



BCCDC Continued Education (CE) Grant

Bay City is facing a historic time. Sales tax is rising, businesses are expanding and opening regularly. But the Bay City Community Development Corporation wants to help businesses do more.

The BCCDC CE Grant is available to assist businesses with investment in their staff. Ideally, the businesses would further the knowledge base of their employees by sending them to continuing education classes, further development, in-office training, or cross-training seminars. It is the goal of the CDC to help each employee reach their potential in their given field of work therefore helping to solidify the business's footprint in Bay City. Funds may be used for travel, training, or lodging for either the staffer or presenter.

This reimbursable grant is available in amounts up to \$500.00 depending on the business's needs. No more than 3 applicants (employees) or 1 applicant (onsite/trainer) per business per year. Applications will be considered in the order they are received.

Contact the BCCDC office for additional information

1112 7th St, Bay City, TX 77414

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979-245-8081



BCCDC Continuing Education Grant Application

| | |
|---|----|
| Name of Business | |
| Business Owner | |
| Contact Name | |
| Phone | |
| Address | |
| Current number of employees | |
| Grant Amount Requested | \$ |
| Quote and applicable Assumed Name Certificate attached? | |

Brief outline of training, intended outcomes:



Which training system are you retaining for the work? Are they locally or regionally based? Please attach quote for requested work

How will this grant help your business adapt to the ever-changing business environment?

In order to receive reimbursement, applicant must provide application, receipts, and cleared check copy.



Section 1. Sponsor

Bay City Community Development Corporation (BCCDC)

Section 2. Goals of Program

- To serve as an arm of our Business Retention and Expansion mission as set forth in our 2023 Goal Setting Session.
- To help further establish new and existing businesses so that they may grow in Bay City.
- To combat the negative impacts under utilized staff or staff shortages
- To encourage the resiliency and adaptability of our existing businesses.
- To encourage the utilization of skill expansion by our local businesses.

Section 3. Grant Type

Grants provided are reimbursement Grants, such grants being a cash match for funds disbursed by an Applicant and are in the amounts not to exceed \$500.00 per staffer (limit 3 per year). In-kind contributions may not be used as a part or whole of an Applicant's match. Only Applicant's cash expenditures may be reimbursed.

Section 4. Funding Cycle

Upon depletion of those funds, BCCDC will be under no obligation to fund additional grants. Likewise, BCCDC is under no obligation to establish future cycles.

Section 5. Eligibility

1. Any new or existing business within the Bay City City Limits.



2. Business facilities and/or properties which have outstanding financial obligations to the City of Bay City, such as liens, court fines, city utility bills, or delinquent property taxes are not eligible.
3. Business facilities and/or property owners which have an ongoing lawsuit or are in any way parties to litigation against the City of Bay City are not eligible.

Section 6. Type of Grants

Staff training: enrollment, lodging, travel, online

In- house training: travel, lodging, instructor, coursework

Section 7. Guidelines

1. Proof of business ownership will be required of Applicants.
2. Training shall be made in accordance with project outline specifications, and/or information provided in the application. Failure to do so will render the Applicant ineligible to receive grant funding. Modification of monetary value (if you applied for the lesser grant but want to apply for the full amount) must first receive the written approval of the BCCDC or its designee. Failure to do so will likewise render the Applicant ineligible for grant funding.
3. Upon approval of a grant application, and during the implementation of the improvements, a representative or representatives of the BCCDC shall have the right of access to inspect the work in progress.
4. Payment to the training source may not commence prior to having received written (including email) approval for a grant from the BCCDC.
5. In order to be eligible to receive the grant funding, enrollment, implementation, and payment related to the grant must be completed within the first six months after approval by the BCCDC Board.



Section 8. Application & Approval

1. Applications must be made on a form provided by the BCCDC and may be obtained at BCCDC offices, 1112 7th St, Bay City, TX 77414 or requested via email.
2. Applications will be considered on a monthly basis if funding is available. **Grant awards are contingent upon available funding in the budget.** Each applicant will be considered in the order received following evaluation criteria in Section 9.
3. One (1) original of an application must be submitted.
4. BCCDC reserves the right to utilize whatever outside resources it deems necessary for assistance in its decision-making process.
5. BCCDC may award an Applicant a grant with certain provisions, conditions, or other requirements as it may from time to time deem appropriate.
6. BCCDC reserves unto itself the absolute right of discretion in deciding whether or not to approve a grant relative to this application. The Applicant accepts that all decisions relating to the award of grant funds involves subjective judgments on the part of the decision-making entity related to the aesthetics of the proposed project and the granting of award funds for said project.
7. BCCDC reserves the right to waive any requirement(s) herein contained, and/or add any requirements it deems appropriate in making its determination of approval or disapproval of a grant application.

Section 9. Evaluation Criteria Standards

The following factors shall be considered in determining whether or not to award a grant:

Business Impact: Development or improvement to the website must be done with the goal of increased online presence, e-commerce, and expanded trade area in mind.

Economic Impact: The adaptability and resiliency of the business should be increased with the grant funding.



Section 10. Funding

1. Funding will only be provided on a reimbursement basis upon the full payment of the project in accordance with Section 7 above and following verification by BCCDC.
2. Applicant shall provide the BCCDC with written notification proof of course completion. Such notification shall include a letter signed by the Applicant stating that all education requirements have been completed in accordance with the application and/or approved modifications, and that full payments have been made for all costs involved in the project. Also included in such notification shall be such documentation, such as, but not limited to, paid receipts for costs and labor, project photographs, or any other items the BCCDC may reasonable deem necessary for determining the successful completion of the project.

Section 11. Project Review

BCCDC staff will review all applications and shall forward complete applications on to the BCCDC Board for approval or disapproval. BCCDC will set the budgetary allocations.

Section 12. Amendment

The BCCDC Board of Directors reserves unto itself the right to amend these Guidelines and Criteria as it may from time to time find desirable.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

| | | |
|--|---|--|
| Print or type. See Specific Instructions on page 3. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. | |
| | 2 Business name/disregarded entity name, if different from above | |
| | 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): |
| | <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate | Exempt payee code (if any) _____ |
| | <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ | Exemption from FATCA reporting code (if any) _____ |
| | <input type="checkbox"/> Other (see instructions) ▶ _____ | <small>(Applies to accounts maintained outside the U.S.)</small> |
| | 5 Address (number, street, and apt. or suite no.) See instructions. | Requester's name and address (optional) |
| | 6 City, state, and ZIP code | |
| | 7 List account number(s) here (optional) | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

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|--|---|--|--|--|---|---|--|--|
| Social security number | | | | | | | | |
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| or | | | | | | | | |
| Employer identification number | | | | | | | | |
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.