



# TOWN OF TROPHY CLUB

1 Trophy Wood Drive  
Trophy Club, Texas 76262

## MEETING AGENDA

### ECONOMIC DEVELOPMENT CORPORATION

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April 3, 2025

7:00 PM

Council Chambers

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**CALL TO ORDER AND ANNOUNCE A QUORUM** (immediately following Planning & Zoning Commission Meeting or 7:00 p.m., whichever is later)

#### **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](mailto:tdixon@trophyclub.org)*

#### **REGULAR ITEMS**

1. Consider approval of the February 27, 2025, Economic Development Corporation Meeting Minutes. (Tammy Dixon, Town Secretary)
2. Consider approval of a resolution amending the Thrive Business Grant program, which provides revisions to sections regarding grant requirements, monitoring and accountability, and proposing a new timeline. (Tamara Smith, Assistant to the Town Manager)

#### **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: March 28, 2025, at 1:30 p.m., 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**

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**MEETING DATE:** April 3, 2025

**FROM:** Tammy Dixon, Town Secretary

**AGENDA ITEM:** Consider approval of the February 27, 2025, Economic Development Corporation Meeting Minutes. (Tammy Dixon, Town Secretary)

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**BACKGROUND/SUMMARY:** The Economic Development Corporation held a regular meeting on February 27, 2025.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

1. 02.27.2025 EDC Minutes

**ACTIONS/OPTIONS:**

Move to approve the February 27, 2025, Economic Development Corporation Meeting Minutes.

Town of Trophy Club Economic Development Corporation Meeting Minutes  
February 27, 2025, 6:00 p.m., Regular Meeting  
1 Trophy Wood Drive, Trophy Club, Texas 76262

**CALL TO ORDER**

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

**EDC BOARD MEMBERS PRESENT**

Teri Addington, President  
Allan Pedersen, Vice President  
James Calaway, Secretary  
Joseph Longo  
Garrett Wallace

**EDC BOARD MEMBERS ABSENT**

Scott Hinshaw

**STAFF PRESENT**

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

**PUBLIC COMMENTS**

There were none.

**REGULAR ITEMS**

1. Consider approval of the February 13, 2025, Economic Development Corporation Meeting Minutes.

Director Longo moved to approve the February 13, 2025, meeting minutes. Vice President Pedersen seconded the motion.

**VOTE ON THE MOTION**

**AYES:** Addington, Pedersen, Calaway, Longo, Wallace

**NAYES:** None

**ABSENT:** Fox, Hinshaw

**VOTE:** 5 -2

2. Discuss the Thrive Business Grant Program and recommended improvements.

Tamara Smith, Assistant to the Town Manager presented on the second cycle of the Thrive Business Grant Program, providing an overview of the previous year's process, including

marketing, outreach, review, and approval. Suggested changes for the new grant cycle included ensuring that grant-funded equipment remains within the town for its lifespan and allowing a price variation of 5% to 10% for cost increases. Exterior aesthetic improvements will require town approval to maintain consistency with guidelines. Applicants will be encouraged to obtain at least one local quote where possible or document their attempt to secure a local vendor. The definition of a 'local business' was clarified to include businesses registered in Trophy Club or owned by Trophy Club residents.

Adjustments to the grant timeline were proposed, with the next cycle opening earlier on April 15, 2025, and running for eight weeks. The application review period will be extended from three weeks to approximately six weeks. The board also discussed ways to recognize grant recipients, including providing a decal or plaque for businesses that successfully complete the program. Ms. Smith will work with the Director of Marketing on the recognition approach.

### 3. Discuss the Small Area Plan Project

Ms. Smith reported the Small Area Plan presentation by McAdams was presented to the Town Council. The Town Council requested a joint work session with the EDC for further discussion, scheduled for March 10, 2025, following the Town Council meeting at 7:00 PM. EDC members were encouraged to actively participate and provide insights into the planning process. Additional details on feasibility, market analysis, and projected outcomes will be provided. Board members emphasized that the plan should be viewed as a roadmap rather than a rigid development blueprint.

### **ADOURN**

President Addington adjourned the meeting at 6:32 p.m.

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Teri Addington, President

### **ATTEST:**

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Tammy Dixon, Town Secretary



## ECONOMIC DEVELOPMENT CORPORATION COMMUNICATION

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**MEETING DATE:** April 3, 2025

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

**AGENDA ITEM:** Consider approval of a resolution amending the Thrive Business Grant program, which provides revisions to sections regarding grant requirements, monitoring and accountability, and proposing a new timeline. (Tamara Smith, Assistant to the Town Manager)

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**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 program is an annual application with an evaluation and presentation to the EDC. Formal agreements are developed for each award recipient 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 are 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 requires a 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.

