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DOWNTOWN DALLAS IMPROVEMENT DISTRICT

2010 Matching Grants Program

Information

and

Application

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DOWNTOWNDALLAS IMPROVEMENT DISTRICT 2010 Matching Grants Program Information

Dallas CBD Enterprises, Inc. (DCBDE), managing entity for the **DOWNTOWNDALLAS** Improvement District (DID), introduces the 2010 Matching Grants Program for improvement projects within the DID boundaries. The primary objective of the DID is to ***Keep Downtown Clean, Safe and Fun***, a strong competitor among places for people to live, work, visit and invest.

Applicant Eligibility

The following are eligible to apply for a DID Grant:

- Property Owner within DID boundaries
- Tenant with Lease within DID boundaries
- Tax-exempt Non-Profit Organization whose project falls within DID boundaries

DID boundaries are the freeways surrounding the Central Business District of Downtown Dallas: Woodall Rodgers, North Central, Julius Schepps, R.L. Thornton and Stemmons.

If the proposed project is on private property, the applicant must have the signed approval of the owner or owner's agent or specific evidence that such approval has been granted prior to distribution of grant funds. Projects on public property may be submitted without formal approval of the relevant agency, but the potential of such approval will be considered by DID.

Qualified Projects

In general, capital improvement projects that improve the public security, appearance, safety and functional qualities of the Downtown public environment will qualify. Projects must demonstrate public benefit and must result in tangible improvements. **Planning projects, maintenance of existing improvements or maintenance for submitted projects will not qualify.** The following are examples of projects that may qualify:

- Renovations or enhancements to existing building facades or storefronts with emphasis on ground level public benefit and improvements
- Significant upgrades or additions to public spaces
- New landscaping on or adjacent to public streets or sidewalks
- Overall repairs and enhancements to sidewalks in public rights-of-way
- Improvements consistent with the City of Dallas Parking Lot Ordinance (fencing, landscaping, lighting)
- Creative public area improvement projects which meet program goals

Please note that all applicants will be required to indemnify DCBDE, **DOWNTOWNDALLAS**, and the City of Dallas against all claims. In addition, liability insurance for applicant, landlord and contractors (as appropriate) will be required for construction projects.

DCBDE/DID is committed to meeting the City of Dallas Good Faith Effort Plan. Grant applications that include participation from certified Minority/Women Business Enterprises in the city of Dallas will be positively received.

Grant Awards

No grant may exceed 50% of the actual cost of supplies, materials, construction and labor. The applicant's 50% contribution to the project cost may include in-kind services or materials if they can be documented and are identified in the application. Examples include donated materials (with market value identified in advance) or donated labor (with hourly rates established in advance). The applicant's contribution may also be all cash from the applicant or cash from sources other than the applicant.

The minimum grant award is \$1,000 and the maximum is \$25,000 per project. DID reserves the right to modify Grant awards to meet program budget requirements. **Projects must be completed no later than 12 months after Grant approval. Projects judged to be substantially complete before grants applications are reviewed will not be considered.**

Compliance with laws and regulations: Projects submitted should comply with all Federal, State and Local laws, ordinances and/or rules and regulations.

Application Requirements

To be considered for an award, applicants must complete the application form, limiting responses to the space provided on the application except where additional materials are specifically requested. Applications for the 2010 **DOWNTOWN**DALLAS Matching Grants Program may be submitted at any time and will be reviewed by the Capital Improvements Committee at the next scheduled meeting following review by **DOWNTOWN**DALLAS staff. The application must be sent to the following address:

DOWNTOWNDALLAS Improvement District
2200 Ross Avenue, Suite 4600E
Dallas, Texas 75201

For more information, please contact Jim Wood at 214-744-6636 or wood@downtowndallas.org. Additional application forms are available upon request.

Criteria for Grant Award Decisions

Very Important

- The project is within the DID boundaries
- The project demonstrates a public benefit
- The applicant meets eligibility requirements
- The project provides maximum public benefit for the funds required
- The design quality of the project
- Approval of property owner or potential for approval by relevant governmental agency
- The project has support of adjacent property owners, groups or tenants
- Maintenance requirements and commitments are in place
- The project facilitates occupancy of vacant space or existing tenant retention

Important

- The application form is complete and correct

- Permits, approvals and implementation can be quickly achieved
- Track record of organization or company with similar efforts
- Innovation and creativity
- Location of project with regard to geographic distribution of grant funds
- Participation by certified Dallas Minority/Women Business Enterprises
- Percentage of project to be funded by applicant

Approval Process

Applications will be submitted to the DID Capital Improvements Committee which will approve all grant applications. No committee member with a vested interest in an application will be allowed to participate in discussions or votes concerning that application. **To maintain objectivity, lobbying of the DCBDE/DID Board of Directors, the Capital Improvements Committee, or DOWNTOWN DALLAS staff or by grant applicants is discouraged.**

