## GRANT MISSION

## To create grants/loans for tourism projects that support sustained, long-term visitor attraction and promotion.

## GRANT & LOAN DETAILS

## Distributed as grants or 0% interest loans

## Committee can recommend grants as up to a 3:1 match. Documented in-kind services can be included in match

## Grants and loans paid as invoices showing completed work are submitted

## Projects should be self-supporting upon project completion.

## Projects can include developing, purchasing, equipping, improving, constructing, maintaining, repairing or acquiring buildings.

## APPLICATION CONTACT INFORMATION

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Business Name Contact Name

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Business Address Mailing Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Business Phone Number ND Sales & Use Tax Permit Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Email Contact Name

Has this business applied for an Image Enhancement Grant before: Yes\_\_\_\_\_\_ No \_\_\_\_\_\_\_

## APPROVAL PROCESS

## Application submitted to the City\*

* Checklists prepared for Visitors Committee review and meeting scheduled
* Visitors Committee convenes to review application, supporting documentation and checklists. Applicant shall attend meeting to offer information.

## PROJECT INFORMATION

Project Start Date: \_\_\_\_\_\_\_\_ Project Length: \_\_\_\_\_\_\_\_\_\_\_ Grant or Loan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Project Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Amount Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Application recommended to Valley City Commission for final action.
* Project executed within one year.
* Receipts & photos and final report submitted to City.
* Grant money distributed via reimbursement

*\* Valley City-Barnes County Development Corporation may assist applicants.*

*(701) 490-9010 or (701) 490-9012*

## PROJECT INFORMATION AND HOW FUNDS WILL BE USED Please describe the project in detail. Additional documents can be submitted with the application including photos, drawings, quotes, sketches and other materials that help describe the project.

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Estimated Project Timeline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date. \_\_\_\_\_\_\_\_\_\_\_\_ Completion Date

Is the building owned by the same business requesting the grant? \_\_\_\_\_ Yes. \_\_\_\_\_ No\*\*

*\*\*Written permission for the project from the building owner must be submitted with application*

Have you requested, or will you request for other grant funding? \_\_\_\_\_ Yes. \_\_\_\_\_ No\*\*\*

*\*\*\*Applicants are highly encouraged to work with the Valley City EDC to understand all grant or funding programs that may assist to ensure project success.*

\_\_\_\_I acknowledge that it is the responsibility of a grantee to use and report all funds appropriately.

\_\_\_\_I acknowledge no funds will be used for any purpose that violates federal, state, or local laws.

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Signature Date

**PROJECT REQUIREMENTS**

1. Projects must include a project that will draw NEW visitors to Valley City indefinitely.
2. Projects must be consistent with any existing city-endorsed tourism plan.
3. The completed project must demonstrate an economic tourism benefit to Valley City.
4. Projects utilizing borrowed funds must have a lead bank.
5. There must be recognized fiscal and legal structure for the requesting applicant or organization.
6. Organizations applying for a project must be current on taxes, utilities and obtain all required City permits.
7. Grant & loan funds must be spent within one year. A maximum six-month extension may be approved by the Visitors Committee. Projects not completed within 18 months must reapply.
8. For-profit entities must have adequate insurance and operate for a minimum of three years from the date final grant & loan funds are distributed or be subject to a pro rata payback.

**GENERAL GUIDELINES**

1. Grant funds are intended to organizations support adding, expanding or developing tourist-focused projects to increase the number of visitors to Valley City.
2. Projects that preserve the historical integrity and characteristic details of a building are highly encouraged. Please note, projects cannot be used to cause irreversible harm to a historic property. Preservation Design Guidelines are available on the City website.

**APPLICATION DOCUMENTATION**

**\_\_\_Application** submitted via email or hard copy to the City of Valley City

**\_\_\_Detailed Project Budget**

\_\_\_**Business Plan and** **Documentation** that includes details and associated

 costs of the planned project.

**\_\_\_Letters of Public Support** include from applicable organizations

**\_\_\_Articles of Incorporation** or other documentation outlining structure and
 legal status of requesting organization

**\_\_\_Drawings, mockup or photos of project**

\_\_\_**Quotes** and project estimates

**New Businesses shall also provide:**

**\_\_\_Market Analysis** provided by the Small Business Administration,
 SCBD or SCORE