VERMONT

BUILDING COMMUNITIES GRANT PROGRAM: REGIONAL ECONOMIC DEVELOPMENT GRANT PROGRAM

APPLICATION COVER SHEET & ATTACHMENT CHECKLIST

1. Name and address of the Sponsoring Organization, Municipality, RDC/RPC: _____

_____

_____

2. Company/Business name and address on behalf of:_____

_____

_____

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

_____

ATTACHMENTS CHECKLIST		**√**	*Office Use Only*
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.	***Please describe your project and keep to 3 pages:*** 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 project (breakdown labor and materials);		
	f) specify how many new jobs will be created or retained and job creation details;		
	g) 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 represents the community support from municipalities for Regional Development Corporations/Regional Planning Commissions (RDC/RPC) or 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 Members in making an award determination. (Pictures and Sketches are appreciated)		

Please mail 5 *colored-copies* (3-hole punched, unstapled and unbound) of the completed application cover sheet and attachments to:

Department of Buildings and General Services
2 Governor Aiken Avenue, Montpelier, VT 05633-5801
Attn: Judy Bruneau, Grant Administrator
802-828-3519

State of Vermont
Regional Economic Development Grant
Project Budget Sheet
DO NOT INCLUDE IN-KIND FUNDS

Name of the Sponsoring Organization, Municipality or RDC/RPC:

_____

			Dollars
A.	**Total Capital Expenditure of project for which you are seeking funds:**		$_____
B.	**Regional Economic Development Grant Request:**		$_____
C.	**Existing Funding Sources for this project to date:**	**Committed Funds please check box Yes/No**	
	a. Donations	☐☐	$_____
	b. Fundraising	☐☐	$_____
	c. Fees	☐☐	$_____
	d. Grants (do not include this potential grant)	☐☐	$_____
	e. Other	☐☐	$_____
		Totals	$_____0.00

***** Please provide copies of all documents to support your committed funds**

****The program is authorized to award matching grants up to $25,000.00 per project, provided that grants funds shall be awarded only when evidence is presented by a successful applicant that at least one dollar has been raised from non-state sources for every dollar awarded under this program.****

CERTIFICATION

We have ☐ have not ☐ applied for any other Building Community Grant this calendar year for this project.

If yes, please specify _____

We have ☐ have not ☐ received any other Building Community Grants in a previous year.

If you have, what year: _____ Which grant: _____

Amount Received: _____

I certify that the above statements are true and accurate to the best of my knowledge.

_____	_____	_____
Printed Name:	**Signature:**	**Date:**