



## CITY OF BALCONES HEIGHTS

# COVID-19 BUSINESS RELIEF GRANT

## ELIGIBILITY & GUIDELINES

In an effort to mitigate the economic impact of the COVID-19 pandemic on our local businesses and economy, the City of Balcones Heights City Council has **budgeted \$20,000** for the COVID-19 Relief Program.

This program will provide **up to \$2,500 per qualifying business, until the budgeted \$20,000 is allocated.**

**Applications will be reviewed based on day/time received basis.** These grants will help local businesses retain employees and resources needed to survive during these trying times.

The grants will be made available pending final approval of the Balcones Heights City Council. Grants will be provided only to businesses operating brick and mortar operations within the city limits of the City of Balcones Heights.

Applications and supporting information are due to the City's Director of Economic Development Director, Lorenzo Nastasi, [Lorenzo@bhtx.gov](mailto:Lorenzo@bhtx.gov) on or before **Friday, July 31, 2020, 12 noon, local time. No exceptions.**

***Applications and supporting documents must be emailed. No exceptions.***

### **NON-QUALIFYING BUSINESS:**

Businesses that do not qualify for this RCDC relief are considered essential businesses and are the following:

1. Grocery stores, big box stores, farmer's and food markets
2. Liquor, wine and beer stores
3. Construction and real estate development and sales
4. New or used automotive sales
5. Banks, lending and financial institutions
6. Non-profit entities, organizations or associations
7. Medical and health providers and related service companies and vendors
8. Plumbers, HVAC technicians and electricians

## **Basic Eligibility Requirements for Qualifying Businesses:**

- The applying business must be a bricks and mortar business operating within Balcones Heights for at least six months.
- Grants will only be awarded to businesses that are current on all necessary permits, inspections, city sales tax submissions, ad valorem property tax payments, and must be in compliance with all applicable code requirements.

Site inspections may occur as part of the grant application review process.

- Provide evidence of closure dates, revenue losses and expenses during closure if applicable.

The following business expenses may be eligible for grant funding:

- Lease/rent payments
- Personnel costs
- COVID-19 mitigation equipment and cleaning supplies
- Safe-distancing modifications to physical space.

Other expenses may be considered on a case-by-case basis

- Eligible expenses must have been incurred between March 1, 2020, and June 30, 2020
- Relief grant recipients must provide receipts, invoices, wages paid reports, and/or any other supporting documents when applying or before grant funds are paid.

Applications will be reviewed by a committee appointed by the Mayor of Balcones Heights. Committee recommendations for grant disbursements will be presented for approval to the entire Balcones Heights City Council by August 31, 2020.

**To apply for the funding, please complete the attached City of Balcones Heights COVID-19 Application.**

***Incomplete applications will not be considered.***

If you have any questions about the grant guidelines or application and review process, please contact:

Balcones Heights Economic Development Office: 210.957.2991

### **DISCLAIMER:**

Relief grants are not guaranteed. All relief grant distributions and programs must be approved by the Balcones Heights City Council before being issued. The City of Balcones Heights, its City Council, or staff do not provide any advice as to whether applying for and receiving relief funds affects any other grants or federal and state grants or federal and state COVID-19 relief funds.