



Town of St. Johnsbury

2023-24 St. Johnsbury Revitalization Fund Grant Program

GRANT PROGRAM APPLICATION

The purpose of the St. Johnsbury Revitalization Fund Grant Program, administered by the Town of St. Johnsbury, is to encourage investment that stimulates the local economy, provides a pathway for growth and resiliency, and that results in a more sustainable, inclusive, and vibrant community.

Program Features

Grants are provided to business owners/operators, start-ups, and non-profit organizations for projects that meet community need in the areas of **business support, growth of the creative economy, housing, access to outdoor recreation, and access to mental health and social services**. Grants are available at three levels:

- **STJRFGP Micro-grants:** Grants of \$1,000 - \$5,000 aimed to address small-scale projects. 50% of grant funds will be allocated upon award, with 50% reserved until project completion. A 10% match is required (cash or in-kind). **TOTAL FUNDS AVAILABLE THIS ROUND: \$50,000**
- **STJRFGP Planning & Implementation:** Reimbursement grants of \$5,000 - \$40,000 to support a wide array of project implementation and feasibility (see examples of projects in attachment 1). A 20% match is required (cash or in-kind). **TOTAL FUNDS AVAILABLE THIS ROUND: \$100,000**
- **STJRFGP Transformational Projects:** Details will be announced at a later date for a reimbursement grant program for large-scale transformational projects.

Two rounds of grant funding will be made available for Micro-grant and Planning & Implementation Grant programs. Applications for the first round will be accepted May 1st, 2023, through May 30th, 2023. Awards will be announced by July 15th, 2023. Projects must be completed and final reports/reimbursement requests submitted Within 12 months. The second round of grant funding will be made available in 2024.

Program Restrictions

- Project activities must take place within the town of St. Johnsbury, and serve as their primary constituency the residents of the town of St. Johnsbury.
- Applicants (individuals and organizations) must be current on all St. Johnsbury property taxes (and/or agreements), water-sewer bills, civic fees and fines, and parking fees & fines.
- The Town of St. Johnsbury must review all cost estimates and approve the budget for the project. For Micro-Grants: Upon project completion, a town representative must inspect and approve all eligible grant expenses and deliverables before the final grant payment is released. For Planning & Implementation Grants: Invoices and proofs of payment must be submitted to the town along with reimbursement requests.
- One grant award per applicant, per funding round.

Application Scoring

The STJRFGP Advisory Committee will review and score grant applications, making final recommendations to the Select Board for approval. Scoring will be based on the following:

1. Application demonstrates that project meets a community need in the areas of **business support, growth of the creative economy, housing, access to outdoor recreation, and access to mental health and social services.** 4 Points
2. Project will have a transformational impact on the community. 4 Points
3. Project aligns with Town, Regional and/or State Planning Documents 6 Points
4. Project feasibility. 4 Points
5. Leverage ratio (STJGP request vs. Total funds supporting the project). 4 Points
6. Project activity is located within the Designated Downtown District. 2 Points

Please Note: To be considered this application must be completed in full. Partially completed applications will not be considered for funding. Assistance with the application process is available upon request.

GRANT PROGRAM APPLICATION FORM

Please submit applications and all required attachments to the Town of St. Johnsbury Town Manager's Office, 51 Depot Square, Suite 3, St. Johnsbury, VT 05819 or via email to kbent@stjvt.com. Please call (802) 748-3926 ext. 8 for questions.

General Information:

Applicant Name		Primary Contact Person		Applicant Type (Business, Nonprofit, Individual, etc.)
Address				
City			State	Zip
Telephone No.	Alternate Telephone No.	Email:		
Project Name				
Brief Project Overview				
Project Start and End Date				
STJRFGP Grant Request Type				
<input type="checkbox"/> Micro-Grant <input type="checkbox"/> Planning & Implementation Grant				
Funds Requested		Total Project Cost		
\$		\$		

Assurances:

The authorized representative:

1. Understand this application submitted to the Town of St. Johnsbury may be subject to disclosure under Vermont's Freedom of Information Act, and the Town's review of such materials will be subject to Vermont's Open Meetings Laws. The authorized representative may mark documents "confidential" if the documents contain proprietary information; however, the Town will make the ultimate determination as to its disclosure and public deliberation obligations under Vermont law.
2. Certifies that everything stated in the application and on any attachments is true and correct and understands that submitting false or misleading information may result in this proposal being found ineligible for financial assistance under the funding program, and the authorized representative may be subject to civil and/or criminal prosecution.
3. Agrees to submit appropriate documentation to substantiate grant award and reimbursement requests, and understands that the Town reserves the right to review project deliverables and audit project related expenses prior to approving requisitions.
4. Certifies that the applicant is:
 - in compliance with applicable laws, regulations, ordinances and orders applicable to it that could have an adverse material impact on the project. Adverse material impact includes lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory action by a governmental entity, or inadequate capital to complete the project.
 - is not delinquent on any property taxes, parking violations, water/sewer fees, rental registration fees, or any other civic fees or fines.
 - is not in default under the terms and conditions of any grant or loan agreements, leases or financing arrangements with its other creditors that could have an adverse material impact on the project.
5. Certifies that they have the full authority to perform the work described in the application including meeting permit requirements.
6. Understand that the Town will send out an IRS Form 1099 to grant recipients where applicable.
7. Agrees to provide program testimonials and photos for Town promotional materials.

Signature of Authorized Representative

Name and Title

Date

Proposal Details:

Project Approach:

- Describe the project you are requesting funds for (who, what, when, where, how).
- Describe the need for your project as it relates to the areas of **business support, growth of the creative economy, housing, access to outdoor recreation, and access to mental health and social services**. Who will benefit and how?
- Describe how the project aligns with the Town, Regional and State Planning documents.

Project Outcomes - Describe anticipated measurable outcomes for your project.

Project Feasibility:

- Describe your experience completing similar projects.
- If your request is not fully funded, what adjustments are you prepared to make?
- Describe your level of collaboration with other agencies/partners/stakeholders on this project, or those working on similar projects in St. Johnsbury.
- Describe any necessary permissions or liability considerations relevant to your project.

Project Budget:

Project Budget Narrative

- Briefly explain project revenues and expenses. **Be specific about how STJRFG dollars will be spent.**
- Describe matching funds provided (10% cash required for micro-grants, 20% cash or 3rd party professional service required for planning & implementation). Match requirements may be waived for improvements to publicly owned spaces.
- Describe any Volunteer services provided for the project. Volunteer (non-skilled labor), and work performed by individuals under the age of 18 will be valued at the State of Vermont's minimum wage rate.

REVENUE:

Funding Source:	Amount:	Notes:
STJRFG Funding Requested:	\$	
Other Grants – list below:		
	\$	
	\$	
	\$	
Donations / Other Fundraising:	\$	
Self-funding:	\$	
Donated Professional Services	\$	
Volunteer Time	\$	
Other – list:	\$	
TOTAL PROJECT REVENUE:	\$	

EXPENSES:

Type:	Amount:	Notes:
Staff Salaries / Benefits	\$	
Professional Fees / Contracted Services	\$	
Materials / Supplies	\$	
Marketing / Printing	\$	
Other – list:	\$	
TOTAL PROJECT EXPENSES:	\$	

ADDITIONAL APPLICATION REQUIREMENTS FOR PLANNING & IMPLEMENTATION GRANTS ONLY:

Leverage:

- Will STJGP funds be used as match towards any other grant funds? If so, how much additional grant funds are being requested what is the source.

Letters of Support

- Please attach 3 letters of support from stakeholders impacted or interested in your project.

Supplemental Information

- If applicable, please attach site plan, project sketches, photos, diagrams related to your project.
- Financial Balance Sheet showing availability for cash match
- W-9
- Verify with Treasurer and Finance Officer for additional information required at application submittal

Agency/Organization Type and Auditing and Fiscal Controls

- Describe the agency/organization's entity type (non- profit corporation, for-profit corporation, partnership, LLC, etc.)
- Briefly describe your agency/organization's fiscal oversight / internal controls to minimize opportunities for fraud, waste and mismanagement.
- How does your agency/organization plan to segregate STJRFPG funds from other agency funds for purposes of identification, tracking, reporting and audit?

Internal Use Only:
Application reviewed by the Town Grant Administrator (initials) _____ Date: _____
Grant Application reviewed by the Advisory Committee Yes No Date: _____
Grant Application reviewed by the Select Board Yes No Date: _____
Award: Yes No Amount Awarded: \$ _____
Comments:

Internal Use Only: Grant Closeout Procedures: Invoices Received: Yes No Approved by: _____ Date: _____

Grant Amount Requested: _____	<input type="text"/>	<u>Grant Amount authorized</u>	<input type="text"/>
Total Amount of the Project: _____	<input type="text"/>	<u>Total Amount of the Project</u>	
Applicant Contribution: _____	<input type="text"/>	<u>Applicant Contribution</u>	