

Castle Hills TX Storefront Enhancement Grant

Application and Agreement

OVERVIEW

The City of Castle Hills Economic Development Committee is offering a grant of up to \$3,000 to an established Castle Hills restaurant or retail business with a storefront. The purpose of the grant is to assist the business in making minor repairs or enhancements to their storefront or front-facing property. The goal is to help businesses attract additional customers and increase their sales by enhancing the visual look of the restaurant or retail business. The City will select one or more awardees, for a total amount of grants awarded totaling \$3,000 for the October 1, 2024 – September 30, 2025 fiscal year.

GRANT PROGRAM FEATURES AND REQUIREMENTS

- Provides up to \$3,000 to the business for repairs or enhancement of their storefront façade or front-facing property
- Examples of eligible enhancements include, but are not limited to:
 - Window repair
 - Repainting front of store
 - Landscaping
 - Parking lot repair
 - Installation of signage with business name or other marketing
- Requires a 1 to 1 matching investment from the business. Example 1: if the total cost of work is listed as \$6,000 or more in the description below, if a grant is awarded, the City can then provide payment for up to \$3,000 upon receiving a copy of the paid receipt for the work.
- If the business is awarded the grant, the funds are payable on a reimbursement basis to the business directly after the business provides a copy of the receipt or receipts for the work. Receipts must include date of payment, amount of payment, and a brief description of the service or material provided.
- For specific questions about this grant program or the application process, please contact Richard Keith, Castle Hills Economic Development Committee Chair, at richarddkeith@gmail.com

TIMELINE

- All applications must be received by the City of Castle Hills municipal administrative office at 209 Lemonwood Drive, Castle Hills TX 78213 **no later than 4:30pm on Friday August 29, 2025**
- If awarded, invoices for completed work must be submitted to the same office **no later than 4:30pm on Friday, September 22, 2025**

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GRANT APPLICATION

Name of business
(EIN)

Address of business

IRS Employer Identification Number

Name of contact person
(business owner or manager)

Contact email

Contact Telephone #

BRIEFLY DESCRIBE THE PROPOSED WORK AND ESTIMATED COST ALONG WITH HOW THE WORK WILL ENHANCE THE VISUAL LOOK OF THE STOREFRONT OR RESTAURANT. ATTACHING ESTIMATES FROM CONTRACTORS TO THIS APPLICATION IS ENCOURAGED. NO MORE THAN 200 WORDS PLEASE.

AGREEMENT

I verify that all information provided above is correct and accurate. If awarded a grant, I agree to submit all paid receipts for the completed work no later than 4:30pm on Friday, September 22, 2025. By signing and dating below, I agree to participate in the Castle Hills Storefront Enhancement Program and abide by all program guidelines and deadlines.

Signature of Business Owner or Manager

Name of Business Owner or Manager

Date

FOR ADMINISTRATIVE USE BY CITY ONLY:

Application approved: _____ Yes _____ No _____ Date approved/denied

Name of Reviewer