



## Cuero Development Corporation Business Support Grant Application

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This program is for businesses that collect sales tax, or will collect sales tax as a result of these improvements.

The applicant must provide proof of building permits and approval from City of Cuero before reimbursement.

**All applicants seeking assistance for *equipment and furnishings* must have a business open for twelve (12) consecutive months in Cuero, Texas before applying for this program.**

**If the applicant closes the business at the application address, within two (2) years of the awarded grant, then a repayment of the prorata unused portion of the grant will be required on an annual basis over a two (2) year period.**

**Grant applications will not be considered if work has already started on the project. Board must receive application and be approved before project starts for reimbursement.**

### **Proof of Sales Tax Payment Requirement**

To be eligible for the Business Support Grant, the applicant must provide proof of regular sales tax payments to the City of Cuero. This requirement ensures that the business contributes to the local economy. Acceptable proof includes sales tax returns or payment receipts from the Texas Comptroller's Office showing the allocation of sales tax to the City of Cuero.

## Cuero Development Corporation Business Support Grant Application

### **Introduction**

The Cuero Development Corporation (CDC) offers two key programs to support businesses within the City of Cuero. These programs are designed to foster economic growth, job creation, and community development. Applicants may choose the program that best fits their business needs.

### **Mission Statement**

The goal of the CDC Incentive Program is to foster economic growth, development, and the preservation of historic integrity within Cuero, Texas. This program aims to enhance the standard of living for all residents by promoting the retention, expansion, attraction, and development of primary jobs and capital investments within the City of Cuero.

### **Incentive Programs**

Per Local Government Code Chapter 505, Sec. 505.158. PROJECTS RELATED TO BUSINESS DEVELOPMENT IN CERTAIN SMALL MUNICIPALITIES, the Cuero Development Corporation, as a Type

B corporation authorized to be created by a municipality with a population of 20,000 or less, can fund projects identified by the board of directors that promote new or expanded business development.

## Program Selection

Please select the program for which you are applying:

- **Enterprise Program**

Designed for new businesses and those planning significant expansion within Cuero. This program focuses on providing support for businesses that contribute to the city's economic growth through new job creation and increased sales tax revenue.

**Enterprise Program** (if selected):

- Business Plan:** Please attach a detailed business plan completed with the assistance of the University of Houston Victoria – Small Business Development Center (SBDC).
- Project Budget:** Attach a detailed budget outlining the total cost of the project and the amount of funding requested.
- Community Impact:** Describe how your project will benefit the community, including job creation, sales tax revenue, and other economic benefits.
- Return on Investment (ROI):** Describe the expected ROI to the City of Cuero, including projected sales tax revenue and job creation.
- Compliance Documentation:** Attach any necessary permits, quotes from contractors, and other relevant documents.

- **Business Retention and Expansion Program**

Tailored for existing businesses in Cuero that have been operational for at least 12 months. This program provides reimbursement grants aimed at retaining businesses and promoting their expansion to enhance the local economy.

**Business Retention and Expansion Program** (if selected):

- Proof of Business Operation:** Attach evidence that your business has been operational in Cuero for at least 12 months.
- Project Budget:** Provide a budget that matches the grant amount requested with an equal or greater investment of private funds.
- Return on Investment (ROI):** Describe the expected ROI to the City of Cuero, including projected sales tax revenue and job creation.
- Compliance Documentation:** Attach any necessary permits, quotes from contractors, and other relevant documents.

## GRANT APPLICATION PROCESS/CHECKLIST

- Schedule an Appointment:
  - Applicants must schedule an appointment with the Cuero Development Corporation (CDC) staff prior to submitting an application. The office is located at 214 E Main, Cuero, TX 77954. To schedule an appointment, contact the CDC staff at 361-275-8178. Applications will be received on an ongoing basis.
- Submit Required Attachments:
  - Applicants must submit, as part of the application, all required attachments as outlined in the application packet.
- Application Review:

- CDC staff will review the application for completeness, including all required attachments and requested data. A post-application submittal conference will be held with the applicant to discuss any issues or deficiencies with the application.
- Incomplete Applications:
  - Incomplete applications will not be considered until all required documentation has been submitted to the Cuero Development Corporation. Submission of an application does not guarantee a grant award.
- Obtain Quotes/Estimates:
  - The applicant may be required to obtain multiple quotes/estimates from reputable contractors/design professionals for eligible improvements and submit these quotes/estimates to the CDC staff for review prior to the commencement of any work proposed for funding under this program. All construction/design contracts will be between the applicant and the contractor/design professional.
- Application Consideration:
  - Once the application is determined to be complete by the Cuero Development Corporation staff, it will be scheduled for consideration at the next available CDC Board meeting. The Board will determine whether an application is approved, with or without conditions, or denied.

