

2019 VEDA BUSINESS GRANT APPLICATION

Matching Grant Program *Maximum of \$5,000 per business
Business must contribute 60% of project costs

APPLICANT/BUSINESS CONTACT INFORMATION

Business name:		Your Title:		
Phone:	Cell:	E-mail:		
Business address:				
City:		State:	ZIP Code:	
Date business commenced:	# Employees:	Federal ID #:		
Circle the type of business:	Sole Proprietorship:	Partnership:	Corporation:	Other:
Describe your business and product(s), or service(s) provided:				

Project description: (energy efficiency given high consideration)- attach an additional page if necessary

Grants require using a licensed insured contractor; will you be using one? YES NO

❖ If yes: please list name and contact information for contractor: *attach conceptual design and bid.

❖ If no: attach estimate for all materials and conceptual design:

Have you been approved, or are you applying for an AEOA-business energy retrofit grant? YES NO

Are you eligible for, or will you receive any other types of financial assistance, grants or rebates? YES NO

Does your application include repairs covered by an insurance policy/claim? YES NO

❖ If YES, how much is your deductible?

❖ If YES, what is your agents name and phone number?

❖ If YES, what is your insurance policy number?

❖ If you are not filing an insurance claim, provide a copy of the police report, copies of the invoices for work completed by contractor or receipts of material used if you completed the work yourself.

**PROJECTS MUST BE APPROVED BY VEDA BEFORE THEY HAVE BEEN STARTED IN ORDER TO QUALIFY FOR GRANT FUNDING.
SEE PAGE 2 FOR FULL GUIDELINES**

SIGNATURES

Signature of Applicant: _____	VEDA Approval Signature: _____
Signature of Applicant: _____	Total Grant Amount: _____
Title: _____	Date Approved: _____
Date: _____	Inspection required before funding _____
	AEOA Funding: _____

Final approval of all applications is subject to VEDA approval. VEDA will review applications at their monthly meetings held in City Hall at 8:00 a.m. on the first Thursday of each month. Applications and supporting documentation must be submitted by NOON the Wednesday before the VEDA meeting. Submitted materials should be sent to Kris Marafioti (kris@virginiamn.us). Phone 218-749-3563.

