



MINI-MATCH PLUS+ PROGRAM

BASIC PROGRAM GUIDELINES

+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. Please make check to City of Wahpeton. *Refundable ONLY if funds are not available or project plan does not meet criteria.*

+ USES: FOR PROFIT BUSINESSES: New signage; Exterior Physical Improvements.

+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 projects do not fall into the General Purpose of the MM+ Program

+AVAILABILITY: First come first served basis; fund reviewed annually; may apply on bi-annual basis [every 2 years on award anniversary]. 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.

+APPLICATION PROCESS:

- Must be a taxpayer in Good Standing with the City & State.
- Must include a description of project and estimated cost.
- 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.
- Include a complete W-9 form.
- If leasing space, include written approval for project by building owner (who 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.

+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.**

+Send Application, Supporting Documentation, and \$150 Application Fee to:
Chris DeVries, Comm. Development Director, 1900 4th Street N., Wahpeton, ND 58075



APPLICATION FOR MINI-MATCH+

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

ADDRESS:

_____ CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS: _____

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: _____

EST. 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]:

* If contractors are hired, must be licensed with the city.

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. Application fees are NON-matching dollars.

SIGNATURE: _____

NAME & TITLE: _____

SIGNATURE: _____

NAME & TITLE: _____

DATE _____

FOR OFFICE USE ONLY

Application Received by: _____ Date: _____

Fee Received []

Applicant is Taxpayer in Good Standing with City and State []

Project meets initial approval of the Comm. Development Director: Yes [] No []

Date: _____

Comments: _____