

# Nelson County Job Development Authority

## Storefront Improvement Grant Guidelines

The Nelson County Job Development Authority (NCJDA) supports the Storefront Improvement Grant to assist Nelson County businesses update commercial buildings in partnership with the NCJDA.

### A. Purpose

1. To improve the storefront presentation
2. To assist local business and property owners in reducing the cost of capital improvements that increase the visual appeal of a building

### B. Goals

1. To improve the visual appearance of storefronts in Nelson County
2. To incentivize continued revitalization of Nelson County's business districts by leveraging public funds
3. To encourage new businesses to relocate to vacant buildings
4. To lower the cost of property improvements for business owners
5. To assist businesses in expanding their customer base

### C. Overview

1. Matching grant of up to \$5,000 per project, but no more than 50% of the cost of improving business's storefront; and applicants must contribute match the public funds 1:1.
  - i. Applicant should submit written estimate(s) with the application.
2. For projects in Lakota, the public funds would be matched 50/50 by the City of Lakota and NCJDA since Lakota has its own Storefront Improvement Project. Projects must be eligible for both programs.
3. Nelson County JDA determines grant awardees by a majority vote.
4. Applicants must have a valid ND sales and use tax permit, if applicable.
5. Applicants must be either commercial property owners or tenants of a commercial property.
  - i. If a tenant would like to apply for a project, written consent for the specific improvements must be obtained from the property owner.
6. Proof of property ownership or lease terms may be required in order to process the grant application.
7. Disbursement of grant award will occur after the approved project is completed and all applicable receipts are submitted.
8. All work must be completed within one (1) year of the application being approved unless prior authorization is received.
9. Approved improvements must be maintained for at least three (3) years or the grant dollars may be recalled.
10. The Nelson County JDA 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.
11. It is the applicant's responsibility to ensure all local, city, county, and/or state building permits and codes are obtained and followed. The NCJDA will not be liable for any infraction.

12. A business and/or property owner can receive the grant once every two (2) years with a maximum lifetime award of \$25,000.
  - i. If the property or business is sold or rented, the new proprietor is fully eligible for the grant with the lifetime award being reset.
13. Work shall not commence prior to application approval.
14. Whenever possible, purchases must be made in Nelson County unless prior authorization is received.
15. Sales tax dollars are not reimbursable.

D. Eligible activities include but are not limited to:

1. External doors or windows
2. Awnings or canopies
3. Signs
4. Permanent outdoor lighting
5. Paint
6. Reconfiguration of entrances