

CITY OF WAHPETON
MINI-MATCH PLUS+ PROGRAM

Established 2016
Effective April 19, 2016

Mini-Match origins Oct. 4, 1999 – make visual improvements to the community; remove eyesores; part of quality of life and community pride

BASIC PROGRAM GUIDELINES

+ SOURCE: City Sales Tax Fund – Economic Development Allocation \$100,000 per biennium

+APPLICATION: A completed application is required to be considered.

+APPLICATION FEE: All applicants: \$150. Non-refundable. Non-matching. Fee is prorated when grant awards require a building permit. *Refundable ONLY if funds are not available or project plan does not meet criteria.*

+ USES: FOR PROFIT BUSINESSES: New signage; Exterior Physical Improvements; Demolition/Clean-up of properties

+USES: CIVIC ORGANIZATIONS: Special Project Match [non-operating]; *Note:* if organization operates a business, may qualify for new signage, exterior physical improvements and/or Demolition and clean-up activities within the program.

+USES: FAITH-BASED GROUPS: Special Project Match [non-operating]

+ INELIGIBLE APPLICANT: Home-based Businesses, Other Political Subs, Individuals, and Applicants whose projects do not fall into the General Purpose of the MM+ Program [last page].

+AVAILABILITY: First come first served basis; fund reviewed annually; may apply on bi-annual basis [every 2 years on award anniversary] by any corporation, partnership, or business structure in which the same individual is a principal. If no funds are available, City reserves the right to deny the request. City of Wahpeton finance programs *may not* be used as matching dollars. "In-kind" contributions [Civic & Faith-based specific uses only] may be used for the match.

+MATCH AMOUNT PER BUSINESS/ORGANIZATION:

- **Large Projects - Up to \$15,000** – for projects taking up to twelve months to complete, up to \$15,000 in Plus+ dollars available;
- **Middle Projects - Up to \$10,000** - for projects taking up to 6 months to complete, up to \$10,000 in Plus+ dollars available;
- **Simple Projects - Up to \$5,000** – for qualified applicants seeking smaller matching Plus+ grants and can be completed in 6 months or less.

+APPLICATION PROCESS:

- Submit a completed Mini-Match+ application with \$150 application fee.
- Must be a taxpayer in Good Standing with the City & State;
- Outline need for and use of matching funds; attach quotes, project design and a planned timeline for the project.
- Documentation - Provide proof of [50-50] 1:1 monetary match. If a Civic or Faith-based project, may use "in-kind" match [value of labor]. This is done by estimating the number of volunteer hours times \$10/hour]. Value of materials purchased by Civic or Faith-based group may be counted as "in-kind" match.
- Complete W-9 form;
- If leasing space and applying for matching grant, include copy of current lease agreement and written approval for project by building owner. Note: Building owner must also be in good standing with the City and State;
- If building permit required, applicant **MUST** pay for this [not part of the match]. The application fee may be applied to building permit expense;
- Sign Code ordinance must be followed;
- Residential activity: Dilapidated properties [as determined by the Building Codes Official] fall under the Special Projects category. Individual property owners may not apply without community support [Civic or Faith-based sponsorship].

+OTHER CONSIDERATIONS: Business, Civic Organization, Faith-based groups must be located within Wahpeton city limits; current on property taxes and all governmental obligations (taxpayer in good standing with the City and State); if other grants or government help previously received by applicant, the amount may be deducted from match amount; **No "after the fact" applications will be considered.** Special consideration to sales tax permit holders. Mini-Match recipients prior to 2011 may apply in 2016 on the date of their award. 2012 may apply again in 2017; 2013 in 2018; 2014 in 2019 and 2015 in 2020. New awards in 2016 may apply again in 2 years on their award date.

+Send Application, Supporting Documentation, and \$150 Application Fee to:

Cheryl O'Meara, Program Coordinator

Wahpeton Economic Development

1900 4th Street North

Wahpeton, ND 58075

Applications are accepted by the Economic Development Office 4 times during the year:

1. Jan 01 - Mar 31, reviewed by office & reported at April EDC meeting
2. Apr 01 - Jun 30, reviewed by office & reported at Aug EDC meeting
3. Jul 01 - Sep 30, reviewed by office & reported at Oct EDC meeting
4. Oct 01 - Dec 31, reviewed by office & reported at Jan EDC meeting

+GENERAL PURPOSE: *This program can assist with ideas and completion of well-planned beautification projects and identified dilapidated properties that need assistance. The main goal is that Wahpeton will benefit in terms of economic development, recruitment, and community improvement as well as a sense of pride in a clean and beautiful community.*

+DEFINITION: Matching Grants are an effective means of funding small projects, especially those with active community support. The concept of a matching grant is simple; local governments designate funds to go to particular types of projects. Various groups within the community can then develop project proposals and apply for the grant. If accepted, the local government may match the community contribution to the project, as in a 1:1 match.

