



# Board of County Commissioners Agenda Request

**4C**  
Agenda Item #

**Requested Meeting Date:** January 24, 2023

**Title of Item:** Revitalization Grant approval

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Mark Jeffers		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Mark Jeffers, Economic Development Coordinator		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> <p>Economic Development staff, with collaboration and recommendation by the Economic Development Committee has developed a Revitalization Grant Program</p> <p>The purpose of this grant fund is to help support local businesses to upgrade/revitalize the outside presence of their business property in our community, spurring economic development and growth. As business owners and members of our community, it is important that we establish and maintain an image of growth and success. The fund will help support upgrades of awnings, signage, outdoor aesthetics and general business image and appearance.</p> <p>Applicants are required to provide a 1:1 match of all funds awarded.</p> <p>The Economic Development Committee recommends approval to execute this program. The County Attorney has reviewed the document.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Economic Development requests a motion to approve execution of the Revitalization Grant Program.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      Please Explain:		

Legally binding agreements must have County Attorney approval prior to submission.



## ***AITKIN COUNTY BUSINESS REVITALIZATION GRANT PROGRAM***

### ***PROGRAM OVERVIEW***

Aitkin County has received Federal Fiscal Recovery Funding from the American Rescue Plan Act. The Fiscal Recovery Fund was established to help turn the tide on the pandemic, address its economic fallout and lay the foundation for a strong and equitable recovery. The Aitkin County Board of Commissioners, have approved funding to be used to directly impact the Community of Aitkin County by establishing the Aitkin County Business Revitalization Grant Program.

The purpose of this grant fund is to help support local businesses to upgrade/revitalize the outside presence of their business property in our community in an effort to drive economic growth. As business owners and members of our community, it is important that we establish and maintain an image of growth and success. The fund will help support upgrades of awnings, signage, outdoor aesthetics and general business image and appearance.

**Grant Guidelines:** Guidelines for application and awarding of Aitkin County Business Revitalization grants are as follows:

1. **Funding Limits:** Minimum of \$1000 and a maximum of \$5,000 per grant application. The Economic Development Committee may recommend to the Board of Commissioners to increase or decrease the amount awarded at their discretion. The Aitkin County Board of Commissioners grants the final approval for funding.
2. **Matching Funds:** The Aitkin County Business Revitalization grant Program is intended to leverage locally funded promotions and not replace that funding. Significant consideration will be given to the amount and quality of matching funds/in kind contributions when grant applications are evaluated by the Economic Development Committee and County Board. Applicants are required to provide a 1:1 match of all funds awarded.
3. **County-Wide Distribution:** The intent of this program is to provide assistance throughout Aitkin County. Consideration shall be given to amounts awarded and number of grants approved for any particular region of the county to ensure that an equitable level of funding is available throughout the county.
4. **Grant funds shall not be used to pay the salaries of part or full time staff associated with your business activity. Funds shall not be used for any type of prizes or other material items that may be offered, awarded, sold or given away.**
5. **Aitkin County Business Revitalization Grant funds may not be used to reimburse expenses occurred prior to grant approval by Aitkin County.**
6. **The Aitkin County Economic Development Committee will rank applications based on creativity and beautification concepts.**
7. **Eligible Project Examples:**
  - Improvement of exterior building and/or entry aesthetics.
  - Replacement of weathered awnings or signage.
  - Exterior business area revitalization to existing structure(s).



8. Eligible organizations:

- Businesses located in Aitkin County.

**Application Procedure:** Guidelines for applications are as follows:

1. Grant requests should be submitted by EMAIL to:  
[mark.jeffers@co.aitkin.mn.us](mailto:mark.jeffers@co.aitkin.mn.us), subject line: Revitalization Grant 2023 or  
by mail to:  
Mark Jeffers  
Aitkin County Government Center,  
307 2<sup>nd</sup> Street NW, Room 316,  
Aitkin, MN 56431.
2. Funding recommendations will be considered at the regularly scheduled monthly meetings of the Aitkin County Economic Development Committee in 2023. Application deadline is **ongoing until all available funds are awarded.**
3. Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Reporting Requirements**

1. Applicants that are awarded a Revitalization Grant are required to submit proof of fund use prior to the end of the one-year grant period. Reporting information documents and deadlines will be included in the award letter.
2. Economic Development staff will collaborate with grant award winners to verify qualified grant use.
3. Unused funds at the conclusion of the one-year grant period must be returned to Aitkin County.

Further information and additional forms and materials may be obtained by contacting:

Mark Jeffers  
Aitkin County Economic Development Coordinator  
218-531-6188  
[mark.jeffers@co.aitkin.mn.us](mailto:mark.jeffers@co.aitkin.mn.us)



## Application for Aitkin County Business Revitalization Grant Program 2023

1. Grant requests should be submitted by EMAIL to:  
[mark.jeffers@co.aitkin.mn.us](mailto:mark.jeffers@co.aitkin.mn.us), subject line: Revitalization Grant 2023 or  
by mail to:  
Mark Jeffers  
Aitkin County Government Center,  
307 2<sup>nd</sup> Street NW, Room 316,  
Aitkin, MN 56431.
2. Funding recommendations will be considered at the regularly scheduled monthly meeting of the Aitkin County Economic Development Committee.
3. Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

### APPLICANT INFORMATION

#### PROGRAM INFORMATION

**Business Name:**

**Address:**

**Person in Charge of Project:**

**Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):**

**Contact Person's Phone #:**

**Contact Person's Email:**

**Description of your organization:**

**Mission Statement of your organization:**



**FUNDING:**

Amount requested from Aitkin County \$  
 (Minimum \$1000, maximum request is \$5,000). The Economic Development Committee may recommend to the Board of Commissioners to increase or decrease the amount awarded at their discretion. The Aitkin County Board of Commissioners grants the final approval for funding.

Amount of the business' match \$

Total projected budget \$

**PROJECT DESCRIPTION: Be concise and complete; attach supporting information if needed.**

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**PROJECT BUDGET: in the space below, provide a budget for the entire project.**

Category	Grant Funds	Applicant Funds	Total
<b>TOTALS</b>			

**Will your organization accept a grant if it is partially funded?**

Along with your application, please attach all documents that will assist the committee in their decision. Examples may include drawings or sketches of planned awning or signage upgrades, detailed quotes of work to be accomplished (if available).

Business Owner Signature:

Name \_\_\_\_\_ Date: \_\_\_\_\_