



ST. JOSEPH

Downtown

COMMUNITY IMPROVEMENT DISTRICT

Grant Program Real Estate

Please return completed form to:

The St. Joseph Downtown Community Improvement District

111 South 7 Street

St. Joseph, MO 64501

st.josephdowntown@gmail.com

(816) 239-0892 [Office]

(816) 233-0385 [Fax]

St. Joseph Downtown Community Improvement District Grant Instructions Real Estate Purchase/Development and Real Estate Improvements

Eligibility

Business owners or property owners within the boundary of the SJDCID may apply. Individuals or organizations who do not live or work in the district can apply for projects taking place within the boundary of the SJDCID district that provide general community development/improvements or economic benefit. The district boundaries are Missouri River to the west, 10th Street to the East, Faraon Street to the north and Charles Street to the south.

Overview

- Download or request the guidelines and application. Read them carefully.
- Compose your application. Answer each narrative question fully. Panelists favor clear and understandable text over flowery prose. The easier the application is to understand, the easier it is to fund.
- Feel free to contact Executive Director Christy George if you have questions at 1-816-259-6852 or via email st.josephdowntown@gmail.com.

Fund Availability Grants will be awarded subject to availability of funds and consideration of the proposal submitted.

When Completing Proposal Forms

- Printed applications are preferred. To type in the Adobe application you will need the latest Adobe Reader. It is a free download at <https://get.adobe.com/reader/>
- Complete required signature on proposal forms.
- Complete all requested information. Incomplete applications will be returned to you.

Upon Completion of Proposal Form

- Submit applications to the SJDCID at st.josephdowntown@gmail.com or 111 South 7 Street, St. Joseph, MO 64501
- For your records, keep a copy of the completed application and all attachments.

Grant deadline

Submit applications by the first Thursday of the month to be reviewed and considered by the full SJCID board at its regular board of directors meeting on the 3rd Thursday of each month.

Section A- Application Information

- Complete all sections.

Section B- Applicant Requirements

- Select the category that best defines the applicant's status.
- Select the purpose of the project.

Category Definitions

- Real Estate Purchase/Development applies to the renovation and lease of a building.
- Real Estate Improvements include structures on the property that do more than replace, repair or restore the original condition. Improvements are characterized as being permanent and adding to the value of the property. The property must be accessible to the public.

Section C- Project Information

Project Title: Give the project a title and a brief explanation of the proposed.

Address/Location: List the address or location of the proposed project.

Project Description: Explain the goals of the project, how they will be achieved, how success or failure will be measured, what services you promise to deliver to what population and anticipated results.

Project Timeline: Provide a project timeline and description of the project elements outlining the start and expected completion dates of each element. (Use an additional sheet of paper if necessary.)

Funding Sources: List all funding sources for the project. All funding sources need to be identified as either pending, or secured and the amounts for each. The total is to be entered on the Outside Funding Source Line. Enter grant request on the SJDCID line. Add the Outside Funding Total and the SJDCID line and enter it on the Total Project Funding line.

Attachments: Please include any additional information in support of the project. Depending on your project, the attachments might be bids for construction, architectural renderings, business plan, and project loans. If this is a repeat project, attach copies of project reports, media, attendance statistics, letters of support and other relevant information.

Approved grants: Projects not completed by the projected end date must submit a request for an extension to the Grants Administrator; otherwise, the grant will become null and void.

To receive payment you will need to complete Amendment A as outlined in your acceptance letter. Once the project is completed, you will need to submit a finalized report along with ALL receipts, pictures and a certificate of occupancy from the City of St. Joseph, Missouri, upon which, a request for payment can be presented to the Grant Administrator.

Section D- Addition Information

Non-owner real estate applicants must provide property owner approval of the project, addressed to the Grant Administrator of the SJDCID. Owner approval must accompany the application, otherwise the application will be rejected outright by the SJDCID.