On November 20, 2024, the EDC determined that seven projects met the requirements of the Thrive Business Grant. The Town Council approved six businesses and seven projects on

December 9, 2024, with a total grant amount of \$104,380.67 leaving a remaining balance of \$195,619.33 for the second cycle of grants.

This agenda item proposes amendments to the Thrive Business Grant program by revising sections on grant requirements, monitoring and accountability, and introducing a new timeline section. Under the revised program, any equipment purchased with grant funds must remain in Trophy Club for the business' operational lifespan. Grant amounts may be adjusted by up to 10%, with a maximum award of \$20,000, and businesses must document efforts to secure local quotes if one is unavailable. International shipping and customs fees will not be reimbursed, and all shipping costs must be itemized. Businesses are required to submit three quotes, including one from a local vendor, and obtain town approval for any exterior modifications. The Thrive Business Grant spans approximately 1.5 years, with key deadlines for the second cycle running from April 2025 to October 2026. Staff recommends the amendment to the resolution to include provided revisions and additions to the program.

**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. Total grant dollars expended are \$104,380.67. This leaves a remaining balance of \$195,619.33.

**LEGAL REVIEW:** Town Attorney, Dean Roggia, has reviewed the resolution as to form and legality.

**ATTACHMENTS:**

1. Resolution
2. Thrive Business Grant

**ACTIONS/OPTIONS:**

Staff recommends that the Economic Development Corporation move to approve a resolution amending the Thrive Business Grant program, providing revisions to sections' grant requirements, monitoring and accountability, and proposing a new timeline section.

**TOWN OF TROPHY CLUB, TEXAS  
ECONOMIC DEVELOPMENT CORPORATION  
RESOLUTION NO. EDC 2025-XX**

**A RESOLUTION OF THE ECONOMIC DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS OF THE TOWN OF TROPHY CLUB, TEXAS,  
APPROVING AMENDMENTS TO THE THRIVE BUSINESS GRANT  
PROGRAM; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Trophy Club Economic Development Corporation is a governmental nonprofit Corporation organized under Title 12, Subtitle C1, and Ch. 505 of the Texas Local Government Code; and

**WHEREAS**, the Trophy Club Economic Development Corporation (“EDC”) approved the Thrive Business Grant Program (the “Program”), establishing guidelines for reimbursable matching grants to enhance the visual appeal, competitiveness, and economic growth of businesses in the Town; and

**WHEREAS**, the Town Council of the Town of Trophy Club adopted the Program on May 28, 2024, through Resolution 2024-09, to support new or expanded business enterprises, benefiting the Town, its residents, and local economic development; and

**WHEREAS**, the EDC finds that the Program aligns with state law and Article III, Section 52-a of the Texas Constitution by fostering economic diversification, reducing unemployment, and enhancing business activity in the State of Texas and the Town; and

**WHEREAS**, the EDC Board of Directors desires to amend the Program to include additional requirements, monitoring, accountability, and timelines.

**NOW, THEREFORE, BE IT RESOLVED BY THE ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS OF THE TOWN OF TROPHY CLUB, TEXAS, THAT:**

**SECTION 1.**

The recitals and findings above are true and correct and are incorporated into this Resolution as if fully set forth herein.

**SECTION 2.**

The Thrive Business Grant Program is hereby amended and replaced in its entirety with the Thrive Business Grant Program attached hereto as **Exhibit A**, which is incorporated into this Resolution as if fully set forth herein, and the Board recommends approval of the Program by the Town Council of the Town of Trophy Club, Texas.

**SECTION 3.**

This Resolution shall be effective upon its passage.

**PASSED AND APPROVED** by the Board of Directors of the Trophy Club Economic Development Corporation on this 3rd day of April 2025.

