

CHANDLER AREA ECONOMIC DEVELOPMENT CORPORATION CHECKLIST FOR BUSINESS IMPROVEMENT GRANT

1. *Review the Business Improvement Grant Program prior to the submission of a grant application.*
2. *Submit the original and one (1) copy of the completed application.*
3. *All parties having an ownership in the business or property must be parties to this application.*
4. *Applications must be submitted by both the lessee and the lessor for businesses operating in leased facilities.*
5. *Applications must contain a minimum of two (2) cost estimates from qualified contractors and/or suppliers.*
6. *Applications must include project plans, specifications and should include drawings and photographs.*
7. *Applications should include photos of existing conditions.*
8. *Application may be submitted to and additional information obtained from:*

Chandler Business Improvement Grant Program
Chandler Area Economic Development Corporation

P O Box 425

811 Hwy 31 E

Chandler, TX 75758

(903)849-6853 Ext 108

rford@chandlertx.com