ST. JOSEPH DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT
GRANT APPLICATION FOR REAL ESTATE PURCHASE/DEVELOPMENT
& REAL ESTATE IMPROVEMENTS

SECTION A- APPLICANT INFORMATION

APPLICANT NAME: _____

BUSINESS Name: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE MAIN: _____ SECONDARY _____ FAX _____

WEBSITE: _____ EMAIL: _____

CONTACT PERSON [IF DIFFERENT THAN APPLICANT]: _____

SECTION B- APPLICANT REQUIREMENTS

Grant funds from the SJDCID **must** be used within the current boundary of the district. The applicant may be operating a business or own real estate within the district or operate and provide general community development/improvements within the boundary of the SJDCID. Please select the category that best defines applicant's status. Select only one

- | | |
|---|--|
| <i>Individual</i> | Incorporated Nonprofit Organization or |
| <i>Incorporated For-Profit Company</i> | Municipality |
| <i>S-CORP, and C-CORP]</i> | Incorporated Association or group of |
| <i>Partnership, Trust, D/B/A or other</i> | people with a nonprofit objective |
| <i>accepted business formation</i> | |

Grant funds **cannot** be used for any of the following:

- Purchase food or refreshments
- Pay salaries or stipends of the applicant or related/associated company
- Capital expenditures by Cultural Councils or Religious Organizations
- Payment of advertising or programming that discriminates on the basis of race, gender, religious creed, color, national origin, ancestry, age or sexual orientation

The proposed project/program to be funded by this grant is for one or more of the following purposes:

- | | |
|----------------------------------|---|
| Real Estate Purchase/Development | Real Estate Improvements Usable Open to the
general public |
|----------------------------------|---|

SECTION C- PROJECT INFORMATION

Project Title: _____

Address _____

Project Description:

Project start date: _____ **Estimated date for completion:** _____

Project Timeline:

Start date	Completion date	Description	Cost estimate
Total cost			

Funding Sources: List funding sources for the proposed project.

Funding Source	Proposed	Secured	Amount
Outside Funding Total			
SJDCID			
Total Project Funding			

How does the proposed project contribute to the economic vitality of the downtown community as a whole? [400 characters or less]:

Briefly explain the marketing techniques you plan to use to promote your project and reach your target audience. [400 characters or less]:

The signature below is that of the person authorized to testify as to the accuracy of this application. It is understood that additional information may be requested as follow-up to this request and without such additional information the application will be considered incomplete and not reviewed until all information is received.

It is also understood that funding for the program is limited and the pool of funds may not be available at the time of application. It is also understood that a Grant Review Committee shall review this application and pass on their suggestions/recommendations/comments to the entire board for their final review and decision. Nothing expressed in this document is an agreement to fund any request presented to the SJDCID.

By signing below the applicant agrees to cooperate with the SJDCID in public promotion and support for this program offered by the SJDCID.

Grants approved for funding will receive a letter outlining the grant amount, terms, and conditions of funding. If your grant is approved you will need to complete Amendment A at a time prescribed in your acceptance letter.

If your grant is approved a timeline will be set with the grants administrator. Projects not completed by the projected end date may submit a request for extension. The grants administrator may request additional information before making a determination. Grantees who do not request an extension by the expiration date may submit a new grant proposal.

I/We the undersigned have read and understand the above statements and hereby give the SJDCID and its staff, assigns or representatives authorization to obtain verifications necessary to complete and process this grant application.

Applicant

Date

Received by on Behalf of the
SJDCID:

Date

SAMPLE ATTACHMENT "A"
Project Report Guidelines for Expenditures by the SJDCID

_____ MID-TERM & POST TERM PROJECT REVIEW REQUIRED

_____ POST TERM PROJECT REVIEW REQUIRED

This document is to be submitted to the SJDCID Board _____ days after the project is completed, and if a MID-TERM report is also being required it should be submitted when it is estimated that 50% of the project is completed. The required information may be adjusted depending upon the type of project being funded.

PROJECT NAME: _____

PERSON/ORGANIZATION RECEIVING FUNDS: _____

1. Briefly describe:
 - Project
 - Amount of Funding from SJDCID and other sources
2. List total program expenses for invoices that exceed \$100
3. Describe planned/desired outcomes of the project in detail when possible:
 - If available both Quantitative measurements and Qualitative assessments
 - Before/During/After Photos
4. Attach copies of publicity about the project/activity [media/press releases] and make note of any publicity where the SJDCID was mentioned as playing a role in the project.
5. Discuss if/how the project met the expected goals.
6. What did you learn from the undertaking of the project?
7. Do you anticipate submitting a future request for SJDCID support or funding?