



# TOWN OF ST. JOHNSBURY

Town Manager's Office  
51 Depot Square, Suite 103  
St. Johnsbury, VT 05819  
802-748-3926  
[www.stjvt.com](http://www.stjvt.com)

Town Clerk 802-748-4331  
Dispatch 802-748-2314  
Police 802-748-2314  
Fire 802-748-8925  
Public Works 802-748-4408  
Assessor Office 802-748-4272

## St Johnsbury Revitalization Fund Grant Program Appendix A- Definitions and Frequently Asked Questions

### Definitions:

***In-Kind:*** documented labor costs donated to the project to include timesheets and hourly costs. Volunteer costs and work performed by individuals under the age of 18 shall be valued at the State of Vermont minimum wage rate. Any materials and supplies donated shall be valued and quantified and documented in an invoice.

***3<sup>rd</sup> Party Professional Service:*** documented labor and expenses from a professional service that is donated by the service to the grant recipient. Labor and expense shall be invoiced, certified and based on pre-existing labor and expense rates.

***Project:*** Specific connected set of activities with a beginning and an end. Multi-phase projects are eligible.

### **Frequently Asked Questions:**

#### ***Q: What are eligible Micro-grant projects?***

A: Micro-grant projects must demonstrate that they address community need through business support, growth of the creative economy, housing, access to outdoor recreation or access to mental health and social services. These funds are last gap funds, and if other sources are available the applicant shall pursue alternative sources first.

#### ***Q: What are eligible Planning & Implementation Grant projects?***

A: Planning and Implementation projects must encourage investment that stimulates the local economy and provide a pathway for community growth in St. Johnsbury. These funds are last gap funds, and if other sources are available the applicant shall pursue alternative sources first. Eligible activities include but are not limited to the following:

- Business Feasibility
- IT infrastructure
- Property Appraisal
- Engineering/Architectural Services
- Funding Procurement
- Project Cost Estimating
- Permitting Assistance
- Legal Assistance
- Event Planning

- Code compliance & ADA compliance- relating to the development of housing in downtown commercial spaces.
- Marketing (examples include staff recruitment, trade shows, website design, promotional materials, subscriptions, advertising)
- Business incubator (building rehabilitation, rental assistance for commercial space, utilities, trash & recycling, code improvements)
- Maker spaces (building rehabilitation, rental assistance, utilities, trash & recycling, code improvements)
- Façade improvements
- Environmental assessment
- Staff recruitment (advertising, promotional materials, consulting services)
- Creative Economy (economic activity that depends on using creativity to drive jobs, revenue, community resources and cultural engagement.)
- Arts & Culture (improvement that will improve access to Art and Cultural resources.)

***Q: What is the reimbursement process?***

A: Micro grants are awarded with 50% of the funds being provided upon grant award and execution of an agreement. The remaining 50% of the funds are provided upon project completion and acceptance by the Town.

Planning and Implementation grants are reimbursement and the applicant will be required to provide proof of payment including cancelled checks for eligible project work and documentation of 3<sup>rd</sup> party in-kind match documenting labor and expenses. The Town will reimburse 80% of approved monthly expenses. Final reimbursement will be held until project completion.

***Q: Who can apply?***

A: Business owners/operators, individuals, start-ups and non-profit organizations for projects that meet the community need outlined in project eligibility.

***Q: Do applicants need to be St Johnsbury residents?***

A: No, but applicants need to show that their project has a direct benefit to the Town of St Johnsbury and the St Johnsbury community. Projects that are regional in nature cannot be considered, unless grant funding exclusively supports a St Johnsbury specific phase of a project.

***Q: Do Businesses, start-ups, and non profit organizations need to be physically located in St Johnsbury?***

A: Yes

***Q: Can funds be used for a project that extends outside of St Johnsbury?***

A: Yes if the applicant can demonstrate that funds and project activities will serve the Town of St Johnsbury and the St Johnsbury community.

***Q: Can funds be used for improvements on private property?***

A: Applicants must demonstrate that funds are used to make improvements or projects that benefit the community and are available to the public.

***Q: Can I apply if my project has already been initiated?***

A: Yes

***Q: Can funds be used retroactively, i.e. for work or expenses already incurred?***

A: No, all work or expenses must be incurred after the execution of a grant agreement?

***Q: If awarded a grant how long do I have to use it?***

A: 12 months from the date the grant is awarded.

***Q: Can funds be used for operational expenses?***

A: No

***Q: Can funds be used to pay for staff time?***

A: Volunteer and staff time dedicated to the project can be applied towards match time for Micro Grant applications but must be documented. Staff time and volunteer time can be used to strengthen a Planning and Implementation grant application but cannot be applied towards the 20% matching requirements.

***Q: Can grant funds secured through other grant sources be counted towards grant match requirements?***

A: Yes.

***Q: Are funds taxable?***

A: Yes.

***Q: Can I use my own time towards in-kind match?***

A: No.

***Q: Does my project need a permit?***

A: It is the applicant's responsibility to secure all required permitting prior to releasing any funding.

***Q: Where can I find Town, Regional and State Planning documents?***

A: The Town plan can be found at the following link: <http://docs.stjvt.com/index.php/planning-documents/town-plans/2017-town-plan/67-2017-town-plan-final/file>

The NEK Regional plan is available at the following link: <https://www.nvda.net/regional-plan.php>

The State Strategic plan is available at the following link: <https://strategicplan.vermont.gov/>