



TOWN OF TROPHY CLUB

1 Trophy Wood Drive
Trophy Club, Texas 76262

MEETING AGENDA

ECONOMIC DEVELOPMENT CORPORATION

November 20, 2024

6:00 PM

Council Chambers

CALL TO ORDER AND ANNOUNCE A QUORUM

PUBLIC COMMENT(S)

This is an opportunity for citizens to address the Board/Commission on any matter pursuant to Texas Government Code Sec. 551.007. The Board/Commission is not permitted to discuss or take action on any presentations made concerning matters that are not listed on the agenda. Presentations are limited to matters over which the Board/Commission has authority. Speakers have up to three (3) minutes or the time limit determined by the Presiding Officer. Each speaker must have submitted their request to speak by completing the Speaker's Form or may email tdixon@trophyclub.org

REGULAR ITEMS

1. Consider approval of the October 24, 2024, Economic Development Corporation Regular Meeting Minutes.
2. Discuss updates from the small area plan meetings held on October 29, 2024, and November 12, 2024.

EXECUTIVE SESSION

3. Pursuant to the following designated sections of the Texas Government Code, Annotated, Chapter 551 (Texas Open Meetings Act), the Economic Development Corporation will recess into executive session to discuss the following:
 - a. Section 551.087 Deliberation regarding economic development negotiations.
 1. Discuss Thrive Business Grant applications.

RECONVENE INTO REGULAR SESSION

4. Consider approval of submitted grant applications for the approved amounts under the Thrive Business Grant.

ADJOURN

The Board/Commission may convene into executive session to discuss posted items as allowed by Texas Government Code Sections 551.071 through 551.076 and Section 551.087.

Notice is hereby given that a quorum of the Town of Trophy Club Town Council may be in attendance at this meeting. The Town Council will not deliberate or take any action.

CERTIFICATION

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall for the Town of Trophy Club, Texas, in a place convenient and readily accessible to the general public at all times on the following date and time: November 15, 2024, at 3:45 pm, and said Notice of Meeting was also posted concurrently on the Town's website in accordance with Texas Government Code Ch. 551 at least 72 hours prior to the scheduled time of said meeting.

/s/ Tammy Dixon
Tammy Dixon, Town Secretary

If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 6822372900, 48 hours in advance, and reasonable accommodations will be made to assist you.



ECONOMIC DEVELOPMENT CORPORATION COMMUNICATION

MEETING DATE: November 20, 2024

FROM: Tammy Dixon, Town Secretary

AGENDA ITEM: Consider approval of the October 24, 2024, Economic Development Corporation Regular Meeting Minutes.

BACKGROUND/SUMMARY: The Board held a meeting on October 24, 2024.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. 10.24.24 EDC Minutes

ACTIONS/OPTIONS:

Move to approve the October 24, 2024, meeting minutes.

Town of Trophy Club Economic Development Corporation Meeting Minutes
October 24, 2024, 6:00 p.m., Regular Meeting
1 Trophy Wood Drive, Trophy Club, Texas 76262

CALL TO ORDER

Vice President Addington called the meeting to order at 6:00 p.m.

EDC BOARD MEMBERS PRESENT

John Ryback, President (arrived at 6:33 p.m.)
Teri Addington, Vice President
James Calaway, Secretary
Joseph Longo
Allan Pedersen
Garrett Wallace

EDC BOARD MEMBERS ABSENT

Scott Hinshaw

STAFF PRESENT

Brandon Wright, Town Manager
Tamara Smith, Assistant to the Town Manager
April Duvall, Director of Finance
Matt Cox, Director of Community Development
Tammy Dixon, Town Secretary

PUBLIC COMMENTS

There were none.

REGULAR ITEMS

1. Board Training

- Introduction of Members: The new members introduced themselves.
- Board Training and Economic Development Corporation Board's Roles and Responsibilities.

Town Manager Wright provided general board training, which included information on:

- Roles and Responsibilities
- Meetings and Agendas
- Parliamentary Procedures
- Attendance Requirements
- Conflict of Interest Policies
- External Training Opportunities

- Use of Town Email
- Boards and Commissions Manual

Town Manager Wright also presented an overview of the Economic Development Corporation Board's Roles and Responsibilities, highlighting the following:

- Overview of appointment process and terms of appointment
 - EDC Budget
 - Dedicated Sales Tax Revenue
 - EDC Projects and approval process
 - Type B Projects
 - Roles of President, Vice President, Treasurer, Secretary
 - Responsibilities of Board Members
 - Town Council Business Plan Goal #6 – Support Business
 - FY 2025-2030 Strategic Plan identified initiatives related to EDC/businesses
2. Discuss and consider the appointment of an EDC Board president, vice president, secretary, treasurer, and assistant secretary.

President

Director Ryback nominated himself for the position of President, followed by Vice President Addington, who also nominated herself. Director Callaway seconded Director Ryback's nomination, while Director Longo seconded Vice President Addington's nomination. Each nominee provided a statement highlighting their experience and qualifications for the role. Votes were then conducted in the order of nominations.

