

The Bronte Economic Development Corporation 4B held its regular meeting on Wednesday, September 19, 2012, at 3:30 p.m. in the Board Room of the Bronte I. S. D. at 210 S. Jefferson, Bronte, Texas. President Gerald Sandusky presided over the meeting.

Board members present included President Sandusky, Martha Ratliff, Alan Richey, Martin Lee, Paul Knight, and Lee Wommack. David Bedford was absent. Clerk Fran Sonnenberg and Tammy Thorn were also present.

The minutes of the May 30, 2012 meeting were considered. Lee Wommack moved that the minutes be approved as printed. Martin Lee seconded the motion. Motion carried unanimously.

Martin Lee moved that EDC contribute \$1000 to Fort Chadbourne Foundation. Alan Richey seconded the motion. Motion carried unanimously.

The financial report and list of expenditures were considered. Martin Lee moved that these be approved as presented. Alan Richey seconded the motion. Motion carried unanimously.

The grant/loan guidelines were discussed. Martha Ratliff moved that these changes be approved. Alan Richey seconded the motion. Motion carried unanimously. A copy of the revised application is attached to and becomes a part of these minutes.

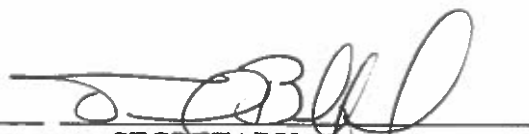
The budget expenditures for 10/1/11 - 9/30/12 were reviewed. Alan Richey moved that this budget be amended to add: Texas Midwest Economic Development Alliance Annual Membership Participation Fee in the amount of \$250, Texas Forts Trail Conference for \$80, Business Grants/Loan for \$10,000 and Fort Chadbourne Foundation for \$1,000. Lee Wommack seconded the motion. Motion carried unanimously. This amended budget will be presented to the City of Bronte Council for their consideration at their next meeting. A copy of this amended budget is attached to and becomes a part of these minutes.

The budget for fiscal year 10/1/12 – 9/30/13 was considered. Martin Lee moved that the budget be adopted. Martha Ratliff seconded the motion. Motion carried unanimously. This adopted budget will be presented at the next City of Bronte council meeting for their approval. A copy of this budget is attached to and becomes a part of these minutes.

Martin Lee moved that Certificates of Deposit # 701136 and # 3300352 be designated for disaster relief pending guidelines. Martha Ratliff seconded the motion. Motion carried unanimously.

The meeting was adjourned.

  
\_\_\_\_\_  
PRESIDENT

  
\_\_\_\_\_  
SECRETARY



**Summary Page**

---

Date of Application:    \_\_\_ / \_\_\_ / \_\_\_

Name of Business:       \_\_\_\_\_

Physical Address:       \_\_\_\_\_

Mailing Address:        \_\_\_\_\_

Contact Person:         \_\_\_\_\_

Email Address:         \_\_\_\_\_

Phone Number:         \_\_\_\_\_

Fax Number:             \_\_\_\_\_

I am applying for these categories (check all that apply) –  
\* Use the amounts from pages 3 & 4:

- New Business.....\$ \_\_\_\_\_
- Expansion / Relocation / Retention..... \$ \_\_\_\_\_
- New Job Creations..... \$ \_\_\_\_\_
- Building Improvements..... \$ \_\_\_\_\_
- Other..... \$ \_\_\_\_\_

**Total----- >> \$**

**Will you collect and pay Sales Tax? .....**Yes \_\_\_      No \_\_\_

**Will you collect and pay taxes on Payroll wages? Yes \_\_\_      No \_\_\_**



**ASSISTANCE CATEGORIES (you may qualify for more than one):**

**New Business Start-up:** \$5,000 Maximum Loan Forgiveness Grant

Amount Requested: \_\_\_\_\_ <<<

**Business Expansion/Relocation:** Funding Available

Amount Requested: \_\_\_\_\_ <<<

**New Job Creation:** No Maximum

\$ 3,000 Per Full-Time Position  
\$1,500 Per Part-Time Position

- \* Full-time must work at least 40 hours per week
- \* Part-time must work at least 20 hours per week

Amount Requested: \_\_\_\_\_ <<<

**Building Improvement:** \$10,000 Maximum Loan Forgiveness Grant

\*This Loan Forgiveness Grant pays 50% of the total project cost with receipts up to \$20,000.  
\* NOTE: You must be the owner of the property AND there must NOT be any tax liens against this property.