Please note that for Mini-Match Plus+ non-profit applicants on Special Projects, labor and materials, not just financial donations, can count towards the matching grant giving the applicant an effective way to fund local improvement projects. The applicant must provide an acceptable value and proof for their in-kind contribution.

Forms are available at the Wahpeton Economic Development Office. This information can also be found at www.wahpeton.com under the Economic Development tab.

FILL OUT APPLICATION ON NEXT PAGE

CITY OF WAHPETON ECONOMIC DEVELOPMENT

APPLICATION FOR MINI-MATCH PLUS

Section I: BUSINESS, CIVIC ORG, OR GROUP CONTACT INFORMATION

APPLICANT NAME/FIRM: _____ PHONE #: _____

CONTACT PERSON: _____ TIN [TAX I.D.]: _____

APPLICANT IS: [] Sole Proprietor [] Partnership [] Corporation

[] Other: Civic, Faith-based, etc.: _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS: _____

Applying for [check proposed timeline below]:

- Large Project – up to 12 months to complete: Up to \$15,000 in matching funds
- Middle Project – up to 6 months to complete: Up to \$10,000 in matching funds
- Small Project – can be completed in 6 months or less: Up to \$5,000 in matching funds

Grant awards DO NOT automatically renew. If timeline is not met, applicant must reapply [fees included]. Applicants must be taxpayers in good standing with the City and the State at the time of application and throughout the term of the financial assistance. Failure to maintain a good standing status could result in reversion of the agreed to incentive.

Section II: PROJECT INFORMATION *(Enter NA where Not Applicable)*

PROJECT TITLE: _____

PROGRAM/SERVICE: _____

ESTIMATED PROJECT START DATE: _____ COMPLETION DATE: _____

IF APPLIES, DATE OF PREVIOUS MINI-MATCH AWARD _____ AMOUNT:
\$ _____

Note: *Previous public funds awarded to any one individual, corporation, partnership, or structure in which the same individual is a principal, may be deducted from the match amount.*

Comments:

DESCRIPTION OF PROPOSED PROJECT [INCLUDE LOCATION AND SITE MAPS WHEN APPLICABLE]:
Outline need for and use of matching funds; attach cost estimate and project design. Describe 50-50 match. If match is "in-Kind", use \$10/hour for value.* If contractors are hired, must be licensed with the city.

PLEASE CIRCLE: I/We have read the Guidelines for Mini-Match Plus that include proof of match, proof of "in-kind" costs, and project plan with timeline.

All applications require a \$150 application fee. Refundable only if funds are not available or project does not meet criteria. May be used to pay Building Permit Fee. Ap fees are NON-matching dollars.
BY SUBMITTING THIS APPLICATION, YOU AUTHORIZE WAHPETON ECONOMIC DEVELOPMENT TO MAKE INQUIRIES INTO THE INFORMATION AND REFERENCES THAT YOU HAVE SUPPLIED.

SIGNATURE _____ SIGNATURE _____

NAME & TITLE _____ NAME & TITLE _____

DATE _____ DATE _____

FOR OFFICE USE ONLY:

Application Received by: _____ Date: _____

Fee Received. Applicant is Taxpayer in Good Standing with City and State.

Application received in [circle one]: 1st 2nd 3rd 4th Quarter. _____

SOURCE	AMOUNT	RATE & TERMS	USE OF FUNDS
<input type="checkbox"/> Sales Tax Fund Economic Development	\$ _____ / _____	_____ / _____	_____
<input type="checkbox"/> Bank:	\$ _____ / _____	_____ / _____	_____
<input type="checkbox"/> Equity: Cash/In-Kind*	\$ _____ / _____	_____ / _____	_____
<input type="checkbox"/> Other:	\$ _____ / _____	_____ / _____	_____
Total Project Cost	\$ _____		

Project requires Business Incentive Agreement: Yes _____ No _____

Project is previous Mini-Match recipient: Yes _____ No _____ If yes, date of award: _____

Project meets/does not meet initial approval of the Econ. Dev. Director: _____ [initials]

[circle one] Date: _____

Comments: _____

Project needs further review. Yes No

Project reviewed on : Date: _____ Comment: _____



