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Medford Economic Development Authority

Micro Grant Program

1. PURPOSE

The purpose of this document is to establish guidelines for application and administration of the City of Medford's Micro Grant Program. These guidelines are intended to ensure equitable treatment and to avoid discrimination in the application of procedures. However, as these policies are merely guidelines, departure from them is allowed when supported by reason and approved by the appropriate authority. Applications will be reviewed on a first-come, first served basis. The program will only continue as long as funds are available and partial project awards may be made in order to increase the impact of the program. These funds are intended to be used for businesses in City limits therefore projects may be denied if the EDA or City find that there are too many similar projects in the same location. Moreover, funds may be denied if the applicant has already received assistance through this or other incentive programs.

2. POLICY STATEMENT

Recognition of Needs: The City of Medford and the Medford Economic Development Authority (EDA) recognizes the need to stimulate private sector investment for the beautification of commercial structures primarily located in the community, for improving way-finding signage, and for other purposes that will positively impact the experience of both local citizens and visiting customers. This program has been created to provide incentive financing for the exterior beautification of commercial/mixed use buildings in order to promote the viability and the vitality of the community to make Medford a more attractive place to live, work and visit. Participants in this program are strongly encouraged to keep the funds local by utilizing vendors and suppliers from Medford whenever possible. Awardees may be asked to participate in an EDA survey to evaluate the effects of the program.

3. PROJECT ELIGIBILITY

Micro Grant Funds can be used for: 1) bike racks, 2) website developments for the business, 3) other marketing uses including online, 4) menu boards, 5) flowers/plants, 6) public sidewalk seating benches, 7) exterior signs, 8) code violation corrections, 9) handicapped accessibility, and 10) other uses that might have an estimated life of less than five years.

4. FUNDING AMOUNT

Micro Grants will match applicant funds dollar for dollar up to a total EDA contributed maximum amount of \$500 per building, per year may be granted by the Medford EDA if all conditions of an application are met. Micro Grants will not be subject to pay back.

5. REGULATIONS FOR IMPROVEMENTS

All building construction or renovation is to be in compliance with applicable building codes, design guidelines, and other City codes and policies. All projects, outcomes, and effects on any other parties are the responsibility of the applicant.

6. PROCEDURAL GUIDELINES FOR APPLICATION AND APPROVAL

6.1 **Application and Review**

- A. Interested grant applicants should meet with City staff/consultants to obtain information about the Program, to discuss the proposed project, and to obtain application forms.
- B. The completed application form will be reviewed by City/Staff consultants to determine compliance with all City policies, ordinances, and codes. Incomplete applications will not be forwarded to the EDA.
- C. Applicant must own the property or have the written consent of the property owner.
- D. Applicant must be current on all City loans, utility payments, and property taxes and assessments.

6.2 **Project Review**

- A. The City/staff consultants shall review each Micro Grant application in terms of its proposed activities in relation to its local economic impact and ability to meet program goals. Staff will make a recommendation concerning funding of the proposed project to the EDA for approval.
- B. After receipt of the project cost summary, or estimates and the application, Staff will evaluate the project in terms of the following:
 - 1. Project Design – Evaluation of project design will include review of proposed activities, timeliness, and capacity to implement.
 - 2. Financial Feasibility – Availability of funds, private involvement, financial packaging and cost effectiveness.
 - (a) Projects that leverage private funds with Grant funds shall be deemed more desirable to fund.
 - (b) Determination of financial viability of the request
 - (c) Letter of commitment from applicable business pledging to complete project during proposed project duration if grant application is approved.
 - (d) Proof of matching funds if indicated.
 - (e) Additional consideration for local contractors/suppliers.
- C. All applications failing to meet the minimum threshold standards may be reviewed on a case-by-case basis. The EDA/City Council reserves the right to waive certain requirements of this program and may request additional information and documentation as deemed necessary.
- D. **Program funds will be released at the completion of the project** when the applicant provides copies of paid project invoices to City Hall to document total project costs. Medford City Council will give final authorization to the finance clerk to make payment.

- E. The Medford EDA, as authorized by the Medford City Council, will award Micro Grants. All Micro Grants awarded will be reported to the City Council. Denied applicants may appeal to the City Council who will determine funding based upon the merits of the project and the meeting of the intent of the Micro Grant project goals.

6.3 Liability and Hold Harmless Provisions

Applicant releases and agrees that the City, its governing body members, officers, agents, including the independent contractors, consultants, and legal counsel, servants and employees thereof (hereinafter, for purposes of this Section, collectively the, "Indemnified Parties") shall not be liable for and agrees to indemnify and hold harmless the Indemnified Parties against any loss or damage to property or any injury to or death of any person occurring at or about or resulting from any defect in the Project.

- A. Except for any willful misrepresentation or any willful or wanton misconduct of the Indemnified Parties, Applicant agrees to protect and defend the Indemnified Parties, now and forever, and further agrees to hold the aforesaid harmless from any claim, demand, suit, action or other proceeding whatsoever by any person or entity whatsoever arising or purportedly arising from the actions or inaction's of Applicant (or if other persons acting on its behalf or under its direction or control) under this Agreement, or the transactions contemplated hereby or the acquisition, construction, installation, ownership, and operation of the Project; provided, that this indemnification shall not apply to the warranties made or obligations undertaken by the City in this Agreement.
- B. All covenants, stipulations, promises, agreements and obligations of the City contained herein shall be deemed to be the covenants body member, officer, agent, servant or employee of the City.

Micro Grant Program Approved and recommended to Medford City Council:

EDA Chair, City of Medford

Date

Micro Grant Program Approved by Medford City Council:

Mayor, City of Medford

Date

City Administrator, City of Medford

Date