

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 prior to start of project.*
- Checklists prepared for Visitor Committee review.
- Visitor Committee reviews application, supporting documentation and checklists. Applicant is encouraged to attend meeting to offer information.
- Applicant has 90 days to complete requests for additional information.
- Application recommended to Valley City Commission for final action.
- Applicant must complete project or file for an extension within 1 year.
- Grant money distributed via reimbursement.

* Valley City-Barnes County Development Corporation may assist applicants at (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 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:

The City of Valley City
220 3rd Street NE
Valley City, ND 58072

or

Email: tplecity@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 arterial roads in locations outlined on the Image Enhancement Grant Location Map (*Map Attached*). In addition, other buildings that meet the criteria of the Image Enhancement purpose as determined by the committee.
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.
4. Project executed within one year.

**Exception, up to 25% of annual grant fund revenue may be used by the City annually in 2024, 2025 & 2026 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.
3. Application approved by City Hall prior to start of project.
4. Receipts & photos submitted to City for reimbursement.

EXISTING BUSINESS APPLICATION DOCUMENTATION

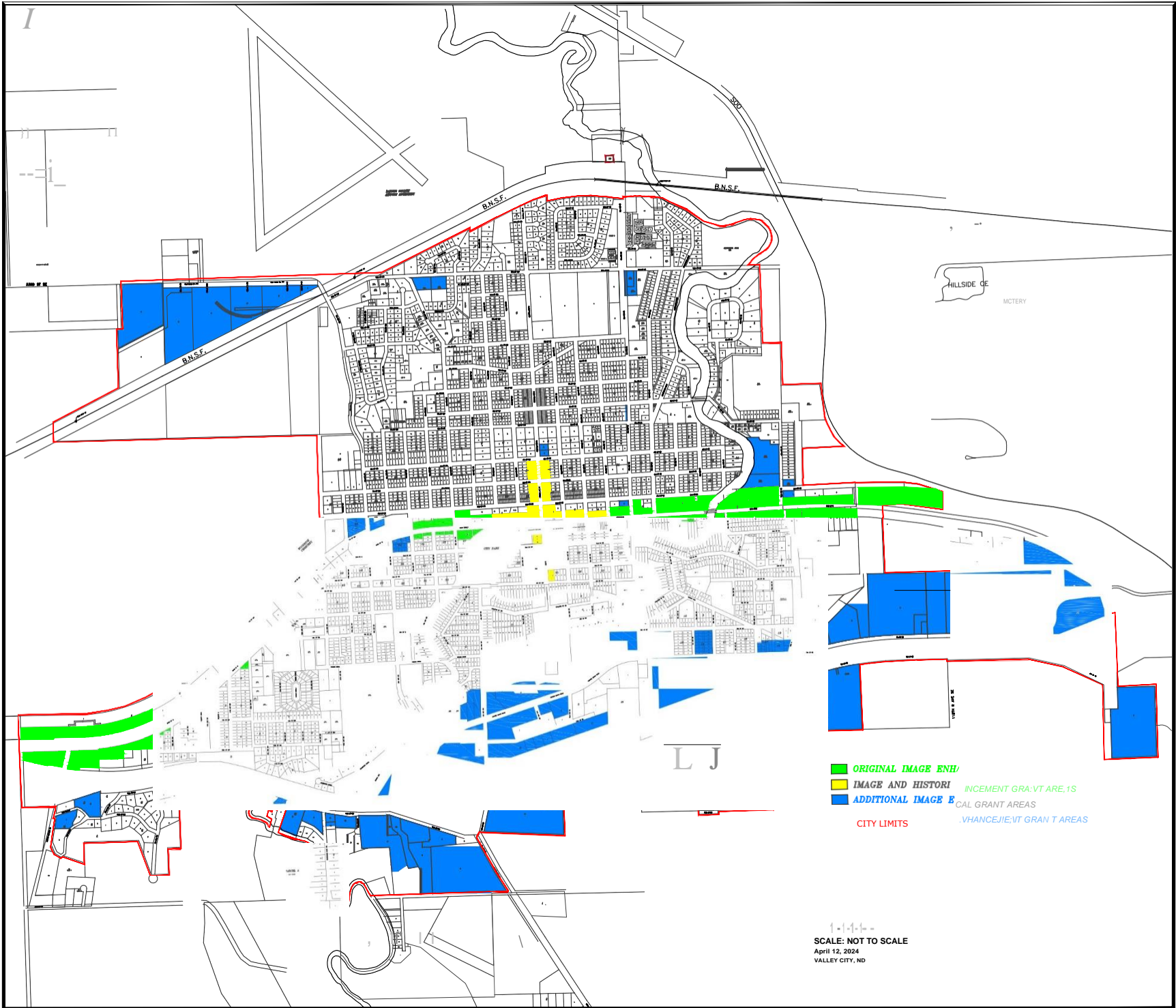
- Application submitted via email or hard copy to the City of Valley City
- Drawings, mockup or photos of project
- Quotes and project estimates

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, SBDC, SCDRC or SCORE
- 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



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