
Program Purpose and Objectives

The City Beautification Subcommittee is committed to improving our community's aesthetic appeal and sustainability through innovative projects, public engagement initiatives, and collaborative efforts with local businesses and residents. We aim to create an inviting environment that fosters pride, promotes well-being, and encourages community involvement, ultimately attracting more businesses to our town. The PEDC's Beautification grants are intended to be reimbursement grants in an amount to be determined by the Board, up to \$9,500. If needed, and with specific approval by the Board, the PEDC can issue a seed money grant of up to 50% to help start the renovations.

Organization

Committee Membership

Article 4 of the PEDC's Bylaws allows the Board to appoint a special subcommittee to address the community's needs.

- a. The Subcommittee shall consist of 5-7 voting members, two of whom are PEDC board members.
- b. The PEDC Board shall approve all appointed subcommittee members.
- c. The PEDC Exec Dir, Chamber of Commerce Director, and City manager (or their delegates) shall have non-voting memberships.

No such committee shall have independent authority to act for or in place of the PEDC Board.

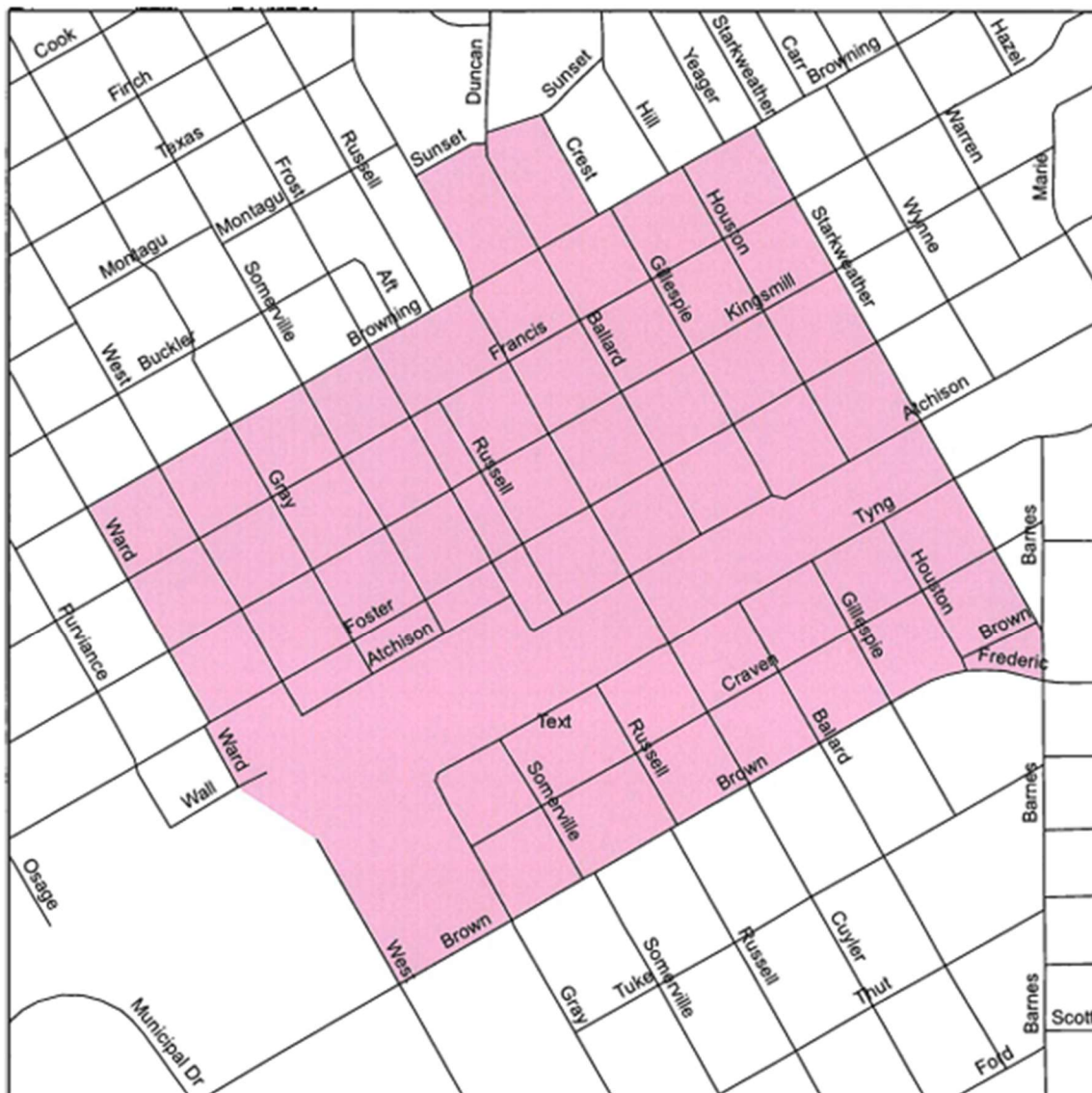
Meetings:

- a) The subcommittee will meet monthly, with additional meetings scheduled as necessary to address specific projects or initiatives.
- b) Meetings will be open to the public, and input from community members will be encouraged.
- c) Meetings will be held at the Pampa EDC Board room.
- d) A PEDC representative must be present at each meeting

Program Target Area

The Target area for the downtown beautification efforts will follow the City-approved Downtown Reinvestment Zone #1.

