



Anaconda Deer Lodge County
Urban Renewal Agency

Miscellaneous Application

Unless explicitly noted in the Ineligible Activities section of the Downtown TIF Grant Guideline, project proposals can be submitted for review using the Miscellaneous Application. The Urban Renewal Agency (URA) Board will review applications on an open cycle. The URA Board Administrator may contact the applicant with questions from the URA Board or requests for more information. Barring any inquiries from the Board, applicants will be notified of award decisions via a letter within 25 business days of receiving the application.

Completed applications can be submitted to the Urban Renewal Agency Board Administrator at:
Anaconda Local Development Corporation or jameshdavison@gmail.com
118 East 7th Street, 3rd Floor
Anaconda, MT 59711

Application Check List

- Approved Pre-Application
- Applicant Information
- Project Information/Narratives
- Budget Narratives
- Required Attachments:
 - Copy of Anaconda-Deer Lodge County business license
 - Proof of ownership of the building of concern (WHAT?). Tenants under lease must submit a copy of the lease terms, contact information, and a signed letter from the building owner approving the proposed project.
 - Proof of Insurance on the building of concern.
 - Project timeline/schedule (sample provided)
- Additional Attachments (optional)
- Signed Authorization Form

Applicant Information





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Date of Application: _____

Name of Business Street Address City State Zip Code

Applicant First Name Applicant Last Name Phone Email

Building Owner First Name Building Owner Last Name Phone Email

Has the applicant applied for Downtown TIF Funding before? Yes No

Type of Business? Sole Proprietorship Partnership Corporation

Does the owner have a current Anaconda-Deer Lodge County Business License? Yes No

Are the building's taxes currently paid in full? Yes No

Employer's Federal Identification Number:

Employer's State Identification Number: _____

Has the applicant or any individual/entity affiliated with the proposed project been adjudged bankrupt (voluntarily or involuntarily) within the past 10 years? Yes No

Project Information

Project Title: _____





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Total Project Cost: _____ Downtown TIF Funding Requested: _____

Was the building constructed before 1978? Yes No

Is the building listed on the Montana Historical Landmarks? Yes No

Is the building listed on the National Register of Historic Places? Yes No

Has the Applicant contacted the State Historic Preservation Officer? Yes No

Project Narratives

Using separate sheets, thoroughly address each of the questions below. Please try to keep responses to 100 words or less per question. If a particular question is not applicable, please address why it is not applicable. Answers of “n/a” or the like will result in the application being considered incomplete.

1. Project Description: Describe the scope of work of the proposed project, including the activities to be completed and who will complete these activities. Explain the goals and outcomes of the proposed project.
2. Describe how the proposed project fits with the goals and objectives of the Downtown TIF District, outlined in the Grant Guidelines.
3. What is the historical significance of the building/business? Is historical architecture present? If so, what planning steps have been taken to ensure the continued historical integrity of the building?
4. How will the proposed project stimulate economic activity within the Downtown TIF District? Will blight be removed directly or indirectly? Describe the impact on other existing businesses or residents.
5. Explain how the proposed project will increase the usability, visual appearance, and taxable value of the building.

Budget Narratives

Using separate sheets, thoroughly address each of the questions below. Please try to keep responses to 100 words or less per question. If a particular question is not applicable, please address why it is not applicable. Answers of “n/a” or the like will result in the application being considered incomplete.





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1. How was the total project cost determined? Specifically define the activities to be funded by the proposed project (i.e. contracted services, supplies/equipment, etc.). Are there any ongoing project costs?
2. Describe the funding strategy for the proposed project. For what activities will Downtown TIF monies be used? How will funding sources be coordinated with each other?
3. If particular sources of funding are not obtained or only partial funding is obtained, how will the applicant proceed?
4. If the proposed project is a component of a larger project, please explain the applicant's funding strategy to successfully complete the overall project.
5. Explain the financial need of the applicant.

Please provide a Project Budget either in the additional attachments or by utilizing the table below.

Project Budget		
Funding Sources	Amount	Status of Funding (pending or firm)
Downtown TIF		
Applicant		
Other: <i>(name)</i>		
Other: <i>(name)</i>		
Other: <i>(name)</i>		
Total Project Cost		

Attachments

In addition to any desired additional information you would like to provide, please include the following required attachment(s) with the completed application:

1. Copy of Anaconda-Deer Lodge County business license
2. Proof of ownership of the building of concern. Tenants under lease must submit a copy of the lease terms, contact information, and a signed letter from the building owner approving the proposed project.
3. Proof of Insurance on the building of concern.
4. Project timeline/schedule (sample provided)





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Suggested additional attachments include, but are not limited to:

- 1. Design sketch or schematic of proposed project
- 2. Current photos of existing conditions related to the proposed project
- 3. Bids or cost estimates for supplies and/or professional services

Authorization

To the best of my knowledge and belief, the information provided in this application and in the attached documents is true and correct.

Name of applicant _____

Signature of applicant _____ Date: _____

