



Department of Buildings & General Services
Agency of Administration

January 8, 2013

Enclosed is the 2012 (extension) Regional Economic Development Grant Program application administered by the Department of Buildings & General Services. The goal of the program is to provide competitive grants to municipalities as defined in Chapter 117 of Title 24 V.S.A. § 4303 and to non-profit organizations to stimulate the creation and development of or retention potential opportunities that provide regional economic development in either an individual community or recognized community service area in Vermont communities. Please pass this information along to any organization or interested parties that may qualify for this program.

It is the intent of the legislature that applicants applying for any of the following Building Community grants: Historic Preservation, Cultural Facilities, Recreational Facilities, Human Services & Educational Facilities, Regional Economic Development Grant, Agricultural Fairs Capital Projects Competitive Grant, shall not apply for more than one grant under Chapter 137 of Title 24 for the same task in the same calendar year, nor more than one grant in the same grant category for the same project.

It is the intent of the committee to award all grants on a competitive basis which ensures equitable selection. The committee gives priority consideration to applicants demonstrating strong community support through local fundraising campaigns.

Please feel free to contact our office at (802) 828-3519 if you have any questions. For your convenience the applications is available online at <http://bgs.vermont.gov/formsandpublications>.

We look forward to working with everyone.

**2012 (extension)
Regional Economic Development
Grant Program**

APPLICATION PROCESS

This grant program is open to municipalities and non-profit organizations that provide Regional Economic Development in either an individual community or recognized community service area. The maximum available grant is \$25,000 per project. Requests in any amount up to twenty-five thousand dollars will be considered. It is the intent of this program to make as many awards as feasible with the money appropriated by the legislature. For each dollar requested, documentation must be provided to show that one dollar has been raised (on hand or pledged) from non-state sources. Projects that are in the conceptual stage should not apply at this point. Preference will be given to those projects that have a demonstrated longevity of support within a community.

This program is intended as a simple grant application process. Handwritten applications are acceptable. We do not encourage having professionally prepared material created for this application. Short, simple applications are greatly appreciated and supported.

DEFINITIONS

Regional Economic Development Project: A facility-based project that demonstrates realistic job creation or retention potential.

Municipality: As defined in Chapter 117 of Title 24 V.S.A. § 4303(12).

Non-Profit: A group granted such status by the Internal Revenue Service. Applicants can be any non-profit providing support to Vermont enterprises.

Non-State Match: Financial support raised by the municipality or non-profit that comes from either private or public sources providing that no portion of the money claimed as match comes from:

- A directed state appropriation
- State grant dollars
- Federal funds funneled through a state agency

Project: Capital costs associated with major maintenance, renovations or planning related to the development of facilities reasonably expected to create job opportunities in Vermont communities.

Statutory Intent: Goals found in Title 24 V.S.A. § 4302 and efforts described in Chapter 76a of Title 24.

Eligibility Criteria

Requests for funding will be evaluated on the seven (7) following criteria. The Regional Economic Development Grant Advisory Committee will make award decisions within four (4) working weeks of the application deadline. The decision of the Committee is final and is not subject to appeal.

1. Creativity and/or necessity of the proposed project.
2. Development of facilities or opportunities for regional economic development programs. All projects must demonstrate realistic job creation and how a job number is reached.
3. Project is ready to construct or has begun construction. Funding can be used for pre-construction/engineering costs.
4. Demonstrate or document the critical nature of this grant funding towards the project's success.
5. Documentation of 1:1 financial match. In-kind contributions of labor and/or materials or other types of **in-kind match are not allowed as part of the financial match.**
6. Demonstrate strong community support through local fundraising campaigns.
7. Same projects or task funded by any of the grants is authorized in Chapter 137 of Title 24 in the same calendar year will not be funded.

REGIONAL ECONOMIC DEVELOPMENT GRANT PROGRAM

APPLICATION COVER SHEET & ATTACHMENT CHECKLIST

1. Name and address of the Sponsoring Organization or Municipality: _____

2. Name of the Contact Person: _____
3. Phone Number: _____
4. Indicate your **federal ID number**: (if applicable)_____
5. Amount Requested: _____
6. Purpose (brief description): _____

ATTACHMENTS CHECKLIST		✓	<i>Office Use Only</i>
A.	Provide a list of your Board of Directors and their terms of office on a separate sheet of paper, if applicable.		
B.	If a non-profit, attach a copy of your IRS Determination or that of your Fiscal Agent (does not apply to municipalities).		
C.	On no more than 3 pages please describe:		
	a) the history of the project;		
	b) what are the supported services for the intended project;		
	c) Documentation of a community or communities and individuals to be served.		
	d) proposed timetable for construction and project start up;		
	e) specify how this money will be used to enhance the program		
	f) effect on the project if the award is not granted; whether or not an award in an amount less than requested would be acceptable and, if so, what is the lowest amount that you feel would be helpful.		
D.	Attach a maximum of 3 letters of support that represent support from municipalities for RDC/RPC/other non-profit applicants to demonstrate participation and buy-in.		
E.	Complete simplified budget form enclosed and attach supporting documentation that you have already raised one dollar from non-state funds for every state dollar that you are requesting. In-kind contributions of labor and/or materials or other types of in-kind match are not allowed.		
F.	Please Include first 2 pages of the organizations form 990 (if applicable)		
G.	Attach any other information that you feel would be helpful in assisting the Committee in making an award determination. (Pictures and Sketches are appreciated)		

Return 10 Copies (3-hole punched, unstapled and unbound) of the completed application cover sheet and attachments to:

Department of Buildings & General Services
 2 Governor Aiken Avenue, Montpelier, VT 05633-5801
 Attn: Wendy L. Cadorette