**For this category you must provide the following additional documents with the application**

1. A current picture of the property.
2. Two-contractor bids for Building projects Note: One bid must be a Bronte Business.
3. Description of landscaping plans - if any.

**I understand that the above copies must be provided to the Bronte EDC office with the application.**

X \_\_\_\_\_ (Initial Here)

Amount Requested: \_\_\_\_\_ <<<

<b>Other:</b>	<b>\$10,000 Maximum Loan Forgiveness Grant</b>
---------------	--

**For this category you must provide the following additional documents**

1. **Two-contractor bids for interior building projects Note: One bid must be a Bronte Business.**

**I understand that the above copies must be provided to the Bronte EDC office with the application.**

X \_\_\_\_\_ (Initial Here)

**Amount Requested in Other Category: \_\_\_\_\_ <<<**

**Provide an Itemized List of Expenses and "Reasonable" Expected Amounts  
to explain the amounts requested in ALL Categories:**

<b><u>Item / Description:</u></b>	<b><u>Estimated Cost:</u></b>
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
11.	\$
12.	\$
13.	\$
14.	\$
15.	\$
16.	\$
17.	\$
18.	\$
19.	\$
20.	\$
<b>(use the back side or a separate sheet of paper if necessary)</b>	

**EFFECTIVE OCTOBER 1, 2010: I certify that this business, subsidiary, branch division, affiliate, or department of the business does not and will not:**

- (1.) employ an unauthorized alien; or
- (2.) contract with a person that employs an unauthorized alien.

Signature: X \_\_\_\_\_ Date:    /    /   

Federal Tax ID # \_\_\_\_\_

Sales Tax ID# \_\_\_\_\_

What will your company structure be? Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_  
Corporation \_\_\_\_\_ LLC \_\_\_\_\_ LLP \_\_\_\_\_

List Officers, partners, directors members or shareholders.  
\_\_\_\_\_  
\_\_\_\_\_

List Three Personal References including addresses and phone numbers.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Business?  
\_\_\_\_\_

Market Area?  
\_\_\_\_\_

**Describe the impact this project may create.**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any hazardous materials or flammable liquid housed on site.  
\_\_\_\_\_  
\_\_\_\_\_

**Are you entering into a Loan?**

Amount? \_\_\_\_\_ Terms? \_\_\_\_\_ Interest Rate \_\_\_\_\_

Lending Institution \_\_\_\_\_ Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

**Employment Impact**



*Total number of Jobs*

*Total annual Payroll Budgeted*

*Type of Jobs created*

Full-Time?

Part-Time?

*Fiscal Impact*

Amount of real property added to tax rolls?

Estimated sales tax to be generated?

Annual Operating Budget?

Will this project affect existing businesses?

Growth expectations?

What infrastructure construction will be required?

I have read the Bronte Economic Development Corporations Eligibility Requirements, Criteria and Loan Forgiveness Grant Guidelines. I believe I qualify for Loan Forgiveness Grant Assistance based on this information.

**Agreement:** I hereby certify that to the best of my knowledge, all information submitted in the above application for the Economic Development Incentives is correct and accurate. I understand that by completing this application, I am making a formal request to receive an Economic Development incentive or Loan Forgiveness Grant for our company that is contingent based upon acceptance/approval of the 4B Board. I understand that the Board must approve the project workmanship before the Loan Forgiveness Grant money can be disbursed. Additionally, I understand that the Loan Forgiveness Grant money is paid at the completion of the project and that in order to be eligible for any type of 4B funding a request must be made prior to starting the project. I also understand that the approval process takes a minimum of 30 days and that it is my responsibility to ensure that our project meets all city ordinances and/or requirements.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

**Return this Application and all required materials to:**

*Tammy Thorn*

*EDC Coordinator*

*Bronte Economic Development*

P.O. Box 370 or 114 S. Washington St.