\_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_  
Secretary



EXHIBIT A

FY 24-25 ■

# Thrive Business Grant

## Guidelines and Application



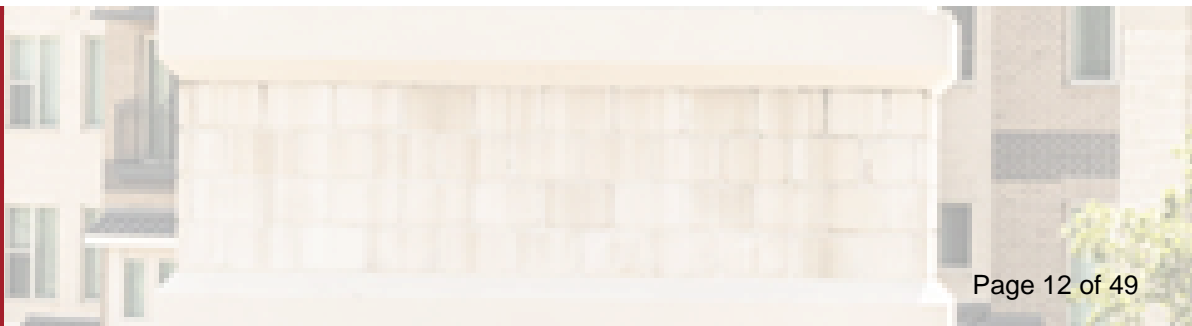


**Thrive Business Grant**

# 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

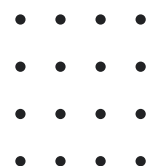


The Trophy Club Economic Development Corporation (EDC) is dedicated to driving economic progress within the Town. Its core mission is to actively foster employment opportunities and enhance the overall well-being of the community by spearheading, developing, facilitating, and financing projects in accordance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





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:

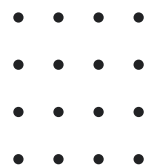
- Eligible applicants must either be property owners or tenants situated within the Town of Trophy Club;
- Tenants must obtain written approval from property owners in order to participate in the program;
- Prior to participating in the program, applicants must ensure they are current with all municipal 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; and
- 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, and
- 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 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.

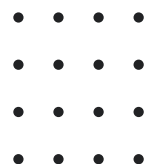
Grant funds are paid out on a reimbursement basis once completed work has been verified by Town staff as compliant with the plans proposed in the approved application.

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.



Any equipment purchased using grant funds must remain within the Town of Trophy Club for the entire operational lifespan of the business.

The agreed-upon price or grant amount may be adjusted by up to 10% to account for unforeseen circumstances or price fluctuations, with a maximum grant amount of \$20,000.

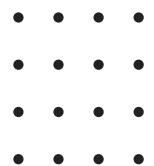
All exterior work, including but not limited to painting (including color selections), building additions, and any changes to the exterior appearance, must be submitted to the Town of Trophy Club for approval before implementation.

Businesses must obtain and submit a minimum of three quotes:

- One quote from a local business (a business with a registered address in Trophy Club or owned by a Trophy Club resident).
- Two additional quotes from other vendors.

If a local quote cannot be obtained, the business must document the efforts made to secure one, including the steps taken and reasons for being unable to acquire it. The EDC Board will consider this effort in its evaluation.

The grant does not reimburse international shipping or customs fees for items purchased overseas. These costs must be covered by the business owner. Additionally, shipping costs must be itemized on the submitted quote.



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, three 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.

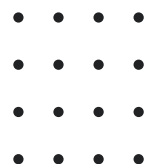




## Monitoring & Accountability

### 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. If the performance agreement is not signed within 60 days of receipt, the grant will be rescinded, and you will need to reapply in the next grant cycle.



- 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.



