



Park River Storefront Improvement Grant Guidelines

Purpose

The purpose of the Park River Development Corporation (PRDC)'s grant program is to improve the storefront presentation and to assist local businesses in reducing the cost of capital improvements that increase the visual appeal of the building. All commercial buildings in Park River are eligible.

Goals

1. To improve the visual appearance of storefronts to assist businesses in attracting and retaining customers.
2. To incentivize the continued revitalization of Park River's businesses.
3. To encourage new businesses to relocate to vacant buildings.
4. To lower the cost of property improvements for business owners/renters.

Eligible improvements must be visible from public streets and include (but not limited to):

- Exterior doors and windows
- Awnings or canopies
- Exterior paint, signs, siding/exterior finishes
- Permanent outdoor lighting
- Reconfiguration of entrances

Ineligible Expenses / Improvements

- Roof (repair or new)
- Security system
- Interior repairs
- Property that is primarily residential (including apartments)

Program Overview

1. Matching grant of up to \$5,000 or no more than 50% of the total cost of the project. Applicants must match the public funds 1:1.
 - a. If the total cost of the project is less than \$1,000, applicants may submit a letter or email of intent to the city auditor to begin work immediately and/or be approved for work already completed.
 - i. Applicants have 90 days from the date the letter of intent was submitted to complete the work to be eligible for reimbursement.
 - ii. Before and after photos and receipts must be submitted to receive the reimbursement.
2. PRDC Committee determines grant awardees.
 - a. An annual cap of \$20,000 is dedicated to the program, with program funds derived from the Economic Growth Sales Fund.
 - b. Applications are approved on a first-come, first-serve basis.

- c. Considerations will be given to projects based on:
 - i. Condition and age of building
 - ii. Location of business
 - iii. Type of business (retail, service, non-profit)
 - iv. Work performed
 - v. Use of local supplies/contracting
3. Applications MUST be pre-approved. (An exception can be made for projects with a total cost of less than \$1,000. Please see #1a.)
 - a. Applicants required to complete the project within 12 months from the date the application is approved.
 - b. Improvements must be maintained for at least three (3) years or the grant dollars may be recalled.
4. Contractor written bid or estimate must be submitted with the application.
 - a. If the improvement is being made by the business or property owner, the reimbursement will be for materials only and receipts are required.
5. Applicants must be either the business property owner or tenant of the property.
 - a. Written consent must be obtained from the property owner and submitted with the application.
 - b. Proof of property ownership or lease terms may be required to process application.
6. Property owners are required to be in good standing for sales and property taxes.
 - a. Applicants must have a valid ND sale and use tax permit, if applicable.
7. It is the applicant's responsibility to ensure all local, city, county, and/or state building permits and codes are obtained and followed. The PRDC will not be liable for any infraction.
 - a. The PRDC may request a review of the applicable improvements by a certified code enforcer at the expense of the applicant prior to finalizing the grant award.

Application / Reimbursement Requirements

1. No grant will be awarded without a submitted and completed application to the City Coordinator/Auditor, including bid/cost estimates and owner/rental agreement. (An exception can be made for projects with a total cost of less than \$1,000. Please see #1a.)
 - a. Once all documentation is received, it will be reviewed by the PRDC for approval.
 - b. Applications must be received by the last Monday of the month to be considered at the next PRDC meeting.
2. Reimbursement for the requested amount will only occur after approved by the PRDC.
 - a. Receipts from all work which is being sought for reimbursement must be submitted.
 - b. Reimbursements occur after project is completed and deemed satisfactory.
3. The PRDC reserves the right to deny any application or grant.