VOTE ON THE MOTION

AYES: Pedersen, Ryback, Wallace, Calaway

NAYES: Addington, Longo

ABSENT: Hinshaw

VOTE: 4-2-1

Due to majority vote, Director Ryback was elected President.

Vice President

President Ryback moved to nominate Teri Addington as Vice President. Director Long seconded the motion.

VOTE ON THE MOTION

AYES: Pedersen, Addison, Wallace, Ryback, Longo, Calaway

NAYES: None

ABSENT: Hinshaw

VOTE: 6-0-1

Secretary

Director Longer moved to nominate James Calaway as Secretary. President Ryback seconded the motion.

VOTE ON THE MOTION

AYES: Pedersen, Addison, Wallace, Ryback, Longo, Calaway

NAYES: None

ABSENT: Hinshaw

VOTE: 6-0-1

Treasurer

President Ryback moved to nominate the Town Manager and/or his designee as Treasurer. Director Longo seconded the motion.

VOTE ON THE MOTION

AYES: Pedersen, Addison, Wallace, Ryback, Longo, Calaway

NAYES: None

ABSENT: Hinshaw

VOTE: 6-0-1

Asst. Secretary

Director Longer moved to nominate the Town Secretary and/or her designee as Assistant Secretary. Director Calaway seconded the motion.

VOTE ON THE MOTION

AYES: Pedersen, Addison, Wallace, Ryback, Longo, Calaway

NAYES: None

ABSENT: Hinshaw

VOTE: 6-0-1

3. Consider approval of the September 19, 2024, Economic Development Corporation Regular Meeting Minutes.

Vice President Addington moved to approve the September 19, 2024, meeting minutes. Director Longo seconded the motion.

VOTE ON THE MOTION

AYES: Pedersen, Addison, Wallace, Ryback, Longo, Calaway

NAYES: None

ABSENT: Hinshaw

VOTE: 6-0-1

4. Discuss updates from the small area plan meetings held on October 1, 2024, and October 15, 2024.

Director Longo provided an update on the Small Area Plan, noting progress through bi-weekly meetings with McAdams and strong public engagement efforts, including early voting notifications and promotional materials from the Town's marketing department. Feedback will be gathered through an online survey and two in-person sessions on November 18 at 12:00 PM and 6:00 PM. Seven of ten stakeholder interviews have been completed, resulting in positive responses and interest for the Town's coordinated approach, while efforts continue to engage the remaining stakeholders and address challenges like the impending sale of Spring Suites. Director Longo expressed appreciation for the efforts of staff and McAdams and shared anticipation for public feedback.

5. Discuss updates of the Thrive Business Grant Program.

Tamara Smith, Assistant to the Town Manager, provided an update on the Thrive Business Grants program. She explained that the program, developed by the EDC Board last year, allocates \$300,000 to assist local businesses with matching grants of up to \$20,000 for façade improvements, interior upgrades, or equipment purchases. This year, 14 applications were submitted, with 10 complete applications now available for review on the EDC SharePoint site. Two incomplete applications will be held for potential reapplication next year. The grant scoring process includes criteria such as alignment with EDC goals, project readiness, and cost-benefit analysis. Reviews are due by November 8th to meet the timeline for Town Council approval by December. Ms. Smith emphasized the positive feedback received from applicants and noted that the program is a significant first step in supporting local businesses.

Ms. Smith also introduced the EDC SharePoint site as a resource for reviewing grant materials, meeting minutes for the small area plan meetings, and timelines. She answered board members' questions about the program's timeline, grant eligibility, and specific applications requiring additional quotes due to sole-source issues.

ADJOURN

President Ryback adjourned the meeting at 7:31 p.m.

John Ryback, President

ATTEST:

Tammy Dixon, Town Secretary



ECONOMIC DEVELOPMENT CORPORATION COMMUNICATION

MEETING DATE: November 20, 2024

FROM: Brandon Wright, Town Manager

AGENDA ITEM: Discuss updates from the small area plan meetings held on October 29, 2024, and November 12, 2024.

BACKGROUND/SUMMARY: The Economic Development Corporation (EDC) is undertaking a comprehensive small area plan for properties adjacent to State Highway 114 Frontage Road and Trophy Wood Drive. The aim is to redefine the property layout with a focus on various priorities, including enhancing economic resilience, fostering service-based employment, improving overall quality of life, promoting sustainability, enhancing pedestrian safety and walkability, facilitating future development, and addressing area parking needs.

In May 2024, the EDC and Town Council both approved a professional services contract with McAdams to undertake the small area plan process. The kick-off meeting was conducted on July 8, 2024. Meetings are anticipated to be conducted every two weeks, and minutes will be made available for the EDC to review and discuss during future meetings. The meeting minutes from October 29, 2024, and November 12, 2024, are attached for informational purposes.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: The total amount for the Small Area Plan is \$89,437, which will be expended from the Economic Development Corporation Fund.

