



Anaconda Deer Lodge County  
**Urban Renewal Agency**

## Downtown TIF Grant Application

The Anaconda-Deer Lodge County (A-DLC) Urban Renewal Agency (URA) District Board was created by A-DLC Resolution 1536 on December 15th, 2015 in order to supervise the planning and management of the A-DLC Downtown Tax Increment Finance (TIF) District. The overall objective of the A-DLC Urban Renewal Agency District Board is to eliminate conditions that are detrimental to the Downtown Tax Increment Finance District and the overall economic health of the community.

The Urban Renewal Agency (URA) Board will review applications monthly until funds have been exhausted each year. The URA Board Administrator may contact the applicant with questions from the URA Board or requests for more information. Applicants will be notified of their award status within 45 days of submission.

Completed applications can be submitted to the Urban Renewal Agency Board Administrator at:  
Anaconda Local Development Corporation or [adam@anacondadevelopment.org](mailto:adam@anacondadevelopment.org)  
118 East 7<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Anaconda, MT 59711

## Application Check List

- Applicant Information
- Project Information/Narratives
- Budget Narratives
- Required Attachments:
  - Copy of Anaconda-Deer Lodge County business license
  - Proof of ownership of the building of concern. Tenants under lease must submit a copy of the lease terms, contact information, and a signed letter from the building owner approving the proposed project.
  - Proof of Insurance on the building of concern.
  - Project timeline/schedule
- Additional Attachments (optional)
- Signed Authorization Form





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### Applicant Information

Date of Application: \_\_\_\_\_

\_\_\_\_\_  
Name of Business                      Street Address                      City                      State                      Zip Code

\_\_\_\_\_  
Applicant First Name                      Applicant Last Name                      Phone                      Email

\_\_\_\_\_  
Building Owner First Name                      Building Owner Last Name                      Phone                      Email

Has the applicant applied for Downtown TIF Funding before?                      Yes                       No

Type of Business?                       Sole Proprietorship                       Partnership                       Corporation

Does the owner have a current Anaconda-Deer Lodge County Business License?                      Yes                       No

Are the building's taxes currently paid in full?                      Yes                       No

Employer's Federal Identification Number: \_\_\_\_\_

Employer's State Identification Number: \_\_\_\_\_

Has the applicant or any individual/entity affiliated with the proposed project been adjudged bankrupt (voluntarily or involuntarily) within the past 10 years?                      Yes                       No





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## Grant Category

There are four (4) categories of Downtown TIF Grants. Applicants may seek funding for multiple categories; however, this requires a completely separate application for each project/category. The four (4) grant categories are as follows:

1. Façade Improvement: exterior painting, parapet wall repair, awnings repair/installation, entry door/window improvements, sidewall/stucco repair, cleaning/coating of masonry buildings, signs, and storefront restoration or parking lots.
2. Structural Improvement: code improvements (necessary to bring a building up to code or to expand functionality/value), energy improvements, roof repair, and foundation work.
3. Infrastructure: accessing external utilities, sidewalks.
4. Technical Assistance: providing match for professional technical services (i.e. PAR, PER, etc.).

In which category does the proposed project best fit?

- Façade Improvement
- Structural Improvement
- Infrastructure
- Technical Assistance

## Project Information

Project Title: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_ Downtown TIF Funding Requested: \_\_\_\_\_

Was the building constructed before 1978? Yes  No

Is the building listed on the Montana Historical Landmarks? Yes  No

Is the building listed on the National Register of Historic Places? Yes  No

Has the Applicant contacted the State Historic Preservation Officer? Yes  No





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## Project Narratives

Thoroughly address each of the questions below. Please try to keep responses to 100 words or less per question. Questions 1 through 5 must be completed by all applicants. For these questions, answers of "n/a" or the like will result in the application being considered incomplete. Attach typed responses after this page in the completed application.

1. Describe the scope of work of the proposed project, and the activities for which TIF funds will be used.
2. Identify the entities (i.e. professional services, contractors, consultants, etc.) involved in completing the proposed project. Have these entities successfully completed similar projects?
3. Describe how the proposed project fits with the goals and objectives of the Downtown TIF District, outlined in the Grant Guidelines.
4. What is the historical significance of the building/business? Is historical architecture present? If so, what planning steps have been taken to ensure the continued historical integrity of the building?
5. Explain how the proposed project will increase the usability, visual appearance, and taxable value of the building.

Is this a Façade project?      Yes       No

If you checked No above, please do not respond to questions 6 and 7.

6. Briefly describe the current condition of the building's exterior.
7. Describe any preliminary architectural and/or engineering reports, relevant to the proposed project, that have been completed to date.

Is this a Structural Improvement project?      Yes       No

If you checked No above, please do not respond to questions 8 and 9.

8. Briefly describe the current condition of the structure. Is the building structurally sound?
9. Describe any preliminary architectural and/or engineering reports, relevant to the proposed project, that have been completed to date.

Is this a Technical Assistance project seeking to relocate a home-based business in the Downtown TIF?

Yes       No

If you checked No above, please do not respond to questions 10 and 11.

10. Describe the assisted business, and the planning efforts that have been previously taken to ensure the longevity and profitability of the business. How long has the business been home-based? Why is the business seeking to relocate within the Downtown TIF District?
11. How was the location within the Downtown TIF chosen? Describe the applicant's process in selecting a downtown location.





## Budget Narratives

Attach typed responses thoroughly addressing each of the questions below after this page in the completed application. Please try to keep responses to 100 words or less per question. If a particular question is not applicable, please address why it is not applicable. Answers of "n/a" or the like will result in the application being considered incomplete.

1. How was the total project cost determined? Clearly define the activities to be funded by the proposed project (e.g. contracted services, supplies/equipment, etc.). Are there any ongoing project costs?
2. Clearly identify all funding sources (e.g. grants, loans, private monies, etc.). What is the status of non-TIF funds? How will funding sources be coordinated with each other?
3. If particular sources of funding are not obtained or only partial funding is obtained, how will the applicant proceed?
4. If the proposed project is a component of a larger project, please explain the applicant's funding strategy to successfully complete the overall project.
5. Explain the financial need of the applicant.

Please provide a Project Budget either in the additional attachments or by utilizing the table below.

Project Budget		
Funding Sources	Amount	Status of Funding (pending or firm)
Downtown TIF		
Applicant		
Other: <i>(name)</i>		
Other: <i>(name)</i>		
Other: <i>(name)</i>		
<b>Total Project Cost:</b>		





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## Attachments

In addition to any desired additional information you would like to provide, please include the following required attachment(s) with the completed application:

1. Copy of Anaconda-Deer Lodge County business license
2. Proof of ownership of the building of concern. Tenants under lease must submit a copy of the lease terms, contact information, and a signed letter from the building owner approving the proposed project.
3. Proof of Insurance on the building of concern.
4. Project timeline/schedule (sample provided)

Suggested additional attachments include, but are not limited to:

1. Design sketches or schematics of proposed project
2. Current photos of existing conditions related to the proposed project
3. Bids or cost estimates for supplies and/or professional services

## Authorization

To the best of my knowledge and belief, the information provided in this application and in the attached documents is true and correct.

Name of applicant \_\_\_\_\_

Signature of applicant \_\_\_\_\_

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

