

Whitehall TIF District Grant Application

The Town of Whitehall has an Urban Renewal program to foster the revitalization and economic development of the downtown area and surrounding neighborhoods. As part of the Urban Renewal program, the Whitehall Tax Increment Financing District (WTIF) was created in 2012 and is managed by a 5-member board made up of Whitehall Town elected officials and community members. Funds collected into the WTIF are used for a variety of purposes to include prevention, rehabilitation or elimination of blighted areas, infrastructure development and to improve the economic vitality of our community.

When providing grant funding for development projects and improvements within the district the following objectives will be considered by the WTIF board:

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 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 WTIF board and scope of the project.
5. All government permitting, licensing and inspections must be obtained before the beginning of the project. The WTIF board will verify these permits before any funding is released.
6. All projects must be completed within 90 days of grant being awarded. If an extension past the 90 days is required, award recipient must make a request to the WTIF board in writing along with a project update. All grant funds must be expended by 180 days from award date. Failure to complete the project in the agreed upon timeline could result in reduced or revocation of 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 follow all ADA requirements.

Ineligible Activities

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

Grant Request Amounts

1. Matching Funds- Up to \$5,000 will be awarded.
2. No Matching Funds- Up to \$2,000 will be awarded.

Application Process

1. **Grant Application:** Completed applications can be submitted beginning July 1 of the grant year (calendar cycle). Applications will be considered on a continuing basis until all grant funds are allocated. Grant requests are due on July 10, 2020 to be considered during the first round. Thereafter, grant requests will be reviewed on a monthly basis. Grant requests submitted after the second Friday of the month will be reviewed the following month. There is not guarantee of funds being available after the first round of grants are awarded so applicants are encouraged to submit a request on or before July 10, 2020.
2. **Administrative Review:** The WTIF board will review grant applications monthly.
3. **Board Review and Approval:** Board will review and contact applicants with additional questions if needed.
4. **Notification of Award:** Applicants will be notified by letter within 5 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. Conforms to District Goals and Objectives – weight x2
(Maintain the district historic character established by the existing architecture in the district.
Maintain and promote the downtown area of the district.
Creating and stimulating growth of the downtown area.
Promote advertising and marketing of the services and amenities of the district.
Restore and improve the character and environment of the district.)

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):

Estimated Cost of your Project:

Estimated Completion Date of Project: _____

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. Grant matching funds up to \$5,000 for a total project cost of \$10,000 can be awarded.

_____ This is not a request for a matching grant. Non-matching grant requests up to \$2,000 can be awarded.

Applicant Signature: _____ Date _____

Owner Signature if different than above: _____ Date _____

Project Description: (Use the back of this form or additional documents as needed to include pictures, detailed descriptions and any project bids)

If you have any questions, please contact a Whitehall TIF Board Member

Mayor Mary Hensleigh	406- 579-8053
Roy McBride, Council President	406-490-3251
Kay James, Ward 2	406-431-4149
Bridget Morse	406-490-0645
Alison Richardson	406-287-3282

Applications are available at the Whitehall Town Hall

Only complete applications will be considered

Completed applications can be submitted to the Whitehall TIF Board at:

Town of Whitehall
207 East Legion Street
Whitehall, MT 59759

Project Description Continued: