

# Outdoor Living Grant Criteria

The Great Falls Business Improvement District (BID) believes that offering outdoor living areas downtown is a vital element to downtown revitalization.

Some examples of an outdoor living project would include, but are not limited to, a restaurant wishing to install outdoor dining; an apartment building that wishes to create an outdoor space for the residents to enjoy; a greenspace utilized by the residents of Great Falls.

*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. You will receive written approval from the BID once they have reviewed & approved the application. Once your grant is approved you may begin the work. 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.

### **A complete BID Grant Program Application will include the following:**

[Download Outdoor Living Grant Application](#)

1. The Grant Program Application
2. Project description
3. Photo of current conditions
4. Photos or sketches of the proposed new project. Include 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.
5. Cost breakdown – A one page summary of the estimated project costs – all costs must be included.
6. Eligibility Checklist

### **Project criteria and eligibility:**

1. Project must be located 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. Only permanent or seasonal improvements and associated labor are eligible. Temporary structures, such as pedlets, will be considered under this grant.
4. Each 1,000 square feet of outdoor space is eligible and is to be treated as one unit. Each project is eligible for 20% of the projected costs at time of application or 20% of actual costs, whichever is less, up to a maximum of \$5,000 per 1,000 square feet.
5. The applicant is responsible for all costs in excess of the grant award amount.
6. All proposals must satisfy the code of requirements of the City of Great Falls.
7. Each eligible property may only obtain one outdoor living grant every five years.

- 8.** All outdoor living grant projects must be completed within 6 months of receiving notice to proceed. The BID must approve any extension beyond 6 months.
- 9.** With submission of receipts and final documentation applicants must submit a copy of any permits 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.*

**GREAT FALLS BUSINESS IMPROVEMENT DISTRICT  
OUTDOOR LIVING 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 \_\_\_\_\_

Phone \_\_\_\_\_

Please circle all that apply:            business owner            property owner

Property Address \_\_\_\_\_

Property Owner \_\_\_\_\_

Property Owner Phone Number \_\_\_\_\_

Proposed project start date \_\_\_\_\_

Anticipated project completion date \_\_\_\_\_

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

- Project description
- Photo(s) of current conditions
- Photo(s) or sketch(es) of the proposed project
- Cost breakdown (Attached)
- Eligibility checklist

\_\_\_\_\_ ***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 \_\_\_\_\_

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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 2<sup>nd</sup> 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](mailto:info@greatfallsbid.com)

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

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*"...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. No funds will be paid out on work done prior to receipt of application.

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?  
            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:

- ✓ Each 1,000 square feet of outdoor space is eligible and is to be treated as one unit.
- ✓ Each project is eligible for 20% of the costs.
- ✓ Maximum outdoor living grant on any project is \$5,000 per 1,000 square feet.

**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**

<b><u>Name</u></b>	<b><u>General Contractor</u></b>
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<b><u>Property Address (Street, City, State, ZIP)</u></b>
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<b>ITEM</b>	<b>SWORN COST</b>
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	
<b>TOTAL COST</b>	

**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.