Bronte, Texas 76933

325-473-3501

**Will you collect and pay Sales Taxes?**

Yes  No

**IF YES:**

You must submit **Copies of Sales Tax Returns (for an existing business WITH the application and during the life of the contract.)**

I understand that copies of the required documents must be provided for the term of the contract.  
**(not less than 2 ½ years or not less than 5 years if receiving over \$20,000)**

**Will you collect and pay employee PAYROLL taxes on wages?**

X \_\_\_\_\_ (Initial Here)

Yes  No

**IF YES:**

You must submit **Copies of 941's (WITH the application (if an existing business) and for the life of the contract after it's acceptance.)**

You must submit **Copies of TWC reports (WITH the application (if an existing business) and for the life of the contract after it's acceptance.)**

I understand that copies of the required documents must be provided for the term of the contract.  
**(not less than 2 ½ years or not less than 5 years if receiving over \$20,000)**

X \_\_\_\_\_ (Initial Here)

**Important:**

**If approved for Loan Forgiveness Grant assistance, after Loan Forgiveness Grant funds have been paid, the following conditions apply (and will be stated in the terms of the contract between your organization and the Bronte Economic Development Corporation):**

A failure to submit **all required documents after the contract's acceptance** may result in a demand for repayment of all monies received under this Loan Forgiveness Grant application.

The appropriate documents must be submitted to the office of the Bronte Economic Development Corporation on a timely basis. Please refer to the Policies and Procedures document and the application checklist to see what documents you are required to file.

**\* CHECKLIST \***

**The following Documents are Required to accompany the application:**

1.  For New Startups a Personal Financial Statement is required and/or the Previous Year Tax Returns may be required.
2. For an existing business, we require a current Business Financial Statement and Previous Year Tax Returns.
3.  An adequately researched and well designed business plan
4.  Bids or quotes for all materials, equipment and services
5.  A list of, and/or Copies of all required insurances
6.  Provide the Bronte EDC office with your FEDERAL EMPLOYER IDENTIFICATION number
7.  Copy of the SALES TAX PERMIT
8.  (For Building improvements or a new building) Pictures of the current property and detailed plans
9.  Copies of Permits as required by the City of Bronte
10.  A List of Licenses as required by State or Federal Government
11. Regarding a qualified bookkeeper or accountant
  - a.  You must employ or contract the services of or you must exhibit basic Accounting & Bookkeeping skills or:
  - b.  A New Business Startup may qualify for reimbursement of reasonable costs for bookkeeping / accounting courses or education to obtain the necessary skills under the Loan Forgiveness Grant assistance program.

Print the Name of your Bookkeeper or Accountant: \_\_\_\_\_

12.  Provide an itemized list of the proposed project's (reasonable) costs and expenses.

**Note:** The MAXIMUM amounts reflected on this application refer to a maximum that you may apply for. Your actual projected costs, based on the application itself, will determine the amount awarded in each category.

Each category is considered and evaluated individually in order to best help your business, to be consistent with our clients and to be fair to the citizens of Bronte Texas.

The funds awarded are in the form of a Loan Forgiveness Grant; however an unsecured loan agreement will be attached to the contract and will be used in the event that the contract is broken. In that circumstance, the funds must be paid back to the Bronte EDC, per the unsecured loan document.

## Bronte Economic Development Corporation

### Policies and Procedures

As of October 1, 2010

The Bronte Economic Development Corporation (BEDC) uses the ½ cent sales tax funds for its operating budget. The Board of Directors oversees and allocates all revenues. This funding allows the BEDC the opportunity to offer economic incentives to Businesses that wish to enhance or improve our community's economic atmosphere and to enhance or improve the quality of life for all the citizens of Bronte.