## Thrive Business Grant Timeline – Fiscal Year 2025-2026

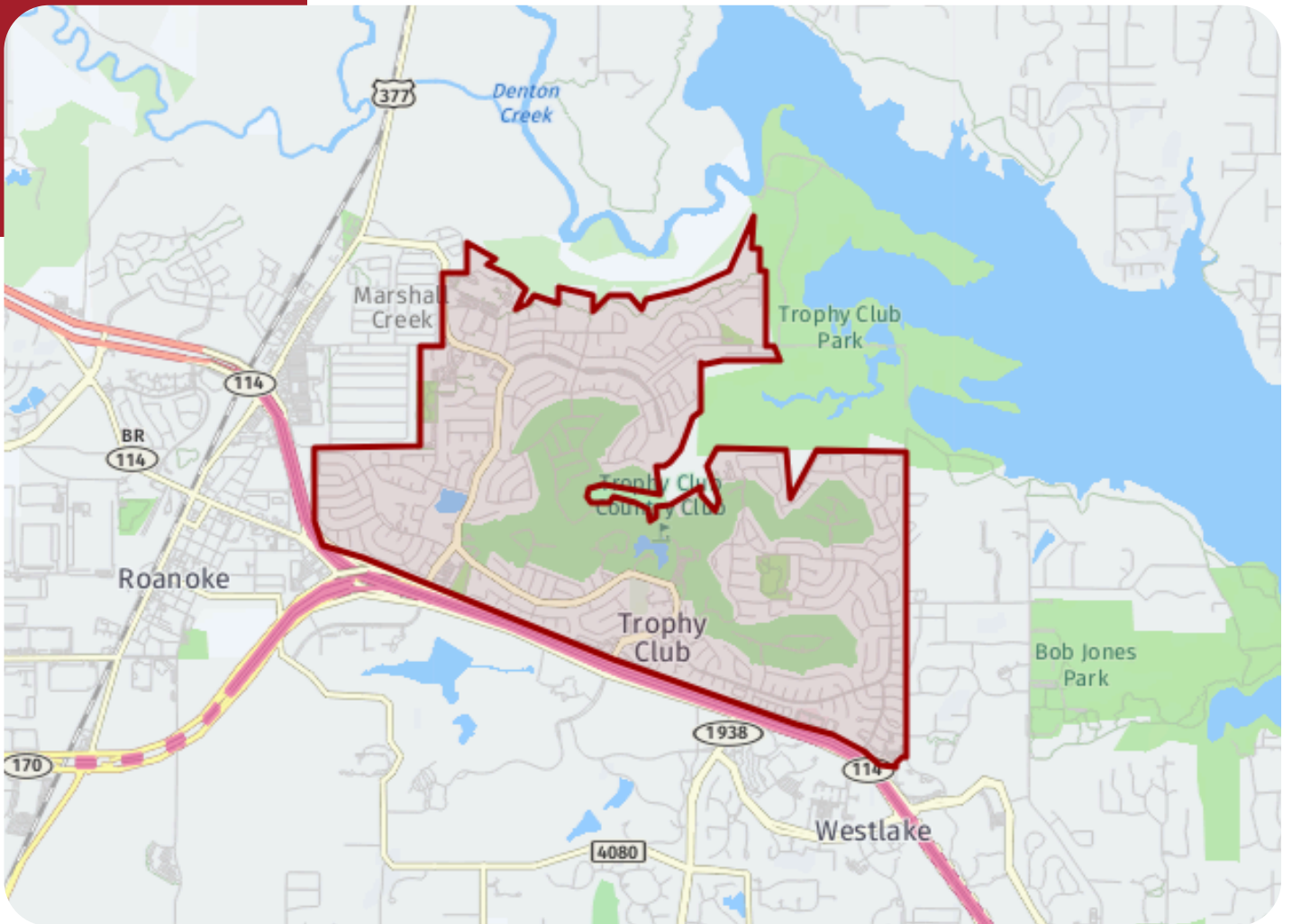
The following timeline outlines the key dates for the Thrive Business Grant. Please note that dates are subject to change. For up-to-date information, visit our website or contact us directly.

- Grant Launch: April 15, 2025
- Grant Application Deadline: June 15, 2025
- EDC Review: July 2025
- EDC Approval: July 2025
- Town Council Approval: August 2025
- Performance Agreements Signed by Business: September 2025
- Performance Agreements Signed by EDC: October 2025
- Project Start: October 2025
- Project Completion Deadline: October 2026

The total duration of the grant process, from application launch to project completion, is approximately 1.5 years.



# Town of Trophy Club Boundary Map

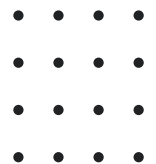


# Thrive Business Grant (TBG) Application

Applicant Name	<input type="text"/>
Mailing Address	<input type="text"/>
Business Name	<input type="text"/>
Business Address	<input type="text"/>
Contact Number	<input type="text"/>
E-mail Address	<input type="text"/>
Building Owner Name	<input type="text"/>
Building Name	<input type="text"/>

## Project Information

Project Site/ Address	<input type="text"/>
Project Type	<input type="text"/>
Project Description	<input type="text"/>



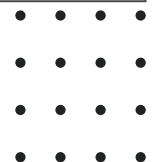
# Thrive Business Grant (TBG) Application

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.

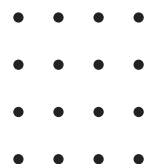
By signing this document, you affirm that you possess the requisite authority to seek funding for the mentioned business, you will abide by the program guidelines, and that the information furnished is true and accurate to the best of your knowledge.