## **Applicant Information**

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<b>Business Name:</b>
<b>Applicant Name:</b>
<b>Business Address:</b>
<b>Phone Number:</b>
<b>Email Address:</b>
<b>Type of Business:</b>
<b>Years in Operation:</b>

## **Project Description**

- **Briefly describe your project:**  
(Include details such as the nature of the business, the purpose of the project, and how it aligns with the objectives of the selected program.)

- **Estimated Start Date:** \_\_\_\_\_
- **Estimated Completion Date:** \_\_\_\_\_

**Financial Information**

<b>Total Project Cost:</b> \$
<b>Amount of Funding Requested:</b> \$
<b>Other Funding Sources:</b>
Annual Payroll:
Projected Start Date:
Projected End Date:
Current and Projected Employment:
Existing Jobs (Average Annual Salary or Hourly Rate):
Professional:
Managerial:
Skilled:
Semi-Skilled:
Unskilled:

**Project Benefits**

Describe the direct economic benefits of the proposed project to the Cuero community, including job creation, sales tax revenue, etc. Attach additional pages as needed.

Project Impact (1): Describe the direct impact of the proposed project on City services, including utilities, sewer, water, etc. Attach additional pages as needed.

Project Impact (2):

## Required Attachments

### For All Applicants:

- Detailed Project Description
- Project Budget
- Any applicable permits and approvals
- Quotes/Estimates from reputable contractors/design professionals for all eligible improvements. Documents must include the address and phone number of the contractor.
- Photos of the existing condition of the property, if applicable.
- Design plans/renderings of the proposed project, if applicable.
- Pictures/sketches/samples of elements that will be added during the project, including, but not limited to, paint colors, flooring, doors, molding, and permanent bathroom and kitchen countertops, cabinets, sinks, tubs, etc., if applicable.
- Quotes for eligible expenses, including machinery, equipment, inventory, etc.
- List of all principals involved who have 15% or more interest in the firm. Include qualifications, names, addresses, phone numbers, and percent ownership.
- Financial statements for the past three fiscal years, including balance sheets, income statements, statements of changes in financial position, and notes to financial statements. If unaudited, the statements must be signed and dated by an authorized financial officer of the business.
- Most recent interim financial statements (balance sheet and income statements).
- Map of Project Location
- A letter from the UHV-SBDC verifying the applicant has an active relationship with the SBDC and is participating in advising and training services. SBDC contact information: 361-485-4485 or toll free 877-895-SBDC unless in business for 5 + years.
- If property is leased, include a copy of your lease agreement
- Verification of paid current taxes

### For Enterprise Program Applicants:

- Completed Business Plan
- Evidence of consultation with SBDC
- ROI Assessment

### For Business Retention and Expansion Program Applicants:

- Proof of Business Operation for at least 12 months
- ROI Assessment
- Evidence of consultation with SBDC

## Upon/At Approval

- Completion of Performance Agreement
- Exhibit B – Condition of Receipt of Public Subsidies/Agreement Regarding Repayment of Interest

Please understand that the submission of a completed application is no assurance of project funding. The Board reserves the right to negotiate with successful applications. All decisions of the CDC Board are final.

The CDC will provide a sign to place at your business while work is in progress stating this business has received a grant from CDC. This sign will be returned at end of project. A picture of the check presentation in the local newspaper and social media is required for participation.

**Before Reimbursement**

- All work shall be complete
- Statement from Contractors that work is complete
- Copies of cancelled checks/credit card receipts/ACH
- Completed W-9 Form
- Completed Conflict of Interest Form

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property owner signature (if different from applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
CDC Receipt of completed application

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by CDC Board of Directors

\_\_\_\_\_  
Date

**Business Support Grant Submission Checklist:**

- Business is located within the City of Cuero, Texas.
- Applicant has a Texas Business Taxpayer Number.
- No improvements have begun prior to receiving written approval from the Cuero Development Corporation (CDC).
- Proof of business operation for at least 12 months (if applying for Business Retention and Expansion Program).
- Business plan completed with SBDC assistance (if applying for Enterprise Program).
- The project will be completed according to the approved plans, and proof of paid receipts for all labor and materials will be submitted.
- Applicant agrees to complete the project in accordance with the approved application.
- All required permits related to the project have been obtained and submitted with the application if applicable.
- Applicant agrees to allow CDC representatives to inspect the work during construction, if requested.
- Project completion within 12 months of receiving approval from CDC.
- Applicant agrees to remain in business and not sell or transfer the business within 24 months of receiving grant funds, or will be required to repay the grant.
- Application includes at least three (3) quotes from qualified contractors.

Office use only:

- Application approved by a majority vote of the CDC Board.
- Applicant has been notified in writing of the CDC's decision to approve or deny the application.
- Proof of sales tax payments to the City of Cuero, if applicable.
- Proof of building permits and or approval from City of Cuero