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Meeting Minutes October 29, 2024
2. Meeting Minutes November 12, 2024

ACTIONS/OPTIONS:

This agenda item is being presented for discussion and feedback purposes only. No action will be taken by the Economic Development Corporation Board for this agenda item.

MEETING DATE:
10/29/2024
ATTENDEES:
TOWN STAFF

- > Tamara Smith
- > April Duval
- > Brandon Wright
- > Joseph Longo
- > John Ryback
- > Matt Cox
- > April Duvall
- > James Calaway
- > Jill Lind

DESIGN TEAM

- > Jameson Pinson
- > Randi Rivera
- > Marisa Brewer

SUBCONSULTANTS

- > Chris Branham
- > Jason Claunch
- > Noah

AGENDA:
1. UPDATE ON ACTION ITEMS

ACTION ITEMS – TOWN OF TROPHY CLUB		
ITEM	STATUS	COMMENTS
Coord availability of stakeholders for meeting	Nearly Complete	John R has update.
Online Engagement Survey	In Progress	Currently marketing for Survey Nov. 5 th – hard launch – survey goes live Nov. 18 th - In person engagement target
Marketing Video	In Progress	To add details of survey and open house

New Items		
ACTION ITEMS – MCADAMS		
Prepare for Open House	In Progress	Board content sent to Town 10/21. McAdams to finalize format of boards. Need to assign stations and gather materials.
New Items		
ACTION ITEMS – CATALYST		
Draft Market Study	In Progress	Will update draft once do programming
Prepare Demographic Board	Completed	
New Items		
Final Boards for community engagement		Nov. 8 th .

3. COMMUNITY ENGAGEMENT STRATEGY

- a. Date – Team agreed on 11/18 as target date for open house meeting. Offer two sessions: 1) 12-2pm and 2) 6-8pm
- b. In-Person Open House with Input Boards
- c. Online Input – TC determine Survey Monkey is preferred platform.
 - i. Input boards for online input
 - ii. Host on town's website, social media, and council pages and news letter. Potential intro video. 2 min.
 - iii. Open online survey first. Hold in-person session afterwards.
 - iv. Length of time
 1. May start during early voting (oct. 21) – board for advertising on site during early voting.
 2. Town Secretary has an e-mail in to election board to see if informational boards can be set up during early voting.
 3. 11/5/24 Survey goes live – stays up through 11/19.

Soft launch with QR Code released. Hard launch Tuesday 31st.

Jill to send out QR code to the group.

4. OPEN HOUSE BOARDS/STATIONS OUTLINE

1. What is a small area plan (**Resource**) **Brandon Terry Addington available for the evening session. James available for the noon shift.**

- a. Provide details about what a small area plan is, the vision for the area, and how this plan will help vision the future of the area
Bold the study area boundary and call out.
2. Vision Statement and Guiding Principle **(Resource) Joe and James/Terry.**
 - a. This board will have the vision statement and images that correspond with the guiding principle
 - b. People will be asked to place three dots on what the values that resonate with them for this area.
3. Demographic Board **(Catalyst)**
 - a. This will have a demographic analysis break down. This will show generational distribution, population, household income by range, Race/Ethnicity, Household characteristics, Market demand.
 - b. Joe mentioned wanting to know more information related to the demographic board to know where people are currently eating or shopping. How do you pitch to our residents to draw them to use this area rather than another.
 - c. There is an east vs. west aspect of trophy club.
 - d. We would like to add a board to display the trade area. Customer sample of HG Supply and Hutchins BBQ.
4. Land Use Definition and what each use looks like **(Randi)**
 - a. On this board we will have a couple different land use types with a definition for each. Mixed Use with upper level lofts, retail, office, entertainment,
5. What is working/ what is not working – use red dot for ‘not working’ and green dot for ‘working’ **(Randi + Marisa) John to help.**
 - a. Split the constraints map in half (East and West) to enlarge
 - b. Have an additional board to add comments
Add examples to the board to get people started down the right path.
6. Transportation to the area (How would you prefer to get to this area from your house)**(Marisa)**
 - a. This board will have a couple of columns for Bike, Walk, Golf Cart Path, Vehicle. People will put a dot in the column of how they would prefer to access this area.
 - b. Joe requested adding a “YOU ARE HERE” location to the town hall site.
 - c. Brandon –Ask where are there mobility issues within this area, rather than what is preventing you from using your preferred mobility method.
 - d. Question to remain the same. Teaser words added to board number 5.
7. Place making board with common amenities **(Jameson + Ron)**
 - a. This board we would have a 3d image showing an area of what place making looks like and have call out and people will have the opportunity to put a dot in a row of which things within the picture they like or don’t like

5. OTHER ITEMS

MEETING DATE:
11/12/2024
ATTENDEES:
TOWN STAFF

- > Tamara Smith
- > April Duval
- > Brandon Wright
- > Joseph Longo
- > John Ryback
- > ~~Matt Cox~~
- > James Calaway
- > Jill Lind