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](mailto:thrive@trophyclub.org)**

**Online Application:**



# Thrive Business Grant

## Guidelines and Application



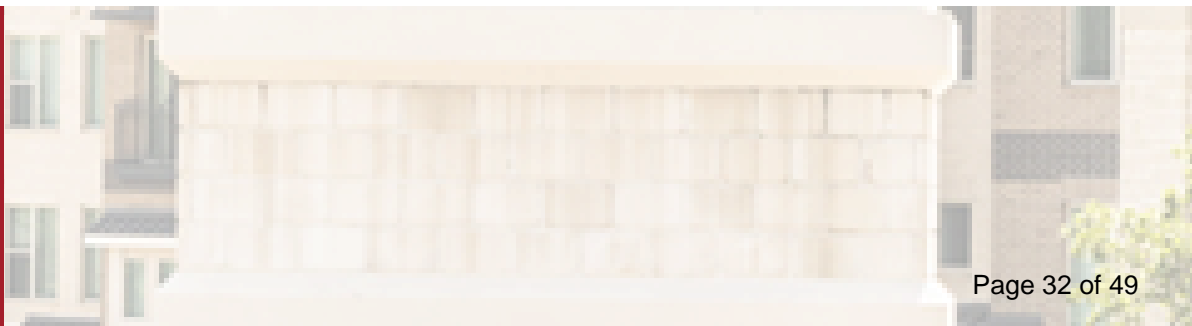


**Thrive Business Grant**

# INTRODUCTION



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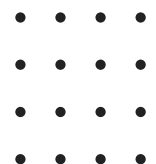


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- Improvements to public facing façade(s)
- Signage
- Seating, and
- General building/property beautification including landscape.

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

- Remodeling enhancements that improve the customer experience,
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**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 their business.

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# GRANT REQUIREMENTS



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

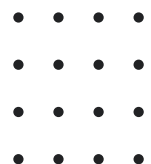
Grant funds are paid out on a reimbursement basis once completed work has been verified by Town staff as compliant with the plans proposed in the approved application.

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.



Any equipment purchased using grant funds must remain within the Town of Trophy Club for the entire operational lifespan of the business.

The agreed-upon price or grant amount may be adjusted by up to 10% to account for unforeseen circumstances or price fluctuations, with a maximum grant amount of \$20,000.

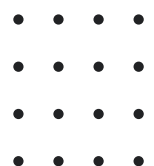
All exterior work, including but not limited to painting (including color selections), building additions, and any changes to the exterior appearance, must be submitted to the Town of Trophy Club for approval before implementation.

Businesses must obtain and submit a minimum of three quotes:

- One quote from a local business (a business with a registered address in Trophy Club or owned by a Trophy Club resident).
- Two additional quotes from other vendors.

If a local quote cannot be obtained, the business must document the efforts made to secure one, including the steps taken and reasons for being unable to acquire it. The EDC Board will consider this effort in its evaluation.

The grant does not reimburse international shipping or customs fees for items purchased overseas. These costs must be covered by the business owner. Additionally, shipping costs must be itemized on the submitted quote.



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, three 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

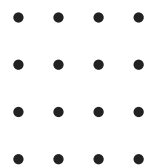
### Process:

- **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. If the performance agreement is not signed within 60 days of receipt, the grant will be rescinded, and you will need to reapply in the next grant cycle.



- 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.

