



NYA Market Enrichment Grant Program Application

Date_____

Business Name_____

Business Owner Name_____

Property Address_____

Property Owner Name_____

Property Owner Address (if diff from applicant) _____

Home Phone_____ Mobile Phone_____

Grant Application Name_____

Type of Business_____

Business Phone_____ Mobile Phone_____

Email_____ Website_____

Lease Agreement Expiration Date (if applicant is leasing) _____

****If the applicant is NOT the property owner, the owner must sign on page 3 to approve the proposed improvements and provide letter of support. If applicant is leasing the building, indicate expiration date of current lease.)**

****The property must be up to date on all property taxes and assessments**

Application Requirements

- Review program terms and conditions
- Completed application form and signature(s)
- Property owner letter (if applicable)
- Description of proposed project
- Photo of current conditions
- Bid estimates

Description of Proposed Improvements

Total Improvement Cost \$_____

Grant Request Amount \$_____ ****The amount of the grant request should not exceed \$10,000.**

What will you contribute the 20% requirement? _____

Timeline for Completion_____

Submit two written bids/estimates/quotes for the project cost

- If two bids cannot be supplied, provide evidence of that multiple bids were sought.
- Verify contractors are licensed, bonded and insured.
- Grant amounts are based on the lower bid; however, you are free to accept the higher bid.

Contractor Information

1. Contractor Name _____

Address _____ Phone _____

Bid Amount __ \$ _____

2. Contractor Name _____

Address _____ Phone _____

Bid Amount __ \$ _____

Review Terms

The grant applicant will receive a grant in the amount specified pending grant applicant's compliance with this agreement and grant program guidelines and available funding. Final determination of eligibility rests with the City of Norwood Young America.

1. The grant applicant certifies that he/she is an owner of record of the property where the funds will be used to finance repairs and/or improvements; or where not the owner of record of the property, has obtained the owner's written authorization to cause the repairs or improvements to be made. The property owner certifies that all property taxes are paid and up to date and will remain so throughout the entire project, until grant funds are disbursed.
2. Work performed at the property shall be as stated in the contractor(s) bid(s) obtained by the grant applicant and as state in this application.
3. Any contractor(s) who performs work at the property must meeting City of Norwood Young America licensing, building permit and building code requirements.
4. If the grant applicant is performing any work, the grant applicant understands that upon completion (1) all work must meet City of Norwood Young America zoning code, building permit and building code requirements, and (2) grant funds can only be used to compensate for materials, not for the purchase or rental of tools and equipment or the labor of the grant applicant, a relative or someone with financial interest in the business or property receiving the grant funds.
5. All improvements must be complete and reimbursement request documents provided to the program administrator within nine months of the grant approval date. The grant applicant is responsible for ensuring that the work has been completed satisfactorily before paying the contractor(s).
6. Grant funds will be disbursed to the grant applicant by the program administrator based upon the receipt and review of the items below. The grantee must submit the following items to the program administrator upon completion of the work. If more than one contractor is used, the items listed below must be provided for each contractor:
 - a. Proof of final inspection by the City of Norwood Young America for work requiring a city permit (send a copy of the permit signed by the building inspector). For work NOT requiring a city permit, call the program administrator at 952-467-1810 to notify them work is complete.
 - b. Final invoice from the contractor(s) showing the total project cost.

I hereby affirm that all information above is true and accurate to the best of my knowledge. I have read and agree to the NYA Market Enrichment Grant Program.

Applicant Signature _____ Date _____

Owner Signature _____ Date _____

Application Submittal

Submit application and attachments to program administrator by mail or email to:

Karen Hallquist
City of NYA
PO Box 59
Norwood Young America, MN 55368
(952)467-1810
Economicdev@cityofnya.com

Internal Use Only – to be completed by program administrator

Date application received _____

Grant amount requested _____

Private 20% match _____

Total project cost _____

Grant approval date _____

Project completion date _____

Program administration signature _____
Karen Hallquist, EDMD – Program Administrator