

Whitehall TIF District Grant Application

The Whitehall TIF District objective is to eliminate conditions that are detrimental to the Whitehall TIF District and the overall economic health of the community. The Tax Increment Finance District program has been established to assist in financing necessary prevention, rehabilitation or elimination of blighted areas as defined by Montana Law. When providing funding for the development and improvements within the district the following objectives will be considered:

1. Maintain the district historic character established by the existing architecture in the district.
2. Maintain and promote the downtown area of the district.
3. Creating and stimulating growth of the downtown area.
4. Promote advertising and marketing of the services and amenities of the district.
5. Restore and improve the character and environment of the district.

To be eligible for funding the following requirements must be met:

1. Applications must be signed and notarized by the building owner.
2. Projects must be within the boundaries of the Whitehall TIF District.
3. All financial obligations to local, county, and state government must be paid. (ex: property tax)
4. A local business license can be required for funding, this will be at the discretion of the board and scope of the project.
5. All government permits, license, and inspection must be obtained before the beginning of the project. The Whitehall TIF board will verify these permits before any funding is released.
6. All projects must be completed within an agreed upon timeline. Failure to complete the project in the agreed upon timeline could result in reduced funding.
7. Project applicants must be able to show how they will finance the proposed project, including a clear demonstration of how the grant funding will be matched or utilized with personal funds.
8. All projects must be in compliance with all ADA requirements.
9. Project must be completed and request for reimbursement must be turned in within 90 days of the Grant Agreement being signed.

Ineligible Activities

1. Reimbursement of projects started prior to board approval.
2. Personal cost of project management such as travel and living expense.

Application Process:

1. Grant Application: Completed applications will be considered in the order received starting May 1st of each year. Applications will not be considered before May 1st or once all funds are allocated.
2. Administrative Review: The Whitehall TIF District board will review grant applications.
3. Board Review and Approval: The Board will review and contact applicants with additional questions if needed. Approval of grant funds will be determined at monthly meetings of the WTIF Board on the third Wednesday of each month.
4. Notification of Award: Applicants will be notified by letter within 30 business days from approval by the board.
5. Grant Agreement: If awarded district monies, the applicant must execute a legally binding Grant Agreement with the Whitehall Tax Increment Finance district. A signed copy of the agreement must be received by the board within 10 business days from the date on the agreement. If not received within that time frame the grant award will be void.

Criteria/Rubric for Project Evaluation:

1. Benefit to the District – weight = x2
2. Need of Applicant – weight = X1
3. Degree of Matching Funds - weight = x2
4. Conforms to District Goals and Objectives – weight x2

Special Considerations/Bonus: 1st Time Applicant and/or Applicant's Prior Performance

Whitehall Tax Increment Fund Grant Application

Name of Applicant:

Business Name:

Business Physical Address:

Business Mailing Address:

Business Primary Phone:

Business Email:

Name and Address of Building Owner (If different from applicant)

**owner signature must be on this document and notarized*

Estimated Cost of your Project:

Estimated Timeline for your Project:

Start:

Finish:

Amount of Grant Request:

_____ I am requesting a 1:1 match which means I invest the same amount or more as the amount I am requesting.

_____ This is not a request for a matching grant. (Non-Profits Only) Max \$2,000

Applicant and Owner Signature: _____

Project Description: (Use the back of this form or additional documents as needed)