



Pembina County Storefront Improvement Grant Program

This program incentivizes storefront appearances and assists businesses and property owners in reducing the cost of capital improvements.

The goals of this program are to:

1. *To improve the visual appearance of storefronts in Pembina County*
2. *To incentivize continued revitalization of Pembina County's business districts*
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*

Eligible Improvements (including but are not limited to)

- External doors or windows
- Awnings or canopies
- Permanent outdoor lighting
- Exterior Paint, Siding, and Signs
- Reconfiguration of entrances
- Permanent landscaping

Requirements/Guidelines

1. Matching reimbursement grant of up to \$5,000, but no more than 50% of the cost of improving the business's storefront.
 - a. Must submit estimates and quotes for all amounts in grant application.
 - b. Sales tax dollars are not reimbursable.
 - c. Applicants must match the public funds 1:1.
 - i. Communities may also provide matching funds.
 - ii. Matching dollars cannot be county mill dollars.
2. Work should not commence prior to application approval.
 - a. If work began prior to approval, it cannot have started more than 3 months previous.
3. It is the applicant's responsibility to ensure all local, city, county, and/or state building permits and codes are obtained and followed. The PCJDA will not be liable for any infraction.
 - a. The PCJDA 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.
4. Applicants must be either commercial property owners or tenants of a commercial property.
 - a. If an applicant is a commercial property tenant, there must be at least two years remaining on the lease.
 - b. Written consent must be obtained from the property owner.
 - c. Proof of property ownership or lease terms may be required to process the grant application.
5. Applicants must have a valid ND sales and use tax permit, if applicable.
6. The applicant is encouraged to purchase all supplies in Pembina County, whenever possible.

7. The Board determines grant awardees by a majority vote.
8. Disbursement of grant award will occur after the approved project is completed and all applicable receipts are submitted.
 - a. All work must be completed within one (1) year of the application being approved unless prior authorization is received.
 - b. Improvements must be maintained for at least three (3) years, or the grant dollars may be recalled.
9. A business and/or property owner can receive the grant once every three (3) years with a maximum lifetime award of \$10,000 for any one location.
 - a. If the property or business is sold or rented, the new proprietor is fully eligible for the grant with the lifetime award being reset.