DESIGN TEAM

- > ~~Jameson Pinson~~
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- > ~~Marisa Brewer~~

SUBCONSULTANTS

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- > ~~Noah~~

AGENDA:
1. UPDATE ON ACTION ITEMS

ACTION ITEMS – TOWN OF TROPHY CLUB		
ITEM	STATUS	COMMENTS
Coord availability of stakeholders for meeting	Nearly Complete	John-Spoke with Andi Patel who will be the operator for Woodsprings. Capital improvements on interior and exterior. Interested in project. He might come out on Monday with a possible get together at a later date. Randi- Hutchins asked to get together with Wes and Steve (Steve Wood, land owner and part owner), Wes is not interested in

		meeting, but Steve is willing. Will reach back out with Steve to set up a meeting. Email Wes to see if he can come by Monday to talk by himself.
Online Engagement Survey	In Progress	Nov. 5 th – live survey. Update? Survey 332 open until the 22nd. Will post that if you missed the open house we will extend till Friday. Friday will be a hard deadline. Nov. 18 th - In person engagement target Nov. 5 th - live video. Update? Video 312 views Over 3,000 times viewed on Facebook
QR Code Send to Group	Completed	
Open House 11/18	Upcoming	*Will take pictures to document the event. *Trophy Club giveaways.
New Items		
ACTION ITEMS – MCADAMS		
Prepare for Open House	Completed	Station boards finalized, stations assigned, and materials collected. *If residents have questions afterward, they can meet with McAdams. *All stations that will require input will have an input example. *Have a notebook close by so you can take down notes. * Guidelines for discussion, we encourage everyone to write down their comments and, where appropriate, offer suggestions or ideas for improvement.
Meeting with Woodsprings and Hutchins	In Progress	Randi to set up mtg w Steve Wood (Hutchins) and the Patels (Woodspring) If they don't come to open house.
New Items		
ACTION ITEMS – CATALYST		
Draft Market Study	In Progress	Will update draft once do programming
Finalized Board for Marketing Station	Completed	
New Items		

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5. OTHER ITEMS



ECONOMIC DEVELOPMENT CORPORATION COMMUNICATION

MEETING DATE: November 20, 2024

FROM: Tamara Smith, MSL, Assistant to the Town Manager

AGENDA ITEM: Consider approval of submitted grant applications for the approved amounts under the Thrive Business Grant.

BACKGROUND/SUMMARY: On July 11, 2023, the Economic Development Corporation (EDC) discussed and considered a grant program tailored to benefit businesses within the Trophy Club community. The EDC deliberated and expressed the desire to support projects encompassing exterior and interior enhancements, equipment, and signage upgrades. Moreover, the Board has advocated for a nominal contribution from businesses in the form of matching funds, which will foster a sense of mutual accountability.

The Board allocated \$300,000 to the grant program for FY 2023-2024. The proposed program would be a yearly application with an evaluation and presentation to the EDC. A formal agreement will follow with progress reporting, final inspections, and performance requirements.

The Thrive Business Grant program offers reimbursable matching grants (75%) of up to \$20,000 to support facade enhancements, sign improvements, interior renovations, equipment upgrades, and other critical investments. Under the terms of the grant, work must begin within six months from the date of the award. Grantees will be required to submit regular progress reports, including financial statements, photos, and updates on project milestones. Failure to meet specified performance requirements as set forth in each agreement will require 100% repayment of the grant dollars received.

On October 11, 2023, staff presented a draft of the grant program to the Economic Development Corporation (EDC) for review. The proposal was then discussed and approved by the EDC Board during its meeting on February 27, 2024. Following this, the Thrive Business Grant received Town Council approval on May 28, 2024. The grant program was officially opened to the public on July 8, 2024.

Since the program's launch, the Town Manager, Communications Director, and Assistant to the Town Manager have conducted site visits to businesses located along Trophy Club Drive, Highway 114 Frontage Road, PD 30, Trophy Club Commons, and Trophy Club Plaza.

We received twelve (12) applications for this grant cycle.

This agenda item seeks approval for the Thrive Business Grant applicants. Once applicants are approved by the EDC, these applicants will be submitted to the Town Council for final approval.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: The Board allocated \$300,000 from the EDC 4B Fund for the Fiscal Year 2023-2024 grant program. For the Fiscal Year 2024-2025, the budget includes a cap of \$150,000 for the Thrive Grant Program. This arrangement ensures that the remaining \$150,000 will be available for the grant program in subsequent years.

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Thrive Business Grant
2. Approval Guidelines
3. Review Sheet
4. Review Matrix

ACTIONS/OPTIONS:

Move to approve selected submitted grant applications for the approved amounts under the Thrive Business Grant.

