

Image Enhancement Grant Review Checklist

FUNDED BY THE IMAGE ENHANCEMENT SALES TAX AND IMPLEMENTED BY VALLEY CITY MUNICIPAL CODE CHAPTER 20-01.1

GRANT PURPOSE

To assist qualified businesses with improvements that enhance the overall image of the community.

APPLICATION TYPES & MAXIMUM GRANT AMOUNTS (Select 1)

- EXISTING BUSINESS
 - Up to 50% of project cost
 - Max of \$7,500 (\$2,000 limit for sign replacement)
- NEW BUSINESS
 - Up to 50% of project cost
 - Max of \$7,500
- HISTORICAL BUILDING
 - Up to 50% of project cost
 - Maximum determined by the Visitor Committee

APPROVAL PROCESS

- Application submitted to the City*
- Checklists prepared for Visitor Committee review.
- Visitor Committee convenes to review application, supporting documentation and checklists. Applicant is invited to attend meeting to offer information.
- Application recommended to Valley City Commission for final action.
- Project executed within one year.
- Receipts & photos submitted to City.
- Grant money distributed via reimbursement

** Valley City-Barnes County Development Corporation may assist applicants, (701)-490-9010 or (701)-490-9012.*

APPLICATION CONTACT INFORMATION

Business Name _____

Contact Name _____

Business Address _____

Mailing Address _____

Business Phone Number _____

Contact Phone Number _____

Email _____

EIN _____

Has this business applied for an Image Enhancement Grant before: Yes _____ No _____
If yes, what was the year? _____

TYPE AND PROJECT INFORMATION

Project Type: _____ Existing Business _____ New Business _____ Historical Building

Total Project Cost _____ Amount Requested _____

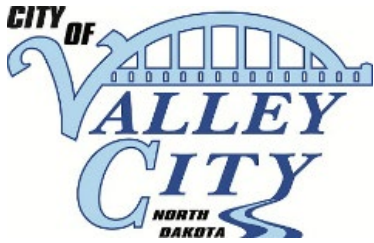


Image Enhancement Grant Application

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PROJECT INFORMATION AND HOW FUNDS WILL BE USED

Please describe the project in detail. Additional documents should be submitted with the application including photos, drawings, quotes, sketches and other materials that help describe the project.

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 another grant funding? _____ Yes. _____ No***

****Applicants are highly encouraged to work with the Valley City-Barnes County Development Corporation 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.

Signature

Date

Complete Application and Return to:

Mail: The City of Valley City
254 2nd Ave NE
Valley City, ND 58072

Email: jhintz@valleycity.us
Subject: Image Enhancement Grant

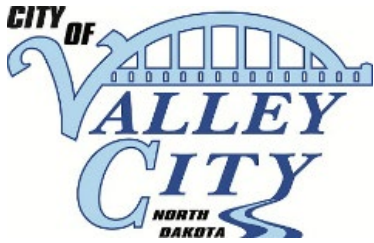


Image Enhancement Grant Guidelines & Documentation To Include With Application

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PROJECT REQUIREMENTS

1. Project must be visible from Main Street or Central Avenue in locations outlined on the Image Enhancement Grant Location Map. *(Maps Attached)*
2. Ineligible Applicants: a. Government/Quasi-Government Agencies*, b. Churches, c. Non-Profit Healthcare Organizations, d. Housing Entities, e. VC Public Schools or f. VC Park District.
3. Projects can NOT be for landscaping.

**Exclusion, up to 25% of annual grant fund revenue may be used by the City annually for three years for streetscape projects.*

GENERAL GUIDELINES

1. Grant funds are intended to help service or retail businesses improve their store front, interior or exterior, to positively enhance the image of Valley City or bring new services to the Valley City Community.
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.

EXISTING BUSINESS APPLICATION DOCUMENTATION

Application submitted via email or hard copy to the City of Valley City

SUGGESTED ADDITIONAL ITEMS

Drawings, mockup or photos of project

Quotes and project estimates

NEW BUSINESS APPLICATION DOCUMENTATION

Application submitted via email or hard copy to the City of Valley City

Market Analysis provided by the Small Business Administration, SCBD or SCORE

SUGGESTED ADDITIONAL ITEMS

Drawings, mockup or photos of project

Quotes and project estimates

HISTORICAL BUILDING APPLICATION DOCUMENTATION

Application submitted via email or hard copy to the City of Valley City

Drawings, mockup or photos of project

Quotes and project estimates

Documentation that the Barnes County Historical Society has been contacted regarding the project. BC Historical Society (701) 845-0966

