

# Development Services

## Neighborhood Improvements

### Grant Application



CITY OF BRYAN  
*The Good Life, Texas Style.™*

*"To assist development and improve the quality of life for the citizens of Bryan."*

<b>Representative's Name</b>	<b>Telephone No.</b>	<b>E-Mail</b>
<b>Representative's Mailing Address</b>		
<b>Project Name:</b> _____		
<b>Brief description and location of project:</b>		
_____		
_____		
_____		
_____		
_____		
<b>Neighborhood Association Name:</b> _____		
<b>Zoning of Project Location:</b> _____		
<b>Current Use of Property:</b> _____		
<b>Proposed Use of Property:</b> _____		
<b>Has this Neighborhood Association received any other funding to this project from the City of Bryan?</b> _____		
<b>If yes,</b>		
<b>Source:</b> _____ <b>Amount:</b> \$ _____		

**Cost Estimate No. 1 prepared by:** \_\_\_\_\_

**Total for Cost Estimate No. 1: \$** \_\_\_\_\_

**Cost Estimate No. 2 Prepared by:** \_\_\_\_\_

**Total for Cost Estimate No. 2: \$** \_\_\_\_\_

**Grant Request: \$** \_\_\_\_\_

*Please note that maximum grant request is \$5,000*

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### **Certification**

I hereby certify that I am the representative of the above described Neighborhood Association for the purpose of this application. I also certify that I have been informed and understand the regulation regarding this process as specified by City Ordinance. I also understand it is necessary for me or my authorized agent to be present at any and all public hearings in regard to this request.

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Representative's Signature

Date

### **Submission Requirements:**

- |  |   |
|--|---|
| <input type="checkbox"/> Completed Application Form      | <input type="checkbox"/> Written Description of Proposed Improvements       |
| <input type="checkbox"/> Current Photographs of Property | <input type="checkbox"/> Plans and/or Elevation detailing the Improvements  |
| <input type="checkbox"/> Two (2) Cost Estimates          | <input type="checkbox"/> Proof of Ownership and Clear Title (if applicable) |

Return Application and associated Documentation for Consideration to:

**Development Services Department**

**300 South Texas Avenue**

**Bryan, Texas 77803**

**PH: 979-209-5030**

## **Steps for approval of Grant Funds**

### **Step 1**

- a. Complete Grant Application and associated support materials; and,
- b. Submit Application Packet to the Development Services Department.

### **Step 2**

- a. Staff to check application for completeness;
- b. Review Proposed Improvements with appropriate departments;
- c. Counsel Applicant to resolve identified problems.

### **Step 3**

- a. Staff to notify Applicant of any required meeting dates (Site Development Review Committee, Planning and Zoning commission, etc.);
- b. Hold all required meetings for Staff approval of proposal.

### **Step 4**

- a. Staff will place the grant request on next available Bryan City Council Agenda;
- b. Prepare presentation for City Council; and,
- c. Present request to City council during meeting,
- d. City Council to render a decision.
- e. Staff will notify the property owner of Council decision.

### **Step 5**

- a. Applicant and/or Agent will acquire required permits; and,
- b. Begin work on improvements as approved.
- c. When construction is completed, the applicant will submit a written request for inspection of work.

### **Step 6**

- a. Staff will inspect work and evaluate; and,
- b. Work with Applicant to resolve any identified problems.

### **Step 7**

- a. Once the work has been accepted by the City, the Applicant will submit a written request for reimbursement or payment to contractor with all appropriate documentation.

### **Step 8**

- a. Staff will review proof of payment documents;
- b. Work with Applicant to resolve any identified problems; and,
- c. Disburse grant monies to appropriate entity.