Because the ½ cent sales tax is a use of public funds, the State of Texas' Open Meeting and Open Information laws must be observed. This means that meetings are open to the public (unless Executive {Closed} Sessions are allowed by law). It also means that all information provided by and pertaining to your business must be subject to the Open Information Act, thus: Any Business' financial and/or proprietary information will be treated with confidence by the BEDC to the extent that is possible under the law. Please ask for details if you have any questions regarding the Open Information Act. All information will be retained for a length of time as required by law.

The Bronte Economic Development Corporation's Board of Directors has the complete jurisdiction except in cases of Loan Forgiveness Grant more than \$10,000 (which *must also be approved or denied* by the Bronte City Council). The decision will be final in all cases.

The appropriate percentage of each individual Loan Forgiveness Grant shall be determined and set by the BEDC Board of Directors, at the time the commitment is issued. A risk and benefit evaluation of each application will be considered and, as a general rule, **no more than 50% of a total project cost will be Loan Forgiveness Grant.** Extreme circumstances may negate this 50% guideline.

Loan Forgiveness Grant totaling more than more than \$20,000 will ***require continuation of the business for not less than 5 years.*** (Outlined by the Performance Agreement Contract and its terms)

Loan Forgiveness Grant totaling less than \$20,000 or less, will ***require continuation of the business for not less than 2 ½ years.*** (Outlined by the Performance Agreement Contract and its terms)

Every application and category will be reviewed on a case-by-case basis.

A Performance Agreement Contract provides the legally binding terms.

Loan Forgiveness Grant funds may be paid in phases or increments, for projects having a significantly long time-line.

**IMPORTANT: Any application submitted without proper and appropriate documents will not be considered and there will be no exceptions.**

**IMPORTANT: A failure to submit all required documents after the Performance Agreement becomes effective will constitute a breach of that contract.**

**Please read carefully.**

This section describes each of the **FIVE (5) individual categories** and rules that apply to them.

Pay-out terms (per standard operating procedure) is:

1. **New Business Startup Loan Forgiveness Grant** (\$5,000) pays immediately upon contract's approval by both parties.
2. **Expansion / Relocation / Retention Loan Forgiveness Grant** pays immediately upon contract's approval by both parties.
3. **Job Creation Loan Forgiveness Grant** (determined at the time of approval) Must be new jobs created
  - a. **Part-Time = \$1,500 per position must prove at least 20 hours per week**
  - b. **Full-Time = \$3,000 per position must prove at least 40 hours per week**

It pays on the following schedule, upon contract's approval by both parties.

- The first ½ (half) of the total Loan Forgiveness Grant Awarded in this category will be paid upon proof of job existence and proof of those jobs lasting through the first quarter of payroll tax period; the information will be verified using the Quarterly 941/s and TWC Reports as proof.
- The second ½ (half) of the total Loan Forgiveness Grant Awarded in this category will be paid upon proof of jobs' continuing existence, lasting through four quarters of payroll tax periods; and will be verified using the Quarterly 941/s and TWC Reports.

(NOTE: Those reports must be provided to the EDC office for all four quarters of the contract's first year.)

4. **Building Improvement 50% Reimbursement Loan Forgiveness Grant** (EDC maximum \$10,000)

Pays 50% (a 50/50 matching loan forgiveness grant) of actual expenses, **upon proof of completion** (by way of receipts and/or paid invoices). After they are provided to the EDC office on a project totaling up to \$20,000, and after contract approval by both parties, the money will be released.

\*\* The applicant must buy or own the property.

5. **OTHER**
  - a. Can be used for any legitimate and reasonable business expenditure except that: these funds **may not** be applied toward a land or real property purchase.

The payout schedule is as follows: It may be a reimbursement and/or Phased payout: Other category pays upon approval of the contract by both parties, **and/or** after proving

completion of the work or phase, with receipts or invoices payable after completion of work, provided to the EDC office.

In some circumstances different arrangements may be made.

Required documents are to be submitted to the BEDC office on a regular schedule:  
(upon accepting the contract).