Application review and final decision by of the Capital Improvements Committee should occur within eight weeks of the application deadlines. The Capital Improvements Committee will have final approval of all grants awarded. ***The Committee reserves the right to reject any or all applications or to approve only a portion of any funds requested.***

Finalizing the Grant

Following grant approval, individual grant awards are considered pending until both parties sign the Grant Fulfillment Agreement. The Agreement will describe the project, the project budget and the amount of funding awarded by the DID. Upon execution of the Grant Fulfillment Agreement, the grant is considered finalized and grant funds may be distributed based upon the conditions outlined in the Agreement.

When all conditions of the Agreement are met (the project is complete), a **Payment Application** and the required documentation will be submitted by the grantee for final funding by DCBDE.

The DID is managed by Dallas CBD Enterprises, Inc. which is governed by a Board of Directors representing the City of Dallas, private real property owners within the District and tenants with business interest within the District.

EXHIBIT A
DOWNTOWN DALLAS IMPROVEMENT DISTRICT
2010 Matching Grants Program Application

I. General Information

Applicant name

Contact name

Street address

City/State/Zip

Phone number

Email address

Property Owner

Tenant

Non-Profit

II. Project Description

Project Name

Project Address

Project Description (What will be done with the matching grant funds?)

Goals & Objectives (What is the aim of the project, what will be accomplished?)

Project Type (check each box that applies to your proposed project)

Security Project - The project improves public security or helps to deter crime.

Safety Project - The project improves public safety by correcting potential hazardous features.

Appearance Project - The project improves outward appearance of a building or public space.

Functional Project - The project improves the comfort or convenience of Downtown public environment.

III. Approvals

1. Do you have permission from the owner of the property where project will take place?

Yes Company/Owner Name/Phone Number

No Describe actions taken to obtain approval for the project.

2. List adjacent property owners, tenants, agencies or organizations in support of your project.

Entity name/Contact name/Phone number

3. Other Approvals. Will this project require approval from other entities or organizations (e.g., Landmark Commission, City Plan Commission)? If so, what entities must give approval and what is the schedule for such approvals?

4. Other Financial Assistance (Has applicant applied for or received financial assistance from Federal, State or Local programs? List programs and amounts applied for/approved.)

IV. Operations

1. What are the maintenance requirements for the project?

2. Describe the long-term maintenance plan for the project.

3. Who will provide on-going maintenance for the project?

V. Project Schedule

Date plans are finalized
Date final approval and permits secured
Date construction begins
Date of project completion

Please indicate any issues that would prevent the project from proceeding as scheduled:

VI. Grant Request

DID Grant Request Amount	_____
Applicant's Cash Contribution	_____
Applicant's In-Kind Contribution	_____
Total Project Cost (sum of 1st three lines)	_____

Application must include a Project Budget detailing all items necessary to complete the project using the Project Budget worksheet provided with this application.

VII. Required Documentation (check if included)

Map of the project location

Color pictures of the project area (e.g., existing façade, sidewalk, parking lot). Enclose and

provide on a CD.

Schematic drawings of proposed construction and landscaping

Project budget

MWBE Schedule of work

Unless all of the required documentation is submitted and all required fields are filled in, the application will be deemed incomplete and will not be considered for funding.

VIII. Certification

As duly authorized representative of the organization making this grant application, I hereby certify that all of the information provided herein is true and represents the desires of this organization, and will assure that funds received as a result of this application will be used only for the purposes as stated in the application and that the project is on schedule for completion within twelve months from the date of grant approval.

Signature of Authorized Representative

Date

Name and Title of Authorized Representative

DOWNTOWN DALLAS IMPROVEMENT DISTRICT
2010 Matching Grant Program
Project Budget

(A)	(B)	(C)	(D)	(E)	(F)
Item Description	Quantity	DID Grant Request	Applicant Cash	Applicant In-Kind	Total Cost (C+D+E)
General Contractor					
Supplies/Materials (specify)					
Equipment (specify)					
Consultants					
Labor/Personnel					
Administrative expense					
Other (specify)					
TOTALS					

- (A) Item Description: List each resource or materials needed to complete the p
- (B) Quantity: List the amount/quantity of each resource or materials needed
- (C) DID Matching Grant Request: Enter how much of the grant will be spent on this item
- (D) Applicant's Cash: Enter the Applicant's cash contribution to this item
- (E) Applicant's In-Kind: Enter Applicant's volunteer labor, services or donated materials
- (F) Total Cost: Calculate the total cost for each item

Please verify that the totals at the bottom of the Project Budget columns equal the amounts given in Section VI of the Grant Application.

