



New Business Development Grant Guidelines & Application 2024-2025

Introduction

Helena's Business Improvement District (BID) is committed to the vibrancy of Downtown Helena. This grant aims to support new businesses looking to enhance their presence and contribute to the economic vitality of downtown Helena. With this 50/50 matching grant for up to \$1,000, BID hopes to ease the financial burden of projects that invest in new local businesses located in the BID district.

All grant applications are received and awarded on a rolling basis to encourage the investment in Downtown across all seasons. Priority will be given to grant proposals for improvements that are unique to downtown Helena. Please follow the instructions carefully to ensure your application is complete and considered. This is a 50/50 matching grant, eligible up to \$1,000.

Objectives

- To support new businesses looking to enhance their presence in the BID.
- Contribute to economic vitality of BID businesses.
- To support the development of new improvements in the BID district.
- To support foot traffic and spending in BID establishments

Eligibility and Guidelines

- Open to any individual, group of individuals, non-profits, organizations, or businesses that are retail, service-oriented within the BID boundaries ([found here](#)).
- Applicants must be new to their space within the last three months of submitting application.
- Funds must be used for projects that enhance the physical space, community engagement, or economic impact of the business.
- Funds **may not** be used to pay employees, parking, rent or any other normally anticipated business expenses.
- Applicants must be in good standing with city regulations and zoning laws.

Terms and Conditions

- Applications are reviewed by the BID's Economic Vitality Committee on an ongoing basis. The submission deadline for each review cycle will be the 15th of every month.
- Grantees will be required to sign a grant agreement stating that the project will be started within six months of the award.
- Grants will be released in a lump sum 30 days after the grant has been approved.
- Grantees will include the BID as a sponsor and use its logo in all promotional efforts.
- If the planned project is not completed within a year of the award, the grantee must return the funds in full.

Required Documents

1. Completed Application Form
2. Business Description
3. Business Plan and Budget Breakdown
4. Proof of the City of Helena Business License
5. Photos of Current Business Space (if applicable to request)
6. Letter of Support from Landlord (if applicant is not owner of business space)

Release of Funds

If a grant is awarded, BID will send a written notice to the organizer of the project listing the amount awarded, the day the funds will be released, and how to receive the money. The awardee must sign an agreement before the funds are released.

If the grant is not awarded, a written rejection will be sent. Applicants are encouraged to reach out to the BID to review the application for eligibility issues, and then reapply.

Email or mail the application to:

director@helenabid.com

**Helena Business Improvement District
330 Jackson St
Helena, MT 59601**

Grant Application

Name of Organization, Nonprofit, Business:

First and Last Name of Lead Organizer:

Phone Number of Organizer:

Email of Organizer:

Name of Project:

Brief Description of the Project (less than 300 words):

Location of Project:

Timeline of Project:

How will this project benefit your business (less than 300 words)?

Are you working with any other downtown businesses or groups on this project?

Grant Amount Requested (up to \$1000):

Specifically, what will the funds be used for?

Do you need permits to complete this project? If so, do you need administrative help obtaining them? If so, what help will you need?

How did you hear about this funding opportunity?



New Business Development Grant Agreement

- A. Grantee agrees to the eligibility guidelines outlined in the event application.
- B. Grantee agrees to complete the project within 1 calendar year of receiving the funds.
- C. Grantee agrees to provide additional information and documents as the HBID may request to understand the use of funds before awarding the grant.
- D. Grantee agrees to promote the HBID through event marketing, including but not limited to, displaying HBID as a sponsor during the project, in promotional materials, and social media.
- E. HBID reserves the right to withhold any payments to be made under this grant award if, in the HBID's sole discretion, such action is necessary: (1) because grantee has not fully complied with the terms and conditions of the grant; (2) to protect the purpose and objectives of the grant; or (3) to comply with any law or regulation applicable to grantee, to HBID, or this grant.

On behalf of the grantee, I understand and agree to the foregoing terms and conditions of the HBID grant, and hereby certify my authority to execute this agreement.

Business/Organization/Event Organizer's Name

Applicant's Signature

Date