

**GREAT FALLS BUSINESS IMPROVEMENT DISTRICT
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 Address _____

Contact Person _____

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)

- Façade Grant Interior Grant Residential Grant

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 presented to committee _____ Date voted on _____ Approved Denied

Committee Notes:

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

The BID Board meets the 1st 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
10/28/2010	11/4/2010
11/24/10	12/02/2010
12/30/2010	1/06/2011
1/27/20101	2/03/2011
2/24/2011	3/03/2011
3/31/2011	4/07/2011
4/28/2011	5/05/2011
5/26/2011	6/02/2011

- Final deadline for Fiscal Year End 2011 grant submission is May 26, 2011

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 date 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.

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.

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
 Has work already begun on this project?

This grant is not a rebate program for deferred maintenance or for projects that have already started or completed.

Yes No
 Is the building located within the BID boundaries?
 Are the property taxes on the building current?
 Do you have sufficient funds available to complete the project without the grant?
 Have you provided certification of the project costs and the square footage of the area to be improved?
 Are the improvements permanent?
 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:

- ✓ Existing businesses, enhancement and beautifying projects are eligible for 10% of the costs for permanent improvements and contract labor.
- ✓ New and Expanding businesses are eligible for 30% of the project costs for permanent improvements and contract labor.
- ✓ Maximum grant on any project is \$5,000.

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.