**Signage Match Funding Grant**

**Background and Policy**

Hemphill County has long recognized the value of creating and maintaining a positive, welcoming and attractive business and commercial atmosphere to attract and retain trade in Hemphill County. Since 1997the Hemphill County Industrial Commission has dedicated funding, administered by the Canadian-Hemphill County EDC, for business façade and signage match funding to assist businesses in Hemphill County.

This funding, its goals and the requirements for accessing vary year to year, dependent on funds available and activity in the County.

All new or existing businesses in Hemphill County are eligible to apply for this funding. The maximum funding available for any one participant through the program this year is $2,000.

The funding is available as a 50% match for the total cost of the signage including installation.

Priority of consideration for funding of a signage match grant will be strictly on the basis of date of completed application. An application is judged complete when signed by the EDC Director or Chairman of the Signage Committee. All applications will be reviewed and either signed as complete or the applicant contacted for further information, or informed of reason the application is not eligible, no longer than 2 business days after the signed application is submitted directly to the Director or Chairman or delivered complete and signed to the EDC/Chamber of Commerce office.

Incomplete applications will not be dated as submitted until fully completed with any deficiencies addressed and re-submitted, reviewed and signed. Applications will not be held or dated prior to completion of all requirements, reviewed and signed.

A checklist is attached of all items required for a completed application.

Following approval/signing of the application by the EDC Director or Signage Committee Chairman the application will be submitted for approval by the Hemphill County Commissioners as an agenda item at their next meeting. Please note the agenda is prepared and posted at least 3 days prior to the meeting. No requests may be added after that posting. Applicants are invited to attend this meeting.

Final approval and disbursement of funds is entirely at the discretion of the Commissioner’s Court.

No funding will be released until final bills for the work are submitted. Payment will not total more than ½ of the invoice paid regardless of estimate approved. (Applicants may of course choose to do or fund any part of the signage project themselves and are encouraged to do so if capable and it will save them money. However, only the cost of materials will be considered for match funding on any work done by the business owner or their employees.)

No match grants will be made for installation on properties with sales or property tax in arears. Tax information will be based on inquiry of County, City, Hospital and/or other local or state taxing entity.

Signage for any business within the City of Canadian’s Main Street or Cultural District zoning must meet current City ordinance.

No signage with political, defaming, prejudicial or foul language or image will be approved for match funding.

For questions or further information:

Remelle Farrar – EDC Board President

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Cell: 325-236-1566

Email: remelle2018@gmail.com

Signage Grant Application & Checklist

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Description of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Description of signage proposed: Please include measurements, where and how attached.

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□ If this sign will be a part of a project with additional signage, location or building improvements intended please provide a brief description of the anticipated changes at this location.

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□ Picture or drawing of sign proposed attached.

□ Copy of estimate for design, fabrication, and installation of sign from company that will be doing the work attached.

(Applicants may of course choose to do or fund any part of this themselves. However, only the cost of materials will be considered for match funding on any work done by the business owner or their employees.)

Applicant Signature Date

**FOR OFFICE USE ONLY**

Received in Chamber Office:

By: Date:

Reviewed and approved for submission to Hemphill County:

By: Date:

Submitted for placement on Hemphill County Commissioner’s Court Agenda:

By: Date:

Date of Commissioner’s Court:

Date Final Bill Submitted:

Date Check Requested from County:

Date Check Submitted to Applicant: