



**Department of Buildings and General Services**  
**Office of the Commissioner**  
2 Governor Aiken Avenue  
Montpelier, VT 05633-5801

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*Agency of Administration*

## **BUILDING COMMUNITIES GRANTS PROGRAMS: REGIONAL ECONOMIC DEVELOPMENT GRANT**

The Regional Economic Development Grant Program is administered by the Department of Buildings and General Services. The goal of the program is to provide competitive grants to municipalities and to non-profit organizations as defined in chapter 117 of Title 24 for capital costs associated with major maintenance, renovation, or planning related to the development of facilities reasonably expected to create or retain job opportunities in Vermont communities.

This is a competitive grant program and not all applicants will receive funding nor will awarded applicants necessarily receive the full amount of funds requested. This program provides last gap funding for shovel-ready projects and does not support ongoing fundraising initiatives. It is the intent of the legislature that applicants applying for any of the Building Communities Grants Programs ***shall not apply for more than one grant*** as defined in Chapter 137 of Title 24 for the ***same project*** in the current calendar year, *in any category. (Building Communities Grants Programs)*. This does not prohibit organizations from requesting funding for a ***different*** project in an alternate location under any of the grants.

Grants will be awarded by the selection committee on a competitive basis. Precedence will be given to applicants for new projects and proposals who have not previously received a Regional Economic Development Grant (REDG). The committee gives priority consideration to applicants demonstrating they have strong community support through the success of local fundraising campaigns. The deadline to submit applications is July 31<sup>st</sup> each year. If July 31<sup>st</sup> falls on a weekend, the deadline will be extended to the following Monday. Grant award recipients will be announced in the fall.

If you have any questions, please feel free to contact Judy Bruneau at our office at (802) 828-3519 or by email at: [Judy.Bruneau@vermont.gov](mailto:Judy.Bruneau@vermont.gov). For your convenience, we have made this and other grant application materials available online at the following location:  
<http://www.bgs.vermont.gov/commissioner/building-communities-grants>.

We look forward to working with everyone.



## **BUILDING COMMUNITIES GRANTS PROGRAMS: REGIONAL ECONOMIC DEVELOPMENT GRANT**

### **APPLICATION PROCESS**

This grant program is open to municipalities and non-profit organizations that provide regional economic development in an individual community or recognized community service area. The maximum grant amount awarded is \$25,000.00 per project. Requests in any amount up to the \$25,000.00 limit will be considered. For each dollar requested, documentation must be provided to show that \$1.00 has been raised in hand (not pledged) from non-state of Vermont sources. Projects should be shovel-ready. Projects that are in the conceptual stage should not apply. Preference will be given to those projects that have demonstrated support within a community.

The grant application process is intended to be simple and handwritten applications are acceptable. We do not encourage having professionally prepared materials created for this application. Short, simple, and to the point applications are greatly appreciated and supported.

### **DEFINITIONS**

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

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

**Non-Profit Organization:** A group granted such status by the Internal Revenue Service.

**1:1 Financial Match:** Must have documented proof you have raised \$1.00 from non-state funds and have those funds in hand (not pledged) for the amount you are requesting; any evidence of a successful bond vote or a specific line item approved within a budget would be useful in gauging support. **You cannot use any state or federal grants as your 1:1 financial match. In-kind contributions of labor and/or materials or other types of in-kind matches are not allowed for the 1:1 financial match.**

**Non-State Match:** Financial support raised by the municipality or non-profit organization 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 Funding:** Capital costs associated with major maintenance, renovation, or planning related to the development of facilities reasonable expected to create or retain job opportunities in Vermont communities.

**Shovel-Ready:** The project is ready to begin or has already begun. All required permits are in hand before submitting the application. Otherwise, the application will be automatically denied.

## ELIGIBILITY REQUIREMENTS

Requests for funding will be evaluated on the following criteria. The Regional Economic Development Grants Advisory Committee will make the award determinations. *The decision of the Committee is final and is not subject to appeal.*

Successful grant applicants will demonstrate:

1. Necessity or advantages to the community of the project.
2. Development of facilities or opportunities for regional economic development programs. All projects must demonstrate realistic job creation or job retention and how the job numbers are determined.
3. This program provides last gap funding for shovel-ready projects with all permits in hand and does not support ongoing fundraising initiatives. The project is shovel-ready to **begin or has already begun** construction. *Concepts or ideas will not be funded.* Grants will not be awarded as “seed” money.
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 services are not allowed as part of the financial match.**
6. Demonstrates that the organization has strong support in the community. This can be illustrated through the success of local fundraising campaigns in achieving the financial match funding requirement. In addition, letters of recommendation from community members are requested.
7. Additional projects or tasks funded by grants for the same calendar year for the same property will not be funded per Chapter 137 of Title 24 §5601-5607(b).
8. It is not required, but preference will be given to applicants who submit business plans along with their application. The Vermont Small Business Development Center (VtSBDC) is available to assist entrepreneurs and small business owners in the development of business plans at all stages. You can locate an advisor near you, as well as learn more about their no-cost, confidential, one-on-one advising services at [www.VtSBDC.org](http://www.VtSBDC.org). You can select “request advising” and a member of the VtSBDC team will respond to your request. In the meantime, you can find tools, templates and information on business plans and planning on the “resources” page.

**The deadline to submit applications is July 31<sup>st</sup> each year. If July 31<sup>st</sup> falls on a weekend, the deadline will be extended to the following Monday. You may submit your completed application, single-sided and in color if possible, electronically to Judy Bruneau at: [Judy.Bruneau@vermont.gov](mailto:Judy.Bruneau@vermont.gov) or you may mail your application to:**

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2 Governor Aiken Avenue, Montpelier, VT 05633-5801  
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