Thrive Business Grant

Guidelines and Application





Thrive Business Grant

INTRODUCTION



The Thrive Business Grant (TBG) is an initiative aimed at supporting local businesses within the Town by providing reimbursable matching grants for various improvement projects. The program seeks to enhance the visual appeal and improve overall competitiveness of businesses, ultimately driving economic growth and community prosperity.



BACKGROUND

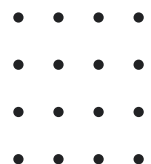


The Trophy Club Economic Development Corporation (EDC) is dedicated to driving economic progress within the Town. Its core mission is to actively foster employment opportunities and enhance the overall well-being of the community by spearheading, developing, facilitating, and financing projects in accordance with the Economic Development Act.

In 2023, the EDC Board earmarked \$300,000 to kickstart the TBG . This program is designed with the aim of fostering enhancements both externally and internally, as well as furnishing essential equipment to facilitate expansion and operational efficiency. The overarching objective is to maintain our Small Town Charm and stimulate customer growth within the Town.

The EDC places significant emphasis on thorough deliberation, ensuring that all grants align with the best interests of the community and that the projected benefits are effectively realized.

Each applicant will be viewed on a case-by-case bases to help businesses achieve success in Trophy Club.

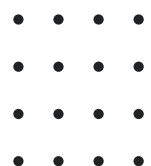


OVERVIEW



The TBG is a dynamic initiative aimed at fortifying local businesses within the town. This program offers reimbursable (75%) matching grants of up to \$20,000 to support facade enhancements, sign improvements, interior renovations, equipment upgrades, and other critical investments. By empowering businesses to make these vital improvements, the EDC aims to bolster the Town's economic vitality, create a more appealing business environment, and foster community prosperity.

The program aims to facilitate well-thought-out improvements that harmoniously incorporate essential storefront elements into a appealing identity, potentially including provisions for establishing an accessible public entrance if necessary. Additionally, it supports interior enhancements aimed at improving the overall customer experience and the enhancement of existing signage or the construction of new signage approved by the Town. While Town staff will offer guidance on acceptable improvements, applicants are responsible for collaborating with licensed architects and contractors to refine the conceptual design according to the scope of work.

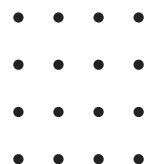


While the Town will review all TBG applications that align with the eligibility criteria, it places particular emphasis on backing projects poised to yield a substantial positive influence on both the Town and its economic landscape.

This includes generating increased business activity, making significant financial investments, facilitating revitalization efforts, and ensuring the retention or expansion of existing employers.

Eligibility Criteria:

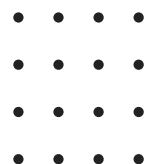
- Eligible applicants must either be property owners or tenants situated within the Town of Trophy Club;
- Tenants must obtain written approval from property owners in order to participate in the program;
- Prior to participating in the program, applicants must ensure they are current with all municipal tax obligations;
- Applicants are required to have no Town liens recorded against any property owned by them, encompassing, but not limited to, liens for weed control, demolition, board-up/open structure, and outstanding payments;





Eligibility Criteria:

- All applicants have to be located within Trophy Club;
- All applicants are required to adhere to both state and local laws and regulations governing licensing, permits, building codes, and zoning requirements;
- Excluded from consideration are government offices, residential properties, home-based enterprises, religious organization, churches, as well as establishments dealing in sexually-oriented or smoking paraphernalia products;
- Applicants must demonstrate financial stability and a clear plan for the project's completion.





Façade Improvements: Grants may be used to enhance the exterior appearance of businesses, including;

- Improvements to an existing exterior structure,
- Improvements to public facing façade(s)
- Signage
- Seating
- General building/property beautification including landscape

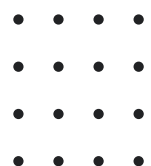
Interior Renovations: Funding can be allocated for interior renovations, such as;

- Remodeling enhancements that improve the customer experience,
- General maintenance such as HVAC, plumbing, electrical, etc.

Equipment Purchases: Grants can cover the cost of purchasing new equipment or upgrading existing machinery to increase operational efficiency and productivity.

Signage: Grants can cover the cost of purchasing signage off site to promote and market the their business.

Applications must be made prior to work beginning. No grants will be awarded for work that has already started, in progress, or completed.



GRANT REQUIREMENTS



Work must begin within six months from the date of the award.

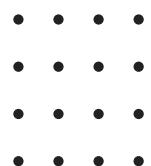
Grant funds are paid out on a reimbursement basis once completed work has been verified by Town staff as compliant with the plans proposed in the approved application.

Any deviation from the approved grant project may result in the total or partial withdrawal of the grant.

Grants are awarded as a single payment to the applicant, excluding sales tax. The Town will not reimburse any sales tax on items purchased.

If an applicant is awarded a grant for any work performed pursuant to this program and the work is altered for any reason within one year from the date of construction, the applicant may be required to reimburse the Town of Trophy Club immediately for the full amount of the grant.