2018 VEDA Business Renovation Grant Guidelines

1. General Information:
 - a. \$5,000 MAXIMUM PER APPLICANT.
 - b. Consideration given on a first come, first serve basis beginning in January of the current year.
 - c. Grant funds will be disbursed when available. VEDA will be able to give you a payment date when your grant is approved.
 - i. All projects must be approved by VEDA before the project starts. Projects will be marked by date/time stamp when submitted – see contact information below.
 - ii. Applications will be reviewed at VEDA monthly meetings; held on the first Thursday of each month.
 - d. VEDA will match Applicant costs on a of total cost(s) basis. An approved project detailing total project costs of \$12,500, or more, will qualify for the full \$5,000.00 VEDA Grant. Example: Net cost to applicants (after payment of the grant) would be \$7,500 on a project of \$12,500.00.
 - e. Applicants should be prepared to pay the full costs of the project. VEDA does not pay contractor's and will disburse the appropriate "match" to the business owner at the next monthly meeting; held the first Thursday of each month.
 - f. Projects must be completed by the end of the calendar year, unless an extension is requested and approved by VEDA.
2. Business must be located in Virginia and must be current on real estate taxes
 - a. Owners, tenants or operators of business within the City of Virginia. As the ultimate beneficiary of improvements, the owner of record shall consent to the work and provide a personal guarantee for payment to contractors. Recipients may be legally organized in any manner permitted by the laws of the state of Minnesota. A copy of the most recent real estate tax statement is required at the time of application.
 - b. A copy of the most recent real estate tax statement is required at the time of application.
 - c. If the applicant is a tenant VEDA will require a copy of the lease agreement and the disbursement of grant funds will be made directly to the contractor/invoice.
3. Suggested projects and additional steps for approval
 - a. Exterior or interior renovations, or repairs, of the building that would make the business more attractive.
 - b. The scope of work may include signage, energy efficient upgrades and anything that is an improvement to the building structure including items such as paint and carpet.
 - i. If painting is being conducted by the business owner/building: the cost of the paint can be included. Labor can only be included when it is completed by the licensed contractor.
 - ii. Equipment, furniture and all other items that can be removed from the building will not be approved.
 - c. Damage to buildings that would ordinarily be covered by your insurance policy is limited to 40% of applicant deductible or actual costs. Maximum grant is \$1,000. Your building insurance should indicate coverage for this type of damage. VEDA Grants are not intended to be a substitute for adequate insurance coverage.
 - i. Pre-approval before work is started for this type of project is not required, since emergency repairs may be needed or completed.
 - ii. If the claim has been submitted to your insurance company, you must submit a determination of benefits from your insurance company and detailed costs of repair.
 - iii. In some cases, damage may be less than the deductible. If the damage has not been submitted to your insurance company, you must submit detailed costs of repair and a copy of a police report. VEDA may request validation of insurance coverage through your agent.
 - d. Efficiencies that would improve costs.
 - i. VEDA recommends businesses research BUSINESS ENERGY RETROFIT GRANTS available through the Arrowhead Economic Opportunity Agency. The BER program will pay one third of total costs up to \$20,000 (on a \$60,000 project).
 - a. AEOA BUSINESS ENERGY RETROFIT GRANTS fully meet grant requirements. Note you should present your project to VEDA first and qualify under #2 (above).
 - e. Applicants must verify project cost(s) and design
 - i. Bid forms by licensed, insured contractor(s) describing the scope of work and cost(s).
 - a. Bids must include conceptual design, or photo for repairs, and be pre-approved by VEDA before work begins.
 - b. Hint: exterior appearance should blend in with surrounding buildings/neighbors
 - ii. VEDA will generate a grant approval form and the responsibilities of the parties
 - iii. Matching contribution will be paid at the VEDA meeting following verification of final costs and an inspection of the project.
 - iv. Applicants doing their own work will be reimbursed for 40% of material costs only

Applications that are not funded in 2019 will be given priority in 2020 (if additional funding becomes available)
Please contact Kris Marafioti – City of Virginia Administrative Assistant for more details or assistance.

Phone: 218-749-3563 or Email: kris@viriniamn.us

Grant Application - Tennessean Warning Notice

Virginia Economic Development Authority (VEDA)

Some data related to your grant application may be classified as private under Minnesota Statute 13.599. In order to collect and use this data, we must tell you why we need the data, how we intend to use it, and any consequences you may experience if you do or do not supply the information.

How we intend to use the data

The information you submit in connection with your grant application will be used to evaluate your grant application and, if you are selected for funding, to announce your award.

A Minnesota law prohibits state agencies from announcing grant awards before grant agreement negotiations are complete. If you are selected for funding, this document will allow VEDA to announce your grant award on a preliminary basis while those negotiations are still pending.

Selected grantees will be notified before any announcements are made. Announcements typically include information such as a project description, the award amount, and the anticipated impact of grant funding. We may also include information from our evaluation process, including scores and ranks (if applicable).

We will never publicize your business plans, customer lists, income tax returns, design / market / feasibility studies, income and expense reports, or any other data classified as private or nonpublic under Minn. Stat. 13.591. Application data submitted by organizations that are not selected for grant funding will only be released upon request and as required by Minn. Stat. Chapter 13 or other applicable state/federal law.

Application or evaluation data may also be shared with any entity that has a legal right to the data under Minnesota or federal law, including under court order.

Consequences to you

You can refuse to supply any or all of the requested information, which you are not legally required to provide.

For more information

- City of Virginia Data Practices Compliance Official-Britt See-Benes, City Administrator (218) 748-7500
- Minnesota Data Practices Act - www.revisor.leg.state.mn.us/stats/13/
- Minnesota Department of Administration, Information Policy Analysis Division (IPAD) - www.ipad.state.mn.us/index.html

Individual's Acknowledgement

I have read and understand this notice.

• Name: _____

• Date: _____