

Interior Grant-New, Existing, Expanding & Developer Criteria

In order to partner with the businesses and property owners within the Great Falls Business Improvement District (BID) towards our shared vision of downtown revitalization, the BID offers an incentive program to locate, upgrade or expand the interior of a business in downtown Great Falls. 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. The BID is particularly interested in projects that represent permanent improvements that would out last any individual business or property owner.

Please note: Projects will be reviewed on a case by case basis and awarded based on the annual budget.

PROJECT CRITERIA

After reviewing the grant packet, contact the BID and meet with the staff to ensure that all elements of the program are understood. Submit your completed grant application to the BID office. Once your application is received you may begin the work, no funds will be paid out on work done prior to receipt of application. You will receive written approval from the BID once they have reviewed & approved the application. Any deviations from the original proposal must be resubmitted to the BID for approval. After completion, paid bills for the total project must be presented to the BID. The BID will review the finished project to ensure that it conforms to the submitted plans before any grant funds will be released. Funds will be provided on a first come, first serve basis. If grant funds are exhausted for the fiscal year payment of your grant may be postponed until the funds are available.

The BID reviews grant applications in reference to the following goals:

1. Generate new business downtown.
2. Renovate or utilize space that is now vacant.
3. Increase the number of people shopping, working, and/or living downtown.
4. Encourage projects that have a visible and beautifying effect.
5. Act as catalyst for types of businesses identified as desirable (e.g., mixed-use).

A complete BID Grant Program Application will include the following:

[Download Interior Grant Application and Cost Estimate](#)

1. The Grant Program Application
2. Project description
3. Photo of the building in its current condition
4. Photos or sketches of the proposed new project. Include plans/renderings of the project. The plans must represent the project to scale, including all colors and be drawn to the level of detail that will allow full understanding of how the project will look when completed. Included with this should be a one-page typed letter briefly describing the project. This letter should include a description of how the project meets the definition of an expanding or upgraded business. This should also include an estimate of new employees and customers.
5. Cost breakdown - A one-page summary of the estimated project costs - all costs must be included, but only permanent, physical improvements and the contract labor associated with the permanent improvements count toward the final evaluation.
6. Eligibility Checklist

Project criteria and eligibility:

1. Project must be within the boundaries of the BID (a map is available upon request).
2. The building owner must be current on all property taxes in Great Falls.
3. Any tenant applying for an incentive grant must have the owner's written permission attached to the application.
4. Only permanent interior improvements and associated contract labor are eligible. Such permanent elements include structural, walls, electrical, plumbing, wall coverings and flooring.
5. For existing businesses, enhancement and beautifying projects are eligible for 10% of the projected costs at time of application or 10% of actual costs, whichever is less, up to a maximum of \$10,000.
6. 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.
7. New businesses and 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 defined above.
8. Staff must review the finished projects and the business must be open before the grant payment is given.
9. Upon approval of grant, applicant has six (6) months to begin significant construction or the grant will be rescinded and applicant must re-apply.
10. All interior grant projects must be completed within 6 months of approval. The BID must approve any extension beyond 6 months.
11. With submission of receipts and final documentation applicants must submit a copy of the building permit issued by the City of Great Falls (or a copy of the receipt for the permit).

Please note: Projects will be reviewed on a case-by-case basis and awards will be approved based on the annual budget. In addition, the BID reserves the right to offer, deny or suggest changes of the proposal requesting grants for any reasons not specifically listed in this documentation.

[Email BID](#) with any questions you may have on this grant.

**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), 318 Central Avenue, 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 _____

Contact Address _____

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

Initial here In order for any property within the BID to be eligible for any grant property taxes must be current. 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. Grant funding may also be contingent upon the renewal of the BID in July 2019.

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 _____ Parcel _____ Taxes Paid _____

Date presented to committee _____ Date voted on _____ Approved Denied

Committee Notes:

Approval Letter _____ JE _____ Grant Spreadsheet _____

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
1/3/2019	1/10/2019
2/7/2019	2/14/2019
3/7/2019	3/14/2019
4/4/2019	4/11/2019
5/2/2019	5/9/2019
6/6/2019	6/13/2019
7/4/2019	7/11/2019
8/1/2019	8/8/2019
9/5/2019	9/12/2019
10/3/2019	10/10/2019
11/7/2019	11/14/2019
12/5/2019	12/12/2019

- Final deadline for Fiscal Year End 2019 grant submission is June 6, 2019

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.

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. Grant funding may also be contingent upon the renewal of the BID in July 2019.

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

318 Central Avenue
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.

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. Grant funding may also be contingent upon the renewal of the BID in July 2019.

CONSTRUCTION COST STATEMENT

Name	General Contractor
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Property Address (Street, City, State, ZIP)

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	

Contractor's Statement

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.

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.

I anticipate construction to take ____months.

Dated: _____

Contractor

Applicant's Statement

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.

Dated: _____

Applicant

Applicant