



Anaconda Deer Lodge County  
**Urban Renewal Agency**

## Technical Assistance Application

Eligible activities under the Technical Assistance Application include, but are not limited to: providing match for professional technical services (i.e. PAR, PER, etc.), assisting currently home-based businesses relocate within the Downtown TIF District boundaries including rent negotiation, rent subsidy (maximum 3 months), merchandising, etc.

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 7<sup>th</sup> Street, 3<sup>rd</sup> 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:

\_\_\_\_\_

## 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, and the activities for which TIF funds will be used. Identify the entities involved in completing the proposed project, including any professional services.
2. Describe the assisted business, and the planning efforts that have been previously taken to ensure the longevity and profitability of the business. How long has the business been home-based? Why is the business seeking to relocate within the Downtown TIF District?
3. How was the location within the Downtown TIF chosen? Describe the applicant’s process in selecting a downtown location.
4. Describe how the proposed project fits with the goals and objectives of the Downtown TIF District, outlined in the Grant Guidelines.
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.

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.





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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>		
<b>Total Project Cost</b>		

## 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)

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 \_\_\_\_\_





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Signature of applicant

\_\_\_\_\_

Date:

\_\_\_\_\_