Further, if a property is listed for sale and/or leased to a tenant for a purpose not originally intended by the grant application within one year of reimbursement, the applicant may be required to reimburse the Town of Trophy Club immediately for the full amount of the grant.



Each TBG application will be processed in accordance with the following standards and procedures.

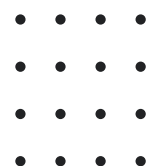
One of the prerequisites is furnishing documentation confirming the absence of any outstanding property tax payments for the property.

Applicants undertaking projects that encompass the refurbishment of one or more existing structures must furnish a comprehensive plan along with quotes and cost projections for the renovations.

Furthermore, if a project is not approved for the intended fiscal year, the application will be retained for consideration for up to one year.

Application Process:

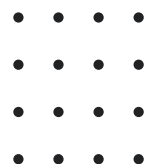
- The TBG will announce specific periods when applications will be accepted from eligible businesses.
- Interested businesses will complete and submit a application form, including property owner written approval (if applicable) project details, comprehensive plan, project cost, two quotes (if applicable), and a timeline for completion.
- The EDC will review applications and may approve applications based on eligibility criteria and alignment with program goals.
- The approved applications will then be reviewed by the Town Manager before being submitted to the Town Council.
- The application review process will take up to 60 days.
- Selected businesses will be notified of their grant award and will receive instructions on reimbursement procedures.
- Approved businesses will sign a performance agreement, and will be instructed on when to begin their proposed projects and may seek reimbursement upon completion.





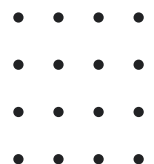
Monitoring & Accountability Process:

- **Progress Reporting:** Grantees will be required to submit regular progress reports, including financial statements, photos, and updates on project milestones.
- **Final Inspection:** Upon project completion, a final inspection will be conducted to ensure that the work meets the program's standards.
- **Reimbursement Process:** Grantees will submit documentation for eligible expenses, and reimbursement will be issued in accordance with the program's guidelines.
- **Performance Requirements:** Grantees will be required to fulfill performance requirements set forth in the performance agreement, failure to meet the specific requirements in the agreement will mean repayment of 100% of grant dollars received.

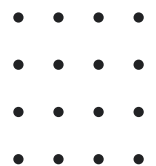
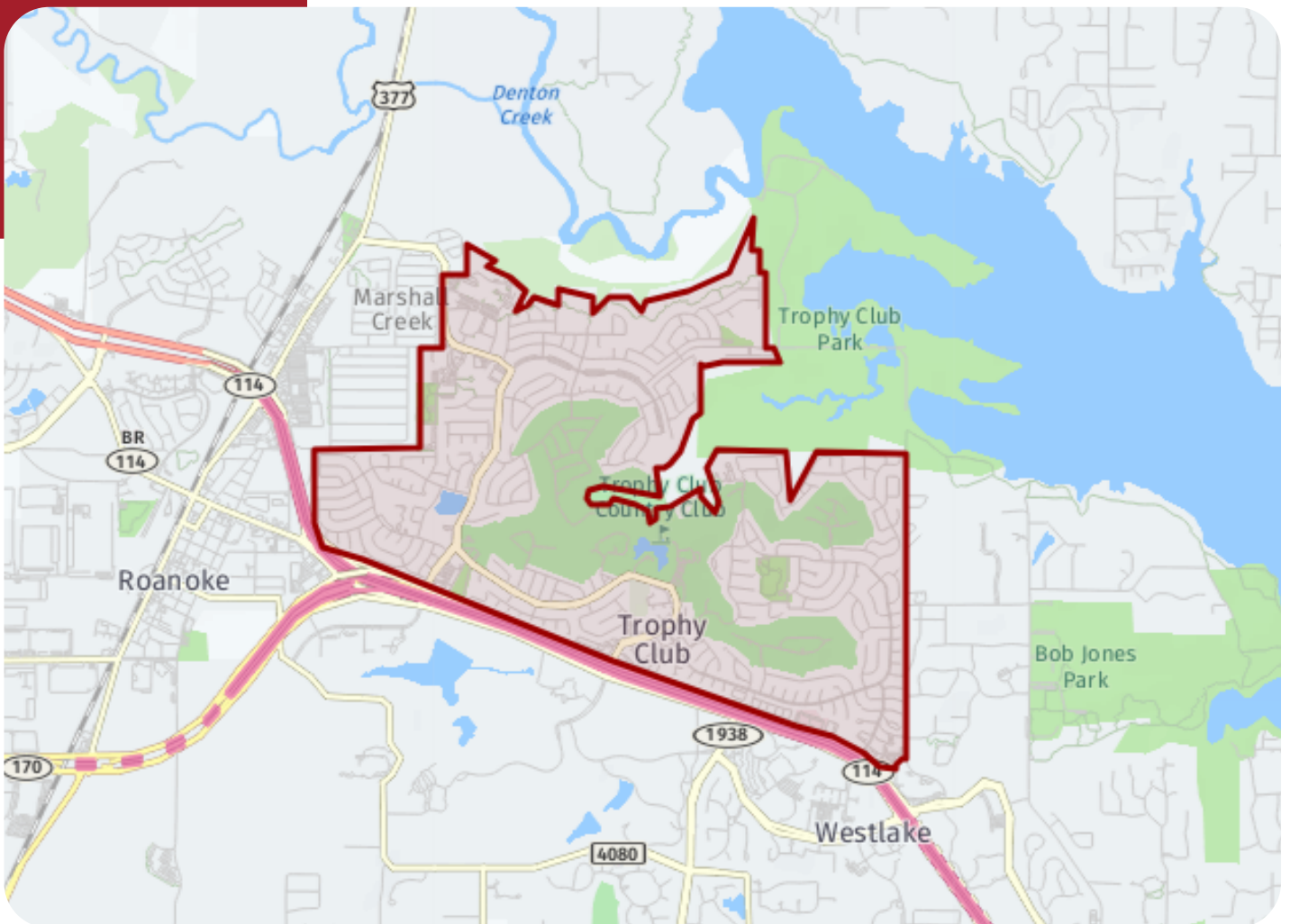


