

# City of Crosby Spirit Fund/Community Enhancement

The City of Crosby and The Spirit Fund Board are pleased to offer the opportunity for your organization to receive funding to help attain a specific goal. Please read and consider CAREFULLY the instructions for applying.

The Spirit Fund has funds allocated of up to 30% of the 2023 1% City Sales Tax Collection for the 2023 Enhancement Grant Round. These funds are subject to availability at the time of grant distribution. We need to stress, however, that in applying for funding; **you are in no way guaranteed financial support.** All financial awards are based on scoring criteria that has been approved by the City Council. When filling out your application, please answer the narrative questions in the order presented. This will assist the Board in their scoring process. Additionally, please make sure to indicate ALL MATCHING FUNDS that will be used for the project as this will support the board in their scoring process.

**Deadline for ALL applications will be December 15<sup>th</sup>, 2023 at 12:00pm.**

In order to alleviate any confusion or disappointment, please inform your organization's members – **APPLYING DOES NOT AUTOMATICALLY GUARANTEE OR INFER THAT YOUR ORGANIZATION WILL RECEIVE FUNDING.** A scoring process has been developed to provide a fair & equitable evaluation for all projects based on their merit and benefits provided to the local communities.

The Board is looking forward to receiving and reviewing this year's applications! If we can be of any help in answering questions about the application process, please do not hesitate to call the Economic Development office for the City of Crosby. Interviews with applicants will be scheduled toward the end of each January with the Spirit Fund Board.

## **GENERAL PURPOSE OF COMMUNITY ENHANCEMENT FUND**

In October of 2023 the Crosby City Council has agreed to open up the grant application period for funds allocated from the 1% city sales tax fund, The Spirit Fund, to a Community Enhancement Fund. These funds would go toward community enhancement projects to improve the quality of life in our trade region.

“The primary purpose of the Community Enhancement Fund is to enhance the quality of life in our trade area through job retention.”

Our quality of life affects the performance of existing businesses and is an important factor in determining whether new businesses and individuals will visit and/or move to our trade area.

The Community Enhancement Funds will provide resources to organizations and communities that are working to create, improve, and strengthen the quality of life by

marketing & promotions and enhancing job development through the cultural, historical, recreational, educational, health/fitness and social/ethnic activities in our trade area.

## **WHO IS ELIGIBLE TO APPLY?**

### **ELIGIBLE USES:**

1. Applications will be accepted from communities within the Crosby trade region and organizations intending to operate in the Crosby trade area.
2. The Community Enhancement Funds will provide resources to organizations and communities that are working to retain or develop jobs and enhance the quality of life in the Crosby trade area.
3. Leveraging financing from other sources shall be considered in providing funding to a project.
4. Generally funds shall be used for:
  - a. Capital improvements (i.e. land, buildings, equipment.)
  - b. Programs, annual, and special events
  - c. Operating expenses
  - d. Marketing, community development and job creation

### **INELIGIBLE USES:**

1. No project shall be financed from this fund that will allow it to unfairly compete with existing projects or organizations (profit or non-profit).
2. Restructuring existing debt generally will not be considered.
3. No project shall be funded that violates any state, federal or constitutional provisions (i.e. equal access laws, discrimination on the basis of race, sex or religion, separation of church & state, etc.)

### **GENERALLY:**

1. Funds will be used to develop non-profit organizations.
2. For-profit organizations will be considered for these funds only under the most unusual circumstances, and only when it can be determined that the for-profit venture meets the general purpose for which the fund was established.

# GENERAL GUIDELINES AND APPLICATION PROCESS

*Please read carefully!*

1. To apply for funding, applicants must complete the application forms and required attachments. **Applications will be available from the Economic Development Director located in Divide County Courthouse or are available online at [www.crosbynd.us](http://www.crosbynd.us).**
2. The Community Enhancement Funds will be grants to the recipients. Funds are to be expensed within 12 months from receipt of Letter of Approval. Extensions are only allowed upon Spirit Fund Board or City Council approval.
3. The Community Enhancement Funds will be awarded annually. **The deadline for applying is December 15<sup>th</sup>.**
4. Submitting an application **does not in any way guarantee funding**; funding will be based on the project's meeting grant criteria & scoring.
5. Applications will be submitted to the Spirit Fund Committee in January for scoring and recommendation for funding.
6. **The Crosby City Council will review and grant final approval or disapproval for all projects at their first meeting in February.** Projects may receive less funding than the amount requested in the application.
7. If the application is not approved for funding, the Economic Development Director will notify the applicant along with any comments the Spirit Fund Committee members deem appropriate.
8. Applicants approved for funding will be notified, in writing, by the Economic Development Director.
9. Applicants approved for funding need to present an approved project invoice to the Economic Development Office before funds will be disbursed.
10. GENERALLY:
  - a. More than one project will be funded each year. A project will consist of a specific "Use of Funds", not the group or organization applying for funds.
  - b. No funds will be committed beyond the current project year.
  - c. If the applicant changes its "Use of Funds" after the December 15th deadline, the application will be rejected.