



Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: November 28, 2023

Title of Item: 2024 Business Development & Recreation Grant

<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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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Submitted by: Mark Jeffers	Department: Administration
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Presenter (Name and Title): NA	Estimated Time Needed: NA
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Summary of Issue:

The Economic Development Committee has updated the grant documents and recommend/request approval to execute the 2024 Business Development & Recreation Grant. This is an annual budgeted grant.

The purpose of this grant fund is to leverage county funds, private funds and volunteer efforts to increase small 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. The Aitkin County Board of Commissioners, have approved funding to be used to directly impact the Community of Aitkin County by executing the Aitkin County Business Development & Recreation Grant.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Motion to approve the 2024 grant documents and execute the grant program.

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$
 Is this budgeted? Yes No *Please Explain:*
 \$10,000 is budgeted annually for this grant.



AITKIN COUNTY BUSINESS DEVELOPMENT & RECREATION GRANT PROGRAM

PROGRAM OVERVIEW

The purpose of this grant fund is to leverage county funds, private funds and volunteer efforts to increase small 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. The Aitkin County Board of Commissioners, have approved funding to be used to directly impact the Community of Aitkin County by executing the Aitkin County Business Development & Recreation Grant.

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

1. **Funding Limits:** Minimum of \$100 and a maximum of \$2,000 per grant application. The Economic Development Committee may recommend to the Board of Commissioners to increase or decrease the amount awarded at their discretion. The Aitkin County Board of Commissioners grants the final approval for funding.
2. **Matching Funds:** The Aitkin County Business Development & 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.
4. **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. Funds are not intended to be an annual budget supplement. Funds are intended for incremental business development and recreation.**
5. **Aitkin County Business Development and Recreation Grant funds may not be used to reimburse expenses occurred prior to grant approval by Aitkin County.**
6. **Eligible Project Examples:**
 - Sustainable marketing and advertising materials including but not limited to permanent signage materials, etc.
 - Menu signs (interior)
 - Technology or training programs
 - Any other activities to develop your business
7. **Eligible Event Examples:**
 - Annual events promoting tourism & recreation



- Events must provide incremental tourism growth
- 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.

8. Eligible organizations:

- Businesses located in Aitkin County.
- Local Governments
- Non-Profit organizations
- 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

Application Procedure: Guidelines for applications are as follows:

1. Grant requests should be submitted by EMAIL to:
mark.jeffers@co.aitkin.mn.us, subject line: BD&R2024
or by mail to:
Mark Jeffers
Aitkin County Government Center,
307 2nd Street NW, Room 316,
Aitkin, MN 56431.
2. Funding recommendations will be considered at the regularly scheduled monthly meeting of the Aitkin County Economic Development Committee in June 2023. Application deadline is **May 31, 2024**.
3. Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

Reporting Requirements

1. Applicants that are awarded a Business Development & Recreation grant are required to submit proof of fund use prior to the end of the one-year grant period. Reporting information documents and deadlines will be included in the award letter.
2. Economic Development staff will collaborate with grant award winners to verify qualified grant use.
3. Unused funds at the conclusion of the one-year grant period must be returned to Aitkin County.

Further information and additional forms and materials may be obtained by contacting:

Mark Jeffers
Aitkin County Economic Development Coordinator
218-531-6188
mark.jeffers@co.aitkin.mn.us



Application for Aitkin County Business Development & Recreation Grant Program January 1, 2024 - December 31, 2024

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by mail to:
Mark Jeffers
Aitkin County Government Center
307 2nd Street NW, Room 316
Aitkin, MN 56431
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- Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

APPLICANT INFORMATION

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 #:

Contact Person's Email:

Description/focus/purpose of your organization:

FUNDING:

Amount requested from Aitkin County \$

(Minimum \$100.00, maximum request is 2,000.00). The Economic Development Committee may recommend to the Board of Commissioners to increase or decrease the amount awarded at their discretion. The Aitkin County Board of Commissioners grants the final approval for funding.

Amount of your organization's match \$

Total projected budget \$

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 audience:

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

Category	Grant Funds	Applicant Funds	Total
TOTALS			

Contact Signature:

Name _____ Date: _____