

Application Instructions

Application must be filled out in its entirety and all supporting documents attached. Incomplete applications may be deferred to the next meeting. Please write legibly or use the fillable PDF. **All applications must be received by the first day of the meeting month.**

- **The Board meets every other month starting in January:** (January / March / May / July / September / November)

Business Information

Business Name	Contact Name (first last)	Date (MM/DD/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Address	Mailing Address (if different from business address)	
<input type="text"/>	<input type="text"/>	
Phone Number	Email Address	ND Sales & Use Tax Permit Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Information

Describe Your Project in Detail (write legibly and include written estimates)

Total Cost of Project (without sales tax)	Total Grant Amount Requested (50% of total: \$5,000 max)
<input type="text"/>	<input type="text"/>

Will you receive grant dollars or financial assistance from other parties for this project (explain)? Yes No

Have you received grant dollars or financial assistance from the PCJDA in the past (explain)? Yes No

Property Owner Information (if applicable)

Property Owner Name	Property Owner Phone Number	Property Owner Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Supporting Documents Required

- Include **estimates, quotes, or price lists** for proposed work (you are encouraged to use local businesses)
- Include diagrams, designs, or photos showing **changes to be made** (e.g. sign design, paint color, etc.)
- You must provide **written approval from the property owner** (if you do not own the building)

Signature & Acknowledgement

I acknowledge that it is the responsibility of a grantee to use and report all funds appropriately. I acknowledge that no funds will be used for any purpose that violates federal, state, or local laws.

Name (printed)	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>