Cityofpampa.org > Government > Open Government/Transparency > Tax Abatements > Tax Abatement Maps > Downtown Reinvestment Zone



Downtown Reinvestment Zone #1 Pampa, Texas

Program Budget and Funding

Project Budget:

- a) The Pampa Beautification Committee is funded annually by the Pampa EDC and may vary based on the yearly budget. The PEDC has allocated \$100,000.00 for downtown beautification projects during fiscal year 2025-2026. Grant applications are accepted in 3 rounds or until all the annual funds are spent.
- b) Once the annual funding has been expended, applicants are still encouraged to submit projects for consideration. If available, the PEDC may elect to allocate additional funds for beautification grants.
- c) Grant amounts will be reviewed by the Committee as well as the PEDC board. The approved amounts may vary based on the discretion of both entities.
- d) An initial amount of up to 50% of the grant amount may be funded to the applicant upon specific approval by the Board. Generally, beautification grants are reimbursement grants and will be paid upon project completion and acceptance of the receipts/documentation submittal.

Project Funding:

- a) Projects will be directly funded by the PEDC and should be in the form of a Grant starting at \$1,000 but not to exceed \$9,500.
- b) Committee approval of projects must be voted on and recorded in the meeting minutes.
- c) The PEDC board will then review the project/grant for approval.
- d) A project will only be funded with approval from both the Committee and the PEDC board.
- e) **If specifically approved by the Committee and the Board, fifty percent (50%) of the grant may be available within ten (10) days of the funding date.** In this situation, the remaining balance will be reimbursed upon project completion and paid within ten (10) days of approval.
- f) Normally, beautification grants are reimbursement grants and will be paid upon project completion and acceptance of the receipts/documentation submittal in the sole discretion of PEDC. All (100%) of the grant funds must be accompanied by supporting documents and receipts.

- g) Unless otherwise agreed upon by the PEDC board, any unspent funds and/or non-reimbursable expenses will be due to the PEDC after 120 days from the funding date.
- h) The PEDC is not “back-funding” projects. Only a new project that is approved by the Committee and the Board is eligible for reimbursement. Only expenses that are incurred after the date of approval are eligible for reimbursement.

Program Eligibility

- a) Project eligibility shall start on **01 October 2025** and run through 30 **September 2026**.
- b) A Façade is defined as an individual storefront or building that faces the public right-of-way or is otherwise visible to the general public.
- c) One grant application is allowed per address.
- d) A property owner with multiple addresses may apply for multiple grants.
- e) Any property owner or tenant with authority from the property owner may apply for a beautification grant.
- f) Eligible properties may be commercial, industrial, and/or non-profits as long as they’re located within the Downtown Reinvestment Zone #1.
- g) Preference will be shown to projects that are along Foster, Cuyler, and Kingsmill streets.

Eligible Items	Ineligible Items
Doors – repair or replacement for the purpose of public access	New Building Construction
Windows – repair or replacement	Building permits, legal fees, etc
Awnings – repair or replacement	Extermination of insects, pests, rodents, etc.
Paint – painting of the exterior faces	Interior rehabilitation
Walls – exterior facing	General, routine, or deferred maintenance
Lighting – Exterior mounted	

Eligibility of improvements not explicitly listed may be determined at the discretion of the Committee and/or PEDC.

Additional Provisions

- a) **Eligible Contractors:** The applicant shall award contracts to professional and insured contractors only. **Sweat equity will not be accepted.**
- b) **Property Taxes, Special Assessments:** No beautification grant will be awarded by the committee or PEDC if the property taxes, fees, judgments, special assessments, or liens are outstanding or in default to the City of Pampa or Gray County.
- c) **Amendments:** These program guidelines may be amended from time to time by the PEDC board for the purposes of efficiency and/or other unforeseen circumstances that may arise due to conflicts with local, state, or federal regulations that may affect the administration of the program.
- d) **Alterations/Property Sale:** The property owner shall be responsible for maintaining the façade and/or updates for up to three (3) years.
 - 1) If the tenant and/or owner alters the facade within three years of the Grant award, it will be at the discretion of the committee to determine how much, if any, of the Grant is to be refunded.
 - 2) If the owner sells the property within three (3) years of receiving the grant, 50% of the total grant amount is due back to the PEDC prior to the sale of the property.
 - 3) If the owner changes the tenant within three (3) years of the Grant award, and the new tenant wishes to modify the façade to match the new business, it will be at the discretion of the committee to determine how much, if any, of the Grant is to be refunded by the owner.

Application Process and Presentation Dates

1. Collection of applications
2. Review of application by Beautification Committee (applicant presentation)
3. Review of application by the EDC board (committee chair presentation)
4. Grant approved
5. Possibility of 50% Project Funded
6. Project executed
7. Submittal of receipts and expenses
8. Project Funded (re-imbursed expenses)

Round 1

Application Deadline:	02 Jan 2026
Applicant Presentation to Committee:	09 Jan 2026 – Tentative
Application to EDC Board:	15 Jan 2026
Issuance of Grants:	30 Jan 2026
Last day for Extension Request:	01 July 2026
Submittal of receipts/invoices for reimbursement:	31 July 2026

Round 2

Application Deadline:	03 April 2026
Applicant Presentation to Committee:	10 April 2026 – Tentative
Application to EDC Board:	16 April 2026
Issuance of Grants:	30 April 2026
Last day for Extension Request:	01 July 2026
Submittal of receipts/invoices for reimbursement:	31 July 2026

Round 3

Application Deadline:	TBD
Applicant Presentation to Committee:	
Application to EDC Board:	
Issuance of Grants:	
Last day for Extension Request:	
Submittal of receipts/invoices for reimbursement:	

Application

Business Information

Business Name:	
Business Owner:	Property Owner:
Physical Address:	Currently Open for Business (Y/N):
Full-Time Employees:	Part-Time Employees:
Federal ID:	State ID:
Date open (years active):	Historical Property (Y /N):

Contact Information

Business Representative:	Title:
Cell Phone:	Business Phone:
E-Mail:	
Website:	

Project Information

Brief Description:	
Project Estimate (Total): \$	Project Request (Grant): \$
Anticipated Start Date:	Anticipated Completion Date:
Does Project Require Funding to start (Y/N):	How much money is needed to start:

Application Checklist:

- ☐ Detailed Description with Scope of Work
- ☐ Drawings or illustrations of work to be performed
- ☐ Before and after Photos
 - ☐ Façade element to be repaired before and after
 - ☐ Street view of the business before and after
- ☐ Signed estimate and/or receipts
- ☐ Samples of materials to be used (if available)
- ☐ Disclaimer/Signature

Approval:

Business Owner

Print Name (First Last):

Property Address:

Phone Number:

E-mail:

Signature:

Date:

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- (1) *By signing this application, I acknowledge that I have read and understood the PEDC Beautification Guidelines and certify that the information in it is true, complete, and accurate to the best of my knowledge.*
- (2) *I am aware that this information is kept confidential and that Pampa Economic Development Corp. selects the grant recipients at its sole discretion.*

Property Owner *(if separate from the business owner)*

Print Name (First Last):

Property Address:

Phone Number:

E-mail:

Signature:

Date:

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- (1) *As the property owner, I certify that I authorize the business owner to apply for a PEDC beautification grant and undertake proposed improvements.*

Beautification Committee

Date of Presentation to Subcommittee:

Board Decision (Approved Y / N):

If **not** approved, can the applicant resubmit with clarifications or corrections (Y/N):

PEDC Chair (PRINT):

Signature:

Date:

Pampa EDC Board

Date of Presentation to EDC Board:

Board Decision (Approved Y / N):

If **not** approved, can the applicant resubmit with clarifications or corrections (Y/N):

EDC President (PRINT):

Signature:

Date:

Office Use Only:

Business:

Business Owner:

Received By (EDC):

Date:

Sample Score Card:

	Project Detail	Pts	Score
	The project is within the theme/spirit of the downtown (wording)	0-5	
	The project will maintain, restore, and enhance the building's original, significant architectural features.	0-5	
	The project will significantly improve the visual aesthetic of the building	0-5	
	The project is complementary to the visual aesthetics of the surrounding buildings.	0-5	
	Materials that are used for construction are consistent and complementary to existing materials.	0-5	
	New windows match the style/aesthetic of the original, historic windows	0-5	
	Addition of landscaping details	0-2	
	Addition of awnings	0-2	
	Addition of exterior lighting	0-2	
	Efficient/appropriate use of grant funds	0-2	
	Completion and thoroughness of documentation	0-2	
	BONUS: Located along Foster, Cuyler, and Kingsmill	+5	
	Total	50	

Tips for filling out applications:

- ☐ Follow instructions & Complete all required information
- ☐ Sign application
- ☐ Use blue ink
- ☐ Include photos drawings or sketches
- ☐ Clearly describe what changes you are proposing
- ☐ Include as much detail work scope as possible

Sample scope(s) of Work

Item	Cost
1.) Clean or Repair Brick	\$
2.) Sand and Paint weatherboards	\$
3.) Repair Storefront windows	\$
4.) Repair Doors and Lock Systems	\$
5.) New Awnings	\$
6.) New Signage	\$
7.) New Lighting	\$
8.) Paint stucco, wood, or painted masonry front	\$
9.) Other	\$
Totals:	\$

Contact Information

All documents and applications should be submitted to the Pampa EDC located at:

***200 N. Ballard St.
Pampa TX, 79065
806.665.0800***

<i>Committee Chair (s)</i>	<i>Executive Director</i>	<i>PEDC Office</i>
Dr. Emily Arrington	<i>Ryan Bradley</i> 806.665.0800	<i>Treasa Heuston</i> 806.665.0800
Laycee Johnson	<i>ryan.bradley@pampaedc.com</i>	<i>theuston@pampaedc.com</i>