

BIG GRANT

Application



SAN MARCOS



Applicant's Name

Mailing Address

Phone

Email

Business Name

Business Organization: Corporation (dba) Partnership Sole Proprietorship

Relationship of Applicant to the property to be renovated:

- Owner Attach proof of ownership such as copy of latest tax bill and proof of payment
- Tenant Attach copy of City Certificate of Occupancy, or proof of ownership from property owner, and written permission from building owner to participate in the BIG Grant Program, including expiration date of present lease

Address of property to be improved

Describe the scope of work:

Design professional responsible for your drawings, plans, and permits:

Mailing Address

Phone Email

The undersigned hereby represents and certifies to the best of his/her knowledge and beliefs that the information contained on this statement and any exhibits or attachments hereto are true and complete and accurately describe the proposed project, and the undersigned agrees to promptly inform the City of San Marcos Economic & Business Development Manager of any changes in the proposed project which may occur. The City of San Marcos reserves the right to terminate any agreement under the BIG Grant Program if a participant is found to be in violation of any conditions set forth in these guidelines or if the project has been started prior to an executed agreement with the City of San Marcos.

Signature of Property Owner Print Name Date

Signature of Commercial Tenant Print Name Date

(If Applicant)

Return completed application to the Economic & Business Development Manager at klee@sanmarcostx.gov or 630 E Hopkins, San Marcos.

BIG GRANT PROCESS

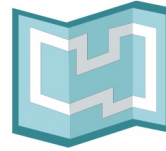
Getting your project funded



1. Applicant meets with city staff for initial project discussion and files application.



2. Applicant meets with BIG Review Committee to discuss property improvements and design alternatives.



3. If necessary, an architect prepares final designs and submits them to BIG Review Committee.



4. Upon approval, applicant has 60 days to solicit 3 contractor bids. Bids must be itemized.



8. Applicant has 60 days from "notice" to begin improvements. Applicant is responsible for obtaining all required City permits



7. Applicant, contractor(s), and project architect hold a pre-development meeting with applicable city staff.



6. BIG Review Committee sends applicant a "notice to proceed with improvements." Any improvements completed before notice is sent WILL NOT BE FUNDED.



5. BIG Review Committee will review/approve bids, applicant enters into contract for reimbursement with the city.



9. Contractor carries out improvements as specified in the final design. If any design changes are to occur, the BIG Review Committee must be notified.



10. Applicant notifies BIG Review Committee when improvements are complete. Architect and BIG Review Committee certify that project improvements comply with the approved plans.



11. Applicant submits copy of all paid invoices to BIG Review Committee. Architect and contractor(s) submit letters to the BIG Review Committee acknowledging full payment by the applicant.

**City Issues
Rebate Check**

