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

[phone] 802-828-3519  
[fax] 802-828-3533

*Agency of Administration*

May 31, 2016

**2017 BUILDING COMMUNITIES GRANT PROGRAM: REGIONAL ECONOMIC DEVELOPMENT GRANT**

Enclosed is the FY 2017 Regional Economic Development Grant Program application, administered by the Department of Buildings and General Services. The goal of the program is to provide competitive grants to municipalities and non-profit organizations as defined in chapter 117 of Title 24 and to promote stimulation or retention of opportunities for regional economic development of individual or regional 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. It is the intent of the legislature that applicants applying for any of the Building Community Grant Awards ***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 Community Grants Programs)*. This does not prohibit organizations from requesting funding for a ***different*** project in alternate location under any of the grants.

Grants will be awarded by the selection committee on a competitive basis. The committee gives priority consideration to applicants demonstrating they have strong community support through the success of local fundraising campaigns. Grant award recipients will be announced in the fall. If there are any remaining funds, they may be awarded on a rolling basis at the convenience of the grant committee.

Please pass this information along to any organization or interested parties that may qualify for this or one of our other grant programs. If you have any questions, feel free to contact Judy Bruneau at our office at (802) 828-3519 or (802) 828-3314. You may also contact her 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://bgs.vermont.gov/formsandpublications>.

We look forward to working with everyone.



## STATE OF VERMONT: REGIONAL ECONOMIC DEVELOPMENT GRANT PROGRAM

### 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 available grant is \$25,000.00 per project. Requests in any amount up the twenty-five-thousand-dollar limit will be considered. For each dollar requested, documentation must be provided to show that one dollar has been raised (on hand or pledged) from non-State of Vermont sources. ***Projects that are in the conceptual stage should not apply.*** Preference will be given to those projects that have demonstrated support within a community.

This program is intended as a simple grant application process. Handwritten applications are acceptable. We do not encourage having professionally prepared material created for this application. Short, simple applications are greatly appreciated and supported.

### DEFINITIONS

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

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

Non-Profit: A group granted such status by the Internal Revenue Service. Applicants can be any non-profit providing support to Vermont enterprises.

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

## ELIGIBILITY REQUIREMENTS

Requests for funding will be evaluated on the following criteria. The Regional Economic Development Grant Advisory Committee will make award decisions. If funding remains thereafter, grants may be funded on a rolling basis, and announced at the discretion of the committee. ***The decision of the Committee is final and is not subject to appeal.***

Successful grant recipients 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 and how a job number is reached.
3. The project is ready to **begin or has 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 match are not allowed as part of the financial match.**
6. Demonstrate that the organization has strong support in the community. This can be illustrated through the success of local fundraising campaigns in achieving matching funding. In addition, letters of recommendation from community members is 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 §5601-5606.

**Application Deadline: July 1, 2016**

(after the initial deadline any remaining grant funds may be awarded on a rolling basis)

**STATE OF VERMONT: 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): \_\_\_\_\_  
 \_\_\_\_\_

<b>ATTACHMENTS CHECKLIST</b>		<b>✓</b>	<i>Office Use Only</i>
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.	<b><i>Please describe your project and keep to 3 pages:</i></b>		
	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) <b>specify how many new jobs will be created or retained and job creation details;</b>		
	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 represent 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. <b>In-kind contributions of labor and/or materials or other types of in-kind match are not allowed.</b>		
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 in making an award determination. (Pictures and Sketches are appreciated)		

**This Committee prefers their information electronically. Please scan your completed application cover sheet and attachments, in color, if possible, and email them to the Grant Administrator: [Judy.Bruneau@vermont.gov](mailto:Judy.Bruneau@vermont.gov) If you are unable to scan your documents, please mail the documents to:**

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 2 Governor Aiken Avenue, Montpelier, VT 05633-5801  
 Attn: Judy Bruneau, Grants Administrator  
 802-828-3519

