



Board of County Commissioners Agenda Request

2S

Agenda Item #

Requested Meeting Date: December 14, 2022

Title of Item: 2022 Business Development & Recreation Grant- document language change

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed:
Summary of Issue: <p>The Board of Commissioners previously approved the 2022 Business Development & Recreation Grant documents on 09/28/2021.</p> <p>On 11/09/2021, the Board of Commissioners approved an additional \$10,000 from ARPA funding, to be added to the 2022 BD&R Grant funds available.</p> <p>In light of the Board's decisions, a slight change was made to the documents, adding language that allows the Economic Development Committee to increase the total amount awarded to an applicant if justified (language change in red in the attached documents).</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve the 2022 BD&R grant documents with the change in language.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.



AITKIN COUNTY BUSINESS DEVELOPMENT AND RECREATION GRANT PROGRAM

PROGRAM OVERVIEW

The purpose of this grant fund is to leverage county funds, private funds and volunteer efforts to increase new business development activities in Aitkin County, with an emphasis on increasing sustained tourism and recreation activities. Several organizations may submit a single application or organizations may apply individually. Organizations need only to commit one hundred dollars (\$100) in good faith to ensure commitment to the grant request. Example: Program/Event Total Cost: \$1,100 would require the organization's commitment of \$100 to ensure the possibility of an Aitkin County Business Development and Recreation Grant Program.

Grant Guidelines: Guidelines for application and awarding of Aitkin County Business Development and Recreation Grants are as follows:

1. **Funding Limits:** Minimum of \$100 and a maximum of \$1,000 per grant application. The Economic Development Committee may increase the amount awarded at their discretion.
2. **Matching Funds:** The Aitkin County Business Development and Recreation Grant Program is intended to leverage locally funded promotions and not replace that funding. Significant consideration will be given to the amount and quality of matching funds/in kind contributions when grant applications are evaluated by the Economic Development Committee and County Board.
3. **County-Wide Distribution:** The intent of this program is to provide assistance throughout Aitkin County. Consideration shall be given to amounts awarded and number of grants approved per year for any particular region of the county to ensure that an equitable level of funding is available throughout the county.
 - a. **Event/Activity Eligibility:** Grant Funds shall be used to market business development activities that create sustainable tourism or recreation growth or activities/businesses that will enhance the Aitkin County economy.
 - b. **Events eligible for funding include:**
 - Sustainable Business Development Activities (Advertising funds can be included in funding request).
 - Community Recreation or Tourism events that create sustained increases in resident or visitor activity (Advertising funds can be included in funding request).
 - c. Special consideration will be given to applications that will enhance the Northwood's ATV Trail or River Trails through signage, promotion, activities or trail amenities.
 - d. Grant funds shall not be used to pay the salaries of part or full time staff associated with a particular event/business development activity or organization associated with an event/business development activity. Funds shall not be used for any type of



prizes or other material items that may be offered, awarded, sold or given away as a promotion of the event/business development activity being supported by the grant.

- e. Aitkin County Business Development and Recreation Grant funds may not be used to reimburse expenses occurred prior to grant approval by Aitkin County.

Application Procedure: All applications shall be submitted using the "Application for Aitkin County Business Development and Recreation Grant" and Model Resolution Form for Non-Governmental Organizations.

- Grant requests should be submitted by EMAIL to: mark.jeffers@co.aitkin.mn.us titled ACBDRG or submitted by mail to ACBDRG c/o Mark Jeffers, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431.
- Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June 2022. Application deadline is **May 31, 2022.**
- Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.
- The Model Resolution Form must be submitted by all applicant organizations, except governmental organizations. An Evaluation Form, to be completed and returned within thirty days following the completion of the program/event, will be sent to you following acceptance of your proposal.

Reports and Recovery of Unused Funds: Reports and procedures for recovery of unused funds are as follows:

1. A written evaluation shall be completed and returned the Aitkin County Economic Development Coordinator, Mark Jeffers, within 30 days of completion of an event/business development activity. That written evaluation shall describe the success in meeting the goals of the event/business development activity and should be included with a final financial report. That report shall also include a reimbursement check for any unused funds, make check payable to "Aitkin County Business Development and Recreation Grant Program"

Further information and additional forms and materials may be obtained by contacting Mark Jeffers, Aitkin County Economic Development Coordinator
217 2nd Street NW, #131,
Aitkin, MN 56431,
218-531-6188
mark.jeffers@co.aitkin.mn.us

Application for Aitkin County Business Development and Recreation Grant Program

January 1, 2022 - December 31, 2022

DEADLINE: Grant requests should be submitted by EMAIL to ACTPDG c/o Mark Jeffers, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431 or EMAIL to mark.jeffers@co.aitkin.mn.us.

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APPLICANT INFORMATION

1. PROGRAM INFORMATION

Project Name:

Date(s) of Program:

Location of Program:

Organization/Community Name:

Person in Charge of Project: _____

Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):

Contact Person's Phone #: _____

Description/focus/purpose of your organization:

2. FUNDING:

Amount requested from Aitkin County \$ _____

(Minimum \$100.00, maximum request is 1,000.00). The Economic Development Committee may increase the amount awarded at their discretion.

Amount of your organization's match \$ _____

Total projected budget \$ _____

3. PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

Explain how your project will bring visitors to or provide a positive and sustainable economic impact on Aitkin County.

List target markets:
Where – geographic areas (s)

List target audience:
Who – type of group or activity

4. **PROJECT BUDGET:** in the space below, provide a budget for the entire event.

Category	Grant Funds	Applicant Funds	Total
TOTALS			

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Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Economic Development Committee.

Name _____ Date: _____