- The Town Council retains sole authority to approve or deny any TBG application and is under no obligation to approve any application.
- The Town retains the authority to reject an application while offering suggestions for improvements that could lead to future acceptance.
- The Town of Trophy Club has the right to terminate any agreement under the TBG if a participant is found to be in violation of any conditions set forth in these guidelines.
- The Town reserves the right to make adjustments regarding conditions and parameters outlined in these guidelines.
- Prioritization is given to established businesses over those operational for a year or less.
- The possibility exists to approve multiple projects for businesses if additional funding remains available.

As part of the consideration for any incentives, the Town will have the right to review and verify the applicant's financial statements and records related to the project and the amount of any incentives that may be payable in any given year; and conduct an on-site inspection of the project in order to verify compliance with the terms and conditions of the TBG.



Town of Trophy Club Boundary Map



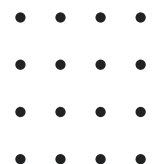
APPLICATION

Thrive Business Grant (TBG) Application

Applicant Name	
Mailing Address	
Business Name	
Business Address	
Contact Number	
E-mail Address	
Building Owner Name	
Building Name	

Project Information

Project Site/ Address	
Project Type	
Project Description	



Thrive Business Grant (TBG) Application

How will this project benefit the community?

How will this project benefit your business?

Project Cost

Project Expenditures	Expenditure Total	Total Grant Dollars Requested for Expenditure



Thrive Business Grant (TBG) Application

Total Cost of
Project

Total Grant Dollars
Requesting

*25% of total cost of project is the responsibility of the applicant.

Business Information

Number of
Employees

Number of Years in
Trophy Club

Annual Revenue

Will this project create or retain jobs?

☐

Yes

☐

No

Please ensure that the final project scope of work, along with accompanying pictures, drawings, and any relevant documentation, is attached. This comprehensive package will play a crucial role in conveying a cohesive narrative that will aid the EDC and Town staff in comprehending your vision for the allocation of grant funds.

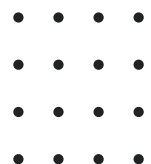
By signing this document, you affirm that you possess the requisite authority to seek funding for the mentioned business, you will abide by the program guidelines, and that the information furnished is true and accurate to the best of your knowledge.

Signature: _____

Printed Name: _____

Title: _____

Date: _____





Thrive Business Grant



Please Return To:

In-Person:
Town of Trophy Club
1 Trophy Wood Drive
Trophy Club, TX 76262

Via E-mail:
thrive@trophyclub.org



APPROVAL GUIDELINES

Processing EDC (Economic Development Corporation) grant applications for approval requires careful consideration and adherence to specific guidelines to ensure fairness, transparency, and effective allocation of resources. Below is a guide to help you through the process:

Review Application Material:

- Application,
- Property owner written approval,
- Project Details/Comprehensive Plan,
- Project Cost Projections,
- Two Quotes, and
- Timeline.

Eligibility Criteria:

- Verify applicant meets eligibility requirements outlined in the grant program.
 - Located in Trophy Club Town limits,
 - Property owner,
 - Or is the tenant with written approval from property owner,
 - Current with all municipal tax obligations,
 - No Town liens,
 - Financial Stability, (they can provide 25% to the project)
 - Years in Trophy Club,
 - Is **NOT**:
 - **A government office,**
 - **Residential property,**
 - **Home-based enterprise,**
 - **Sexually-oriented business,**
 - **Religious organizations,**
 - **Churches, and**
 - **Is a business specifically selling smoking paraphernalia products.**

Compliance with Regulations:

- Ensure the proposed project complies with all relevant regulations and guidelines, including local, state, and federal laws, example: permitting, building codes, zoning requirements, licensing, etc.
- Confirm that the project aligns with the goals and objectives of the EDC.
 - Enhances the overall well-being of the community,
 - Stimulates customer growth,
 - Positive influence on the Town and the economy, and

- Foster employment retention or opportunities.

