will render the prior approval of the grant award null and void and SEDC shall have no further obligation to pay the grant.
- E. Any material modifications to the project plans, drawings, specifications, and/or elevations, or other information from that provided with the application form must first receive the written approval of the SEDC. Failure to obtain such prior written approval of the SEDC will render the Applicant ineligible to receive payment of the grant.
- F. Applicant is obligated to obtain all applicable City permits and approvals related to the improvement project at their own expense which is not eligible for reimbursement. Failure to do so will render the Applicant ineligible for grant payment.

**Section 12. Standards**

The following factors, among such others as the SEDC may deem prudent, shall be considered in determining whether or not to award a grant;

- A. Level of improvement the Project will make to the overall appearance of the building, surrounding properties, and Downtown area;
- B. Thoroughness of information provided in the application;
- C. The amount of additional funding being provided by the Applicant beyond the required cash match;
- D. The amount of current deterioration or blight the improvement will alleviate;
- E. The visual attractiveness and/or historic significance of the improvements as determined by the SEDC's exercise of its absolute discretion in such determination; and
- F. Health and safety issues which may be mitigated by the improvements.

**Section 13. Contracting and Maintenance Provisions**

All projects will be subject to the City building codes and ordinances. Owners will also be required to comply with the City minority business contracting guidelines. The specific agreement for each project will allow for claw-back of SEDC grant funds if the building is not operated and maintained to defined standards for the duration of the agreement.

**Section 14 Amendment**

The SEDC reserves, unto itself, the rights to, by a majority vote of the Board of Directors, amend these Guidelines as it may from time to time find desirable.

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**Section 15. Notice**

Every Downtown Destination grant application shall include a copy of this Downtown Destination Matching Grant Program Policy and the following language and shall require the signature of the authorized representative of the applicant:

- A. THE PROVISION OF DELIVERY OF THESE GUIDELINES TO AN INTERESTED PARTY DOES NOT CONSTITUTE AN OFFER OF A DOWNTOWN DESTINATION GRANT TO THAT PARTY.
- B. THE ADOPTION FO THESE GUIDELIENS DOES NOT LIMIT THE DISCRETION OF THE SEDC TO DECIDE WHETHER TO PROVIDE OR NOT PROVIDE A GRANT TO AN APPLICANT, WHICH ABSOLUTE RIGHT OF DISCRETION THE SEDC RESERVES UNTO ITSELF, WHETHER OR NOT SUCH DISCRETION MAY BE DEEMED ARBITRARY OR WITHOUT FACTUAL BASIS.

**I/We have received and read these Guidelines for Façade Grant Improvement Program and agree to be subject to them.**

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Exhibit A – Downtown Seagoville

