Town of St Johnsbury
St. Johnsbury Revitalization Fund Grant Program Process
2023-2024

Announcements: "applications now being accepted" [May 1-30, 2023: Round 2 TBD]

- Cal-Rec [Grant Admin.]
- St J. Town website [Rachel Waterhouse]
- NVDA newsletter [Grant Admin.]
- Word of mouth
- Radio spot [Town Manager]
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- Front Porch forum [Grant Admin.]
- Social media [Rachel Waterhouse, partners]
- Other partners' newsletters [Grant Admin.]

Accepting Applications [Round 1-May 1-30, 2023; Round 2 TBD]

- Application receipt confirmed [Town/Grant Admin. by phone or email]
  - Reviewed by [Town/Grant Admin.] for completeness.
    - Complete: next step
    - Incomplete: returned/assigned to a STJRFGP committee coaches
- Application reviewed by Grant Admin. for eligibility for current taxes, etc.
  - Current: next step
  - Taxes/fees in arrears: declined/letter sent by [Grant Admin.]

Approval/Decline Announcements [Round 1- by July 15, 2023; Round 2-TBD]

- Applications reviewed by STJRFGP Advisory Committee [June]
- Present recommendations to Select Board [June/July].
  - Approvals notified by [Grant Admin.]
  - Decline letter sent by [Grant Admin.]
- Public notification of grant awardees via press release, social media notification.

Project Completion Deadline for Round 1: 12-Months from Award

- Town Grant Admin. tracks projects; projects to be completed within 12 months
- Review of deliverables [Grant Admin./Town staff]
  - Improvements confirmed: next step
  - Work not completed: decline/time extension?

Grant Award Close-out [July 2024]

- Confirmation of all receipts [Grant Admin. w/Town Finance Officer]
  - Receipts correct and generally match grant request: grant paid
  - Incomplete project accounting: return for corrections /decline

Success Stories [July/August 2024]

- Discover St Johnsbury Marketing Committee