**If Your Company files them:**

**Copies of sales tax returns;** monthly, quarterly or yearly (depending upon the schedule in which they are filed.)

**Copies of Payroll 941 reports;** monthly, quarterly or yearly (depending upon the schedule in which they are filed.)

**Copies of TWC Reports;** monthly, quarterly or yearly (depending upon the schedule in which they are filed.)

---

I have read, and do certify that I fully understand, the requirements and policies outlined in this document and I understand that if these requirements are not met, either a contract may not be entered into -- or -- it may constitute a breach of contract.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

---

**Where to get a Federal Tax ID:**

apply online at:

<http://www.irs.gov/businesses/small/article/0,,id=97872,00.html>

**Where to get a Sales Tax Permit**

Apply online at:

<http://www.window.state.tx.us/taxpermit/>



---

In order to add your presentation and/or request to a meeting agenda, you must return with the application and all required documents.

---

\*The process is generally 60 days from presentation to payment. Here is a typical scenario for the timeline:

**First Board Meeting:** You make a request.

**Second Board Meeting :** Board Members vote and determine how much Loan Forgiveness Grant money you will receive

**Third Board Meeting:** The contract is ready and the Board votes to approve it. Upon signing the contract, some monies will be released.

In rare cases, the contract will need correction and/or changes. If that happens, it takes another month to get the contract back, approved and signed.

*Only after the contract is approved and signed, can any money be released.*

## BUSINESS PLAN

---

Business Name

---

Address

---

City, State, Zip

---

Telephone / Fax / Email

---

Owner's Name & Social Security Number

---

Date

## Table of Contents

A. Introduction and Request for Funds.....	—
B. Pertinent Business Descriptions .....	—
C. Products or Services Descriptions .....	—
D. Competition and Customers .....	—
E. Marketing, Promotion, Advertising and Public Relations Plan.....	—
F. Personal and Business Goals.....	—
G. Financial Projections and Personal Financial Statement .....	—

Bronte Economic Development Corp - Enterprise Assistance Project  
114 S. Washington St.  
PO Box 370  
Bronte, Texas 76933

### *Notice of Confidentiality*

The information provided by \_\_\_\_\_ in this document is unique to its business and confidential. Anyone reading this is requested not to disclose any of the information without their express written permission.

It is also acknowledged by the reader that the information furnished in this business plan, other than information that is in public domain, may cause serious harm or damage to \_\_\_\_\_ and/or the proposed new owners and will be kept in strict confidence.

## **A. Introduction and Request for Funds**

## **B. Pertinent Business Descriptions**

- 1. What is the business name?**
- 2. When was the business established and by whom?**
- 3. Where is the business located?**
- 4. Describe the building.**
- 5. Describe the ownership of the facilities. (Will they be purchased or leased?)**
- 6. What is the layout of the facilities?**
- 7. What equipment do you have (Specify if purchased or leased)?**

