

**GREAT FALLS BUSINESS IMPROVEMENT DISTRICT
RESIDENTIAL 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.

Property Owner _____ Date _____

Property Address _____

Property Owner Phone Number _____

Property Owner Address _____

Property Owner Phone Number _____

Property Owner Email Address _____

Contact Person, if different _____

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

_____ ***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 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. 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
Residential 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"/> | Have you received any other residential redevelopment grants in the past fifteen years? |

Eligible projects may obtain one residential redevelopment grant every ten years per property.

- | 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 the project costs exceed \$40 per square foot? |
| <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 rehabilitated? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the improvements permanent? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the final project provide Owner-Occupied or Fair-Market housing? |

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

Grant Criteria:

- ✓ Cost must exceed \$40/square foot.
- ✓ Up to 10% of the total cost per square foot not to exceed \$60,000.
- ✓ ***The BID approves up to \$60,000 in residential grant money per fiscal year.***
- ✓ Grant awards are for permanent improvements only.
- ✓ Eligible projects may obtain one residential redevelopment grant every fifteen years per property.

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	<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	

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