Financial Viability:

- Review the financial viability of the project by reviewing budgets, financial statements, projects, project cost.

Impact Assessment:

- Evaluate the potential economic, social, and environmental impact of the proposed project on the community, and
- Consider factors such as job creation, tax revenue generation, community development, and sustainability.

Evaluation Criteria:

Points

- | | |
|--|-------|
| ○ Accuracy and completeness of the entire Application Package. (25 points) | _____ |
| ○ Project Readiness. (25 points) | _____ |
| ○ Project Cost. (25 points) | _____ |
| ○ Alignment with EDC goals and objectives. (25 points) | _____ |

EDC Feedback:

Provide feedback on the application, project, cost, and alignment with EDC goals and objectives. Include if you approve this application and why.

THRIVE BUSINESS GRANT REVIEW

BUSINESS NAME

BUSINESS LOCATION

	ELIGIBILITY CRITERIA	Check
1	LOCATED IN TROPHY CLUB	
2	NO TOWN LIENS	
3	YEARS IN TROPHY CLUB	
4	CAN PROVIDE 25% MATCHING FUNDING REQUIRED FOR GRANT	

	APPLICATION MATERIAL	Check
1	APPLICATION	
2	PROPERTY OWNER WRITTEN APPROVAL	
3	PROJECT DETAILS	
4	PROJECT COST	
5	TWO QUOTES	
6	TIMELINE	

Notes:

THRIVE BUSINESS GRANT REVIEW

BUSINESS NAME

BUSINESS LOCATION

	PROJECT ALIGNMENT WITH EDC GOALS	Check
1	ENHANCES THE OVERALL WELL-BEING OF THE COMMUNITY	
2	STIMULATES CUSTOMER GROWTH	
3	POSITIVE INFLUENCE ON THE TOWN AND THE ECONOMY	
4	FOSTER EMPLOYEMENT RETENTION OR OPPORTUNITIES	

*Check all that may apply

	IMPACT ASSESSMENT	Positive or Negative
1	ECONOMIC	
2	SOCIAL (WELL BEING OF COMMUNITY)	
3	ENVIRONMENTAL	
4	HEALTH	
5	JOB CREATION	
6	TAX REVENUE GENERATION	
7	COMMUNITY DEVELOPMENT	

*Check all that may apply

Notes:

THRIVE BUSINESS GRANT REVIEW

BUSINESS NAME

BUSINESS LOCATION

	EVALUATION CRITERIA	Points
1	ACCURACY AND COMPLETENESS OF THE ENTIRE APPLICATION PACKAGE (25 PTS)	
2	PROJECT READINESS (25 PTS)	
3	PROJECT COST (25 PTS)	
4	ALIGNMENT WITH EDC GOALS AND OBJECTIVES (25 PTS)	
	TOTAL PTS	

Notes:



Thrive Business Grant Review Matrix

		Average		Town								
Business Name	Project Scope	Evaluation Criteria Points	Percentage of Points	Cost of Project	Grant Dollars Requested	25% Grant Dollars Required by Business	75% of Grant Dollars Reimbursed by Town	Amended Grant Dollar Amount	Notes	Approved/Not Approved	Moved to Next Year	Follow-up needed? Y/N
Mathnasium #1	Exterior	485	97%	5,705.00	4,279.00	1,426.25	4,278.75					
Fish and Knife	Interior	482	96%	25,000.00	20,000.00	6,250.00	18,750.00					
Jolley Orthodontics	Equipment	477	95%	24,144.22	18,108.16	6,036.06	18,108.17					
Trophy Club Vision Care	Interior	472	94%	90,000.00	35,000.00	70,000.00	20,000.00		Max Grant Dollars \$20,000			
Grace Development	Exterior	465	93%	29,368.23	15,000.00	9,368.23	20,000.00		Max Grant Dollars \$20,000			
David Ryan Smith	Equipment	455	91%	19,850.00	14,887.50	4,962.50	14,887.50					
HG SPLY CO	Exterior	455	91%	14,000.00	10,500.00	3,500.00	10,500.00					
Envision Complete Fitness, LLC	Equipment	453	91%	120,000.00	20,000.00	100,000.00	20,000.00		Max Grant Dollars \$20,000			
Alexander Wenner DDS	Equipment	447	89%	20,842.35	20,000.00	5,210.59	15,631.76					
ACF Property	Exterior	409	82%	11,362.47	11,362.47	2,840.62	8,521.85					
Trophy Club Executive Suites	Interior	330	66%	26,843.86	18,598.52	6,843.86	20,000.00		Max Grant Dollars \$20,000			
Mathnasium #2	Interior	245	49%	3,725.00	2,793.00	931.25	2,793.75					
Total				390,841.13	190,528.65	217,369.35	173,471.78					
Total Budget												