**8. What is the legal structure of the business (Sole-proprietorship, partnership, corporation)?**

**9. Who is your lawyer?**

**10. Who is your accountant?**

**11. Who is involved in management and what are their qualifications?**

**12. Do family members help you?    \_\_\_ Yes \_\_\_ No**  
**How many full-time? \_\_\_ How many part-time? \_\_\_**

**13. Do you have other employees?    \_\_\_ Yes \_\_\_ No**  
**How many full-time? \_\_\_ How many part-time? \_\_\_**

**14. If you have employees, explain the labor situation in your area (i.e. is it difficult to find employees?)**

**15. What is the purpose of your business and highlights of progress to date?**

**c. Products or Services Descriptions**

**16. Describe your products or services: Is there a need for these services or products?**

**17. What is the view of the current status and prospects for the industry?**

**18. How is your business affected by major economic, social, technological or regulatory trends?**

**19. Are government regulations affecting your product or service (list them)?**

**20. How do you distribute your product or service?**

**21. What does it cost to make the product or deliver the service?**

**22. What is your pricing strategy?**

## **D. Competition and Customers**

**23. Who are your major competitors and what is your competitive advantage?**

**24. Describe your customers.**

**25. Describe customers you would like to attract in the future.**

**26. How large is the market geographically?**

**27. How large is the market? (number of potential customers)?**

**28. Why will customers choose your product or service? What benefits do you offer?**

**29. How is customer loyalty established in your business?**

**30. What are your service and product warranty policies?**

**E. Marketing, Promotion, Advertising and Public Relations Plan**

**31. What is your market position?**

**32. What is your promotion plan?**

**33. What is your advertising plan?**

**34. What is your public relations plan?**

**35. Who does your bookkeeping?**

**37. What types of insurance do you carry?**

**38. What are your estimated sales for next year?**

**F. Personal and Business Goals**

**39. State your long term and short term business goals.**

**40. State your long term and short term personal goals (Use back of page or extra sheet if necessary)**



**G. Financial Statements –**

- **Projections for the next year (monthly) and the following two years (annual), including assumptions.**

12/10/13 - 12/10/13 - 12/10/13



# Bronte Economic Development Corporation

P. O. Box 370  
Bronte, Texas 76933

## 10/01/11-9/30/12 BUDGET 4B

### Expenditures:

Position Bond	\$ 100.00
Contract Services	3,600.00
Annual Audit	1,000.00
Texas Economic Development Council Membership Dues	450.00
Teen Leadership Program	800.00
Texas Economic Development Council Conference	1,800.00
Real Estate Purchases	30,000.00
Texas Midwest Economic Development Alliance Annual Membership Participation Fee	250.00 *
Texas Forts Trail Conference	80.00 *
Business Grants/Loans	10,000.00 *
Fort Chadbourne Foundation	1,000.00 *
Miscellaneous	<u>5,000.00</u>
Total	\$54,080.00 *

**Projected Income:** \$37,000.00

\* Amended at September 19, 2012 meeting

**Bronx Economic Development Corporation**  
 P. O. Box 370  
 Bronx, Texas 76022

**100111-20112 BUDGET**  
 \$K

<b>Expenditures:</b>	
2,100.00	Position Hold
3,600.00	Contract Services
1,000.00	Annual Audit
	Texas Economic Development Council
4,500.00	Membership Fees
800.00	Texas Leadership Program
	Texas Economic Development Council
1,200.00	Contractor
30,000.00	Real Estate Purchase
	Texas Alliance Economic Development
	Alliance Annual Membership
* 150.00	Participation Fee
* 80.00	Texas State Fair Conference
* 10,000.00	Business Grant - 1 year
* 1,000.00	Fort Condon - 1 year
1,500.00	Miscellaneous
<b>224,480.00</b>	<b>Total</b>
<b>227,000.00</b>	<b>Projected Income:</b>

\* Attached as spreadsheet for 2012 meeting

# Bronte Economic Development Corporation

P. O. Box 370  
Bronte, Texas 76933

## 10/01/12-9/30/13 BUDGET 4B

### Expenditures:

Position Bond	\$ 100.00
Contract Services	3,600.00
Annual Audit	1,000.00
Texas Economic Development Council Membership Dues	450.00
Texas Midwest Economic Development Alliance Annual Membership Participation Fee	250.00
Business Loans/Forgiveness	10,000.00
Fort Chadbourne Foundation	1,000.00
Transfer of Funds (4A)	100,000.00
Real Estate Purchases	30,000.00
Miscellaneous	<u>5,000.00</u>
<b>Total</b>	<b>151,400.00</b>

**Projected Income:** **\$37,000.00**

**Bronte Economic Development Corporation**

P. O. Box 370  
 Bronte, Texas 76937

**1991-1992 BUDGET**

4B

Expenditures:	
\$ 100.00	Position Bond
3,000.00	Contract Services
1,000.00	Annual Audit
	Texas Economic Development Council
450.00	Membership Fees
	Texas Midwest Economic Development
	Alliance Annual Membership
250.00	Participation Fee
10,000.00	Business Training Program
1,000.00	Port Chadbourne Foundation
100,000.00	Transfer of Funds (FA)
10,000.00	Real Estate Purchases
2,000.00	Miscellaneous
121,800.00	<b>Total</b>
237,000.00	<b>Projected Income:</b>