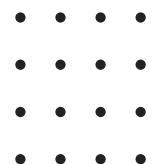


## Thrive Business Grant Timeline – Fiscal Year 2025-2026

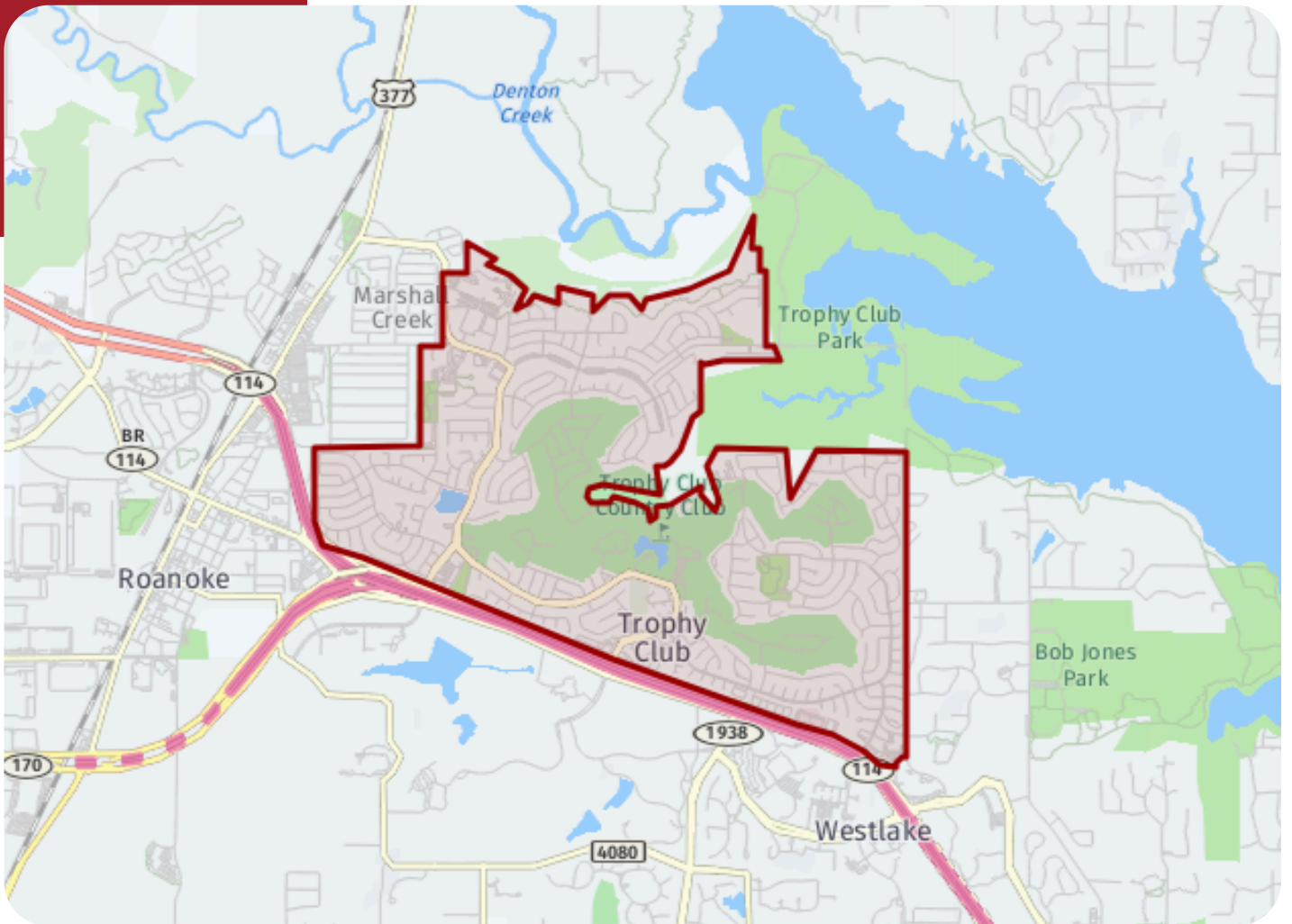
The following timeline outlines the key dates for the Thrive Business Grant. Please note that dates are subject to change. For up-to-date information, visit our website or contact us directly.

- Grant Launch: April 15, 2025
- Grant Application Deadline: June 15, 2025
- EDC Review: July 2025
- EDC Approval: July 2025
- Town Council Approval: August 2025
- Performance Agreements Signed by Business: September 2025
- Performance Agreements Signed by EDC: October 2025
- Project Start: October 2025
- Project Completion Deadline: October 2026

The total duration of the grant process, from application launch to project completion, is approximately 1.5 years.



# Town of Trophy Club Boundary Map

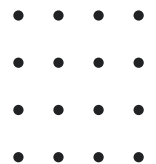


# Thrive Business Grant (TBG) Application

Applicant Name	<input type="text"/>
Mailing Address	<input type="text"/>
Business Name	<input type="text"/>
Business Address	<input type="text"/>
Contact Number	<input type="text"/>
E-mail Address	<input type="text"/>
Building Owner Name	<input type="text"/>
Building Name	<input type="text"/>

## Project Information

Project Site/ Address	<input type="text"/>
Project Type	<input type="text"/>
Project Description	<input type="text"/>



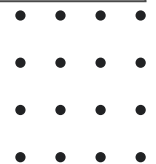
# Thrive Business Grant (TBG) Application

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.

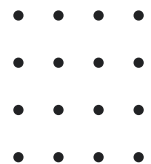
By signing this document, you affirm that you possess the requisite authority to seek funding for the mentioned business, you will abide by the program guidelines, and that the information furnished is true and accurate to the best of your knowledge.

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](mailto:thrive@trophyclub.org)**

**Online Application:**

