Business Improvement Grant (BIG) Program
Process Checklist

- ☐ Visit the Business Improvement Grant page on the City of Amarillo's website. Review the linked documents to determine eligibility and which project(s) you wish to pursue.
- ☐ Schedule and meet with Planning Department staff for a pre-application conference. Conference may include personnel from additional departments, depending on scope and content of proposed project. Multiple meetings may be necessary. *Regular contact with City staff is required throughout the entire process.*
- ☐ Obtain itemized estimates/quotes from qualified architects/contractors. A minimum of three (3) are required. In the event the minimum number cannot be obtained, provide a detailed explanation as part of the narrative portion of the application.
- ☐ Create a CivicServe account at https://amarillotx.civicserve.com.
- ☐ Complete the application and submit each required document through CivicServe. Thoroughly read the detailed submission requirements. Failure to address all aspects of the submission requirements will result in a delayed application process.
- ☐ City staff will review all documentation submitted and all complete submissions will be scored by an independent committee. The highest scoring applications that fit within the allotted funds will be forwarded to the City Manager's Office for final approval.
- ☐ Once final approval is obtained, City staff will send a "Notice to Proceed with Improvements" (NTP). Once the NTP is received, applicant must begin work within 60 days. All work associated with the project (including reimbursement requests) must be completed within one (1) year of receiving the NTP. Extension requests will be considered on an individual basis. Decisions rest solely with the Planning Department staff.
    - **Any work completed prior to receiving the NTP will not be reimbursed.**
- ☐ Upon completion of the grant project, applicant will furnish all receipts/paid invoices and any requested documentation (i.e. letter acknowledging full payment from architect/contractor) with a completed Reimbursement Form.
- ☐ Applicant must provide city staff with copies of all building permits and certifications received from improvement project. Architect and/or Planning Department staff certifies that the improvements comply with the final drawings and specifications.
- ☐ Applicants will receive an invitation to upload their business' IRS Form W-9 information and bank information into the PaymentWorks system to the email address provided on the application. Once received, City staff will process the reimbursement request within the established limits.