

# 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
  - Max of \$30,000

## 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 \_\_\_\_\_

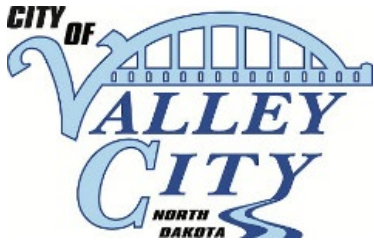
EIN \_\_\_\_\_

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.

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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 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.

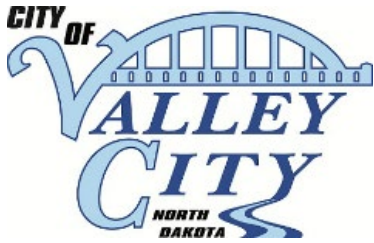
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Complete Application and Return to:

Mail: The City of Valley City  
254 2<sup>nd</sup> Ave NE  
Valley City, ND 58072

Email: [jhintz@valleycity.us](mailto: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.

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## 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

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## 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

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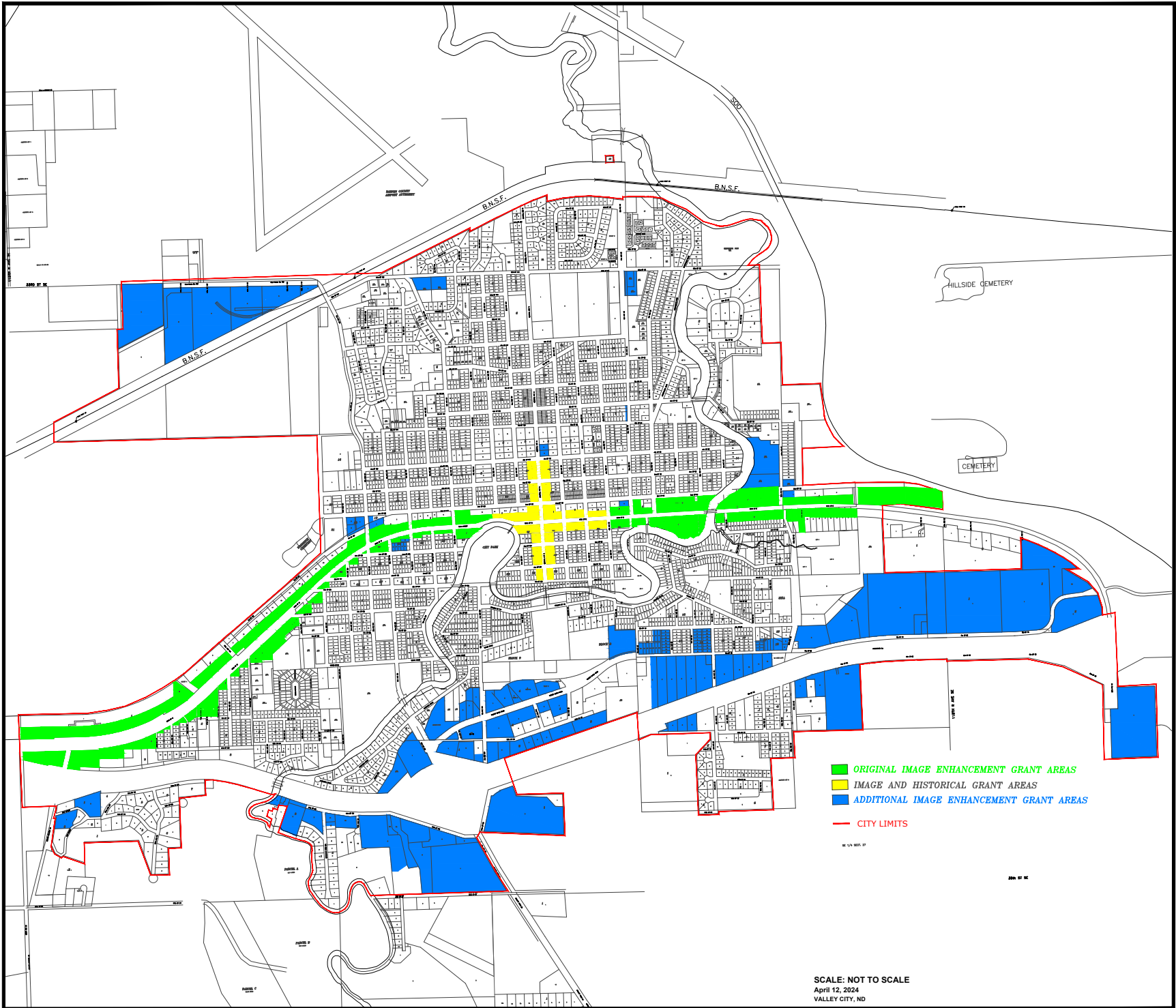
## HISTORICAL BUILDING APPLICATION DOCUMENTATION

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



- ORIGINAL IMAGE ENHANCEMENT GRANT AREAS
- IMAGE AND HISTORICAL GRANT AREAS
- ADDITIONAL IMAGE ENHANCEMENT GRANT AREAS
- CITY LIMITS

SCALE: NOT TO SCALE  
April 12, 2024  
VALLEY CITY, ND