

Sidewalk Grant Criteria

The goal of the sidewalk grant is to assist downtown property owners when repair or replacement of sidewalk becomes necessary. This allows the BID to continue its efforts at upgrading the appearance of downtown. Sidewalk grants will be made to qualified projects as determined by the BID on a case by case basis. Grants are awarded to property owners and businesses within the BID boundaries only.

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. This grant is specific for external beautification only.

A complete BID Grant Program Application will include the following:

[Download Sidewalk 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 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.
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 a grant must have the owner's written permission attached to the application.
4. Only permanent improvements and associated contract labor are eligible.
5. Each 25 linear feet of sidewalk 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 \$1,000 per 25 linear feet.
6. The applicant is responsible for all costs in excess of the grant award amount.
7. All proposals must satisfy the code of requirements of the City of Great Falls.
8. Upon approval of grant, applicant has six (6) months to begin significant construction or the grant will be rescinded and applicant must re-apply.

9. All sidewalk grant projects must be completed within 6 months of receiving notice to proceed. The BID must approve any extension beyond 6 months.

10. 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 a TEMPORARY change to this grant!

Effective July 1, 2016, the BID Board has changed this grant for a three-year time period, expiring on 7/1/19, as follows:

5. Each 25 linear feet of sidewalk is eligible and is to be treated as one unit. Each project is eligible for 25% of the projected costs at time of application or 25% of actual costs, whichever is less, up to a maximum of \$3,000 per 25 linear feet.

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.

www.greatfallsbid.com

**GREAT FALLS BUSINESS IMPROVEMENT DISTRICT
SIDEWALK 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 _____

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
Sidewalk 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. 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 25 linear feet of sidewalk is eligible and is to be treated as one unit.
- ✓ Each project is eligible for 20% of the costs for permanent improvements and contract labor.
- ✓ Maximum sidewalk grant on any project is \$1,000 per 25 linear feet.

Please note a **TEMPORARY** change to this grant!

Effective July 1, 2016, the BID Board has changed this grant for a three-year time period, expiring on 7/1/19, as follows:

Each 25 linear feet of sidewalk is eligible and is to be treated as one unit. Each project is eligible for 25% of the projected costs at time of application or 25% of actual costs, whichever is less, up to a maximum of \$3,000 per 25 linear feet.

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

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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	
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.