

ATCHISON COUNTY DEVELOPMENT CORPORATION

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BUSINESS IMPROVEMENT GRANT 2.0

2019 Guidelines

SCOPE/PURPOSE

Business Improvement Grant 2.0 is a reimbursable matching grant designed to encourage and assist with business improvement in Atchison County, Missouri. The purpose of this grant is to improve aesthetics, safety and/or function of existing businesses, with an end goal of sustaining and growing local businesses.

The grant amount will equal up to 30% of the cost of eligible improvements, to a maximum of \$3,000.

Winning grant projects will total at least \$10,000. [Business will contribute at least \$7,000 in funds. In-kind donations (labor, etc.) do not count toward the applicant's match.]

ACDC could award up to \$9,000 for the 2019 grant cycle, and intends to award a \$3,000 grant in each of these three geographic areas: Fairfax, Rock Port/Watson, and Tarkio/Westboro. If applications are not submitted from all three regions of the county, the committee may elect to award the three highest impact projects. Once the grant cycle is closed, remaining applications will be discarded. Expenses incurred prior to approval of a project are not eligible for reimbursement.

GUIDELINES

Applications will be accepted via mail only and are due February 20, 2019. Applications will be weighted based on several criteria (see 'projects eligible for funding' below).

Projects must be approved prior to beginning work. Projects must be completed by October 31, 2019, or the funding may be withdrawn and returned to the grant pool. Grant recipients will receive funds upon completion of the project and the submittal of all required documentation.

The application should indicate what vendors will be used. If a local vendor cannot be used, a justification is necessary. Explanations might include that a particular vendor does not exist in Atchison County, local vendors could not provide service/products in a timely manner, local vendor charges at least 25% more than an external vendor, etc. If, after a grant is awarded, the project begins and a local vendor is unable to complete the project, ACDC must be notified in writing (via email or mail) of the change, the reasoning for the change, and the proposed solution.

At the discretion of the grant committee, exceptions to any of the guidelines may be approved due to special conditions or situations.

ELIGIBILITY

ANY business that has a valid tax ID number, is current with their taxes, and possesses a current business license (if applicable) is eligible for the 2019 Business Improvement Grant 2.0, unless that business received any ACDC grant in 2017 or 2018.

Businesses can apply for one ACDC grant per location every three years.

PROJECTS ELIGIBLE FOR FUNDING

Qualifying projects will address at least one goal of the business grant program.

Below is the outline of how grant applications will be ranked (14 total points are possible). Examples of approved projects are listed where applicable, but the application committee will consider any project that addresses these goals.

- BUY LOCAL
 - ◇ 100% of goods and services for this project will be purchased locally. [3 points]
 - OR
 - ◇ AT LEAST 50% of goods and services for this project will be purchased locally. [2 points]

- GROW BUSINESS
 - ◇ This project should result in new services or additional employees. [4 points]
 - Additional equipment for new hires
 - New business-specific equipment or technology
 - ◇ This project should result in an overall increase in business sales or traffic. [2 points]
 - Signs (new, repair, replacement); vehicle signage/decals
 - Exterior building and sign lighting, display area lighting
 - Shelving/display upgrades
 - Marketing: plan development, website creation

- PRESERVE/BEAUTIFY BUILDING
 - ◇ This project will assist with maintaining or preserving building infrastructure. [3 points]
 - Stairs, railing, walls, floors, roofs, foundations
 - Utility upgrades (water, gas, electric, HVAC)
 - Refinishing of exterior, including painting
 - ◇ This project will improve the look of the storefront, facade or property. [2 points]
 - Awnings (installation of new, repair, replacement, removal)
 - Repair or replacement of window systems, entryway, sidewalks
 - Landscaping and beautification efforts

INELIGIBLE Expenses Include:

- Expenses incurred prior to the applicant's receipt of project approval
- Operating costs (including mortgage/rent/lease payments, taxes, wages, salaries, utilities, etc.)
- Inventory

POLICIES

COMMITTEE

The grant committee will be comprised of five individuals: two members of the ACDC Board of Directors and one representative (city council, mayor, etc.) of each of the three primary communities (Fairfax, Rock Port, and Tarkio). Decisions will be made by a simple majority vote.

CONFLICT OF INTEREST POLICY

ACDC board members and city representatives who are a part of the grant committee will not be Atchison County business owners, and will therefore be unable to apply for the grant. If there is an affiliation or conflict of interest with one of the committee members, an alternate ACDC board member or the ACDC Executive Director will be the 5th vote when choosing the grants.

APPLICATION/APPROVAL/REIMBURSEMENT PROCESS

1. Applicant contacts ACDC to obtain application packet. Packet will include the grant program guidelines and the application.
2. Applicant reads all guidelines, conditions, and forms prior to submission.
3. Applicant completes and signs the application.
4. Applicant mails application and supporting documents to: **ACDC, c/o Business Improvement Grant Committee, P.O. Box 243, Rock Port, MO 64482**. Applications must be postmarked on or before February 20, 2019, in order to be considered. Applications will only be considered if they are received via mail.
5. ACDC will notify the applicant via email that their application was received.
6. Applications will be reviewed by the Grant Committee shortly after the due date of February 20, 2019. This committee will select three grants total.
7. Applicants will be notified of their application status (accepted or declined) by March 1, 2019.
8. Grant recipients may commence work on their approved project as soon as they receive approval.
9. Grant recipients may submit copies of reimbursable receipts to ACDC when the project is completed. Approved projects must be completed and reimbursable receipts must be submitted to ACDC by October 31, 2019.
10. ACDC will then reimburse the grant recipient for amount allotted to them, upon receipt of proof of payment, photographic proof of completion, and completion of a post-grant survey. Failure to submit receipts by October 31, 2019, may result in grant disqualification.