

GREAT FALLS BUSINESS IMPROVEMENT DISTRICT
INTERIOR – EXISTING, NEW, EXPANDING & DEVELOPER
BUSINESS GRANT PROGRAM APPLICATION



This form will be used throughout the application process. Fill it out completely and return to the Great Falls Business Improvement District (BID), 13 5th Street North, Great Falls, MT 59401. If you have any questions feel free to contact the BID office at (406)727-5430.

Business Name _____ Date _____

Business Type _____

Business Address _____

Contact Person _____

Phone _____

Please circle all that apply: business owner property owner

Property Address _____

Property Owner _____

Property Owner Phone Number _____

What type of grant are you applying for? (Please check all that apply)

New Business Existing Business Expanding Business Developer

Proposed project start date _____

Anticipated project completion date _____

Don't forget to include the following with this application:

- Project description
- Photo(s) of the building in its current condition
- Photo(s) or sketch(es) of the proposed new project
- Cost breakdown (Attached)
- Eligibility checklist

The BID Board reserves the right to deny any application due to incomplete information.

Funds will be provided on a first come, first served basis. If Grant Funds are exhausted for the fiscal year payment of your grant may be postponed until the funds are available.

Signature of building owner _____ Date _____

Signature of applicant _____ Date _____

Do not fill out below this line – for office use only

Date application received in BID office _____

Date presented to committee _____ Date voted on _____ Approved Denied

Committee Notes:

Amount to be reimbursed: \$ _____ Reimbursement Date: _____ Check # _____

The BID Board meets the 2nd Thursday of every month in the BID office, unless otherwise posted. In order to have information complete and comply with the open meetings act we need all applications completed and turned in one week prior to the Board meeting. Please refer to the timeline below:

APPLICATION DUE DATE	BID BOARD MEETING DATE
1/7/2016	1/14/2016
2/4/2016	2/11/2016
3/3/2016	3/10/2016
4/7/2016	4/14/2016
5/5/2016	5/12/2016
6/2/2016	6/9/2016
7/7/2016	7/14/2016
8/4/2016	8/11/2016
9/1/2016	9/8/2016
10/6/2016	10/13/2016
11/3/2016	11/10/2016
12/12/2016	12/8/2016

- Final deadline for Fiscal Year End 2016 grant submission is June 9, 2016

Application Process:

1. Contact the BID office for the Grant Application or download the application from the BID's website.
2. Complete the application and return it with the supporting documentation prior to the application due date noted above.
3. If a completed application is received by the application due date the Board will approve or deny your request at the following board meeting. You are encouraged to attend to answer any questions.
4. You will receive written notification of your grant award within 7 working days of the BID Board meeting date.
5. Approved applicants will be reimbursed for the grant after completion of the project and when paid receipts are submitted to the BID, depending upon availability of funds. Copies of all city building permits need to be included at the time reimbursement is requested.

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*All application materials must be completed and submitted to the
Business Improvement District Office*

Great Falls Business Improvement District

13 5th Street North

Great Falls, MT 59401

PH: 406-727-5430

Fax: 406-727-5431

info@greatfallsbid.com

**Great Falls Business Improvement District
Interior Grant Program Eligibility**

“...these old buildings do not belong to us only; that they have belonged to our forefathers, and they will belong to our descendants...” –WILLIAM MORRIS-

Please answer the following questions:

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Has work already begun on this project? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has this building received a developer grant in the past three (3) years? |

This grant is not a rebate program for deferred maintenance or for projects that have already started or completed. No funds will be paid out on work done prior to receipt of application.

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the building located within the BID boundaries? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the property taxes on the building current? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have sufficient funds available to complete the project without the grant? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you provided certification of the project costs and the square footage of the area to be improved? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the improvements permanent? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the project be completed within the next 6 months? |

**if you answered ‘No’ to any of the above questions please explain below:

Grant Criteria:

- ✓ New businesses are eligible for 30% of the project costs for permanent improvements and contract labor. A new business is a business that has not previously been located within the BID boundaries.
- ✓ Existing businesses are eligible for 10% of the project costs for permanent improvements and contract labor. An existing business is a business that is currently located within the BID boundaries.
- ✓ Expanding businesses are eligible for 20% of the project costs for permanent improvements and contract labor. An expanding business is a business that is already located within the BID boundaries and is increasing its square footage.
- ✓ Developers are eligible for 30% of the project costs for permanent improvements and contract labor. Developer grants may be utilized as long as a future tenant is either not identified or is not an existing or expanding business, as noted above. Developers are not eligible to receive this grant in conjunction with the New, Existing or Expanding interior grant.
- ✓ Maximum grant on any project is \$10,000.

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CONSTRUCTION COST STATEMENT

<u>Name</u>	<u>General Contractor</u>
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<u>Property Address (Street, City, State, ZIP)</u>

ITEM	SWORN COST
Lot / Land Cost	
Plans / Specs / Permits	
Excavation	
Footings / Foundation	
Backfill / drainage	
Sewer / Water Connection	
Lumber (Frame/Truss)	
Labor	
Roofing	
Siding	
Brick / Masonry Exterior	
Windows	
Plumbing	
Electrical	
Insulation	
Heating / Cooling	
Drywall / Tape / Texture	
Garage / Exterior Doors	
Under-layment	
Flooring	
Painting (Interior)	
Painting (Exterior)	
Interior Doors	
Trim / Finish	
Cabinets / Counter Tops	
Finish Hardware	
Fireplace	
Flat Concrete	
Final Grade	
Landscaping	
Gutters	
Contingency	
Misc Materials	
Misc Labor	
Contractor Fee	
Other	
Other	
Other	
TOTAL COST	

<p><u>Contractor's Statement</u></p> <p>The undersigned, as contractor of the building at the address shown above deposes and says that the items mentioned include all labor and materials required to complete said building according to plans and specifications, that there are no other contracts outstanding, and that there is nothing due to any person for material, labor or other work of any kind done upon said building other than as stated.</p> <p>The undersigned specifically agrees to pay any unpaid bills for construction or site improvements, to remove mechanics liens should any be filed against said property for materials delivered or labor provided under the direction of the Contractor, and to pay all bills and costs, expenses and legal fees; and to indemnify the BID to bring action to remove the liens or to pay the bills.</p> <p>I anticipate construction to take _____ months.</p> <p>Dated: _____</p> <p>_____</p> <p>Contractor</p> <p><u>Applicant's Statement</u></p> <p>The undersigned as the applicant hereby deposes and says that the foregoing items are for specific portions of the work on said property and building or material entering into the construction thereof, that there are no other contracts outstanding; and that there is nothing due or to become due to any person for material, labor or other work of any kind done upon said building other than as above stated.</p> <p>Dated: _____</p> <p>_____</p> <p>Applicant</p> <p>_____</p> <p>Applicant</p>
