

Tioga Fund

Store Front Improvement Grant Conditions

Grant opened: March 10, 2026

Grant Sunset: Dec. 31, 2030

CRITERIA, ELIGIBILITY, AND PROCESS:

- In order to make application and receive funding, an application must be approved by Tioga Fund Advisory Board and City Commission before the commencement of the project for which funds are sought.
- The Tioga Fund will match fifty percent (50%) of Store Front Improvements to applicant/business, with a maximum match up to \$5000.00.
- Business must be a permanent building in a Commercial Zone within the City of Tioga to be applicable.
- Improvements must be permanent fixtures to the building and visible from the Store Front (such as paint, siding, doors, windows, roof, signs, lighting, etc.)
- Reimbursement is paid out in one lump sum with proof of paid receipts and paid invoices after the Store Front project is completed. Personal labor may not be included in reimbursement of funds.
- Applicant will have one (1) year from the date of approval to submit receipts for reimbursement. Prior to expiration of the reimbursement period (i.e., within one year of initial approval), the applicant may request an extension for Grant Project. The length of the extension is at the discretion of City Commission.
- Applicant/Business is eligible for the Store Front Grant maximum one (1) time per grant period.

Tioga Fund Application Form
Community Development – Store Front Improvement

Name of Organization: _____

Address: _____

City: _____ Phone Number: _____

Contact Person: _____

Email Address for Contact Person: _____

Store Front Activity: _____

Use of funds:

_____	Capital Improvement
_____	Annual Event
_____	Special Event
_____	Operating Expenses
_____	Other – Specify _____

Proposed Funding Sources:

Tioga Fund	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

Please attach the following:

1. Detailed description of the project.
2. Description of how this project will improve the community.
3. List other organizations supporting this project.
4. List principal participants.
5. Description of how this project will have an economic impact on the local economy.
6. If the applicant is a not-for-profit or non-profit entity/organization, please attach documentation demonstrating such status and that such status is current at the time of application.

7. If the applicant is a for-profit entity, please attach documentation showing that entity/organization is in good standing in the State of North Dakota (sole proprietors need not attach such documentation).

CERTIFICATION

I, _____ (*insert name*), on behalf of _____ (*insert name of entity/organization*) do hereby state, under pains and penalties of perjury, that all of the statements made in connection with this application are true and correct to the best of my knowledge and belief. I further state, under pains and penalties of perjury, that all attachments made with this application are likewise true and correct to the best of my knowledge and I belief. I understand that any intentional misrepresentation or omission made in connection with this application may result in the denial of this application at any stage of this process, denial of any reimbursement funds otherwise awardable hereunder, and may constitute grounds for return of any funds awarded hereunder if later discovered after approval of the funds so requested. I also state that I understand that falsely certifying the information contained herein may result in the imposition of other civil or criminal penalties.

Date: _____

Authorized Signature: _____

Section I

Community Improvement

The general purpose of Community Improvement Funding is to improve the quality of life in the Tioga area. The local quality of life effects the performance of existing businesses and is an important factor in retaining our present population and attracting new business and people to the area.

The Community Improvement funds will provide resources to organizations that are working to create, improve, and strengthen the quality of life by enhancing job development through cultural, historical, recreational, educational, health/fitness and social/ethnic activities in our trade area.

Eligible uses

Grants are available for non-profit organizations for:

- Capital improvements
- Programs and special events
- Operating expenses

Grants to for-profit organizations are only eligible under special circumstances where it can be clearly demonstrated that the activity overwhelmingly meets the purposes of the fund.

Ineligible uses

The Committee should try to advance economic growth in ways which do not create unfair competition features and funding that adversely affects existing and prospective businesses/organizations in the area. Such determination will be made by the Committee, who is afforded wide discretion in considering the impacts, short and long term, of the funding sought.

Restructuring of existing debt will not be considered.

Community Improvement Application Process

1. The applicant will obtain an application form at the Tioga City Hall.
2. The completed application, with attachments, will be returned to the Tioga City Hall. Incomplete applications will be returned to the applicant and must be fully completed prior to review by the Tioga Fund Committee.
3. The completed application, with attachments, will be distributed to the members of the Tioga Fund Committee.
4. The Tioga Fund Committee will discuss and consider the application at the nearest practicable time set for Committee for its regularly scheduled meetings; the Committee has the authority of agenda and may consider the complexity and length of agenda in scheduling the application for review and consideration. Once the meeting date is known to the Committee, the applicant will be advised and should be prepared to give a presentation to the Committee or to appear to answer questions that the Committee may have regarding the application.
5. If the Tioga Fund Committee recommends approval, in whole or in part, the application will be forwarded to the Tioga City Commission for review and consideration. The applicant will be advised of the date and time of the relevant commission meeting at which the applicant's application and the Committee's recommendation will be considered by the City Commission. The applicant should be prepared to appear before the Commission to answer any questions that the City Commission may have regarding the application and recommendation.
6. If the Tioga Fund Committee recommends denial/disapproval of the application, the application will be returned to the applicant with written comments concerning the recommendation and the applicant may supplement and resubmit the application to the Committee for reconsideration after revision or supplementation.
7. The Tioga Fund Committee may table a decision pending further information or assistance from an outside consultant.
8. An application which has been denied, in whole or in part, by the Tioga City Commission, may not be re-submitted by the applicant for a period of one-year (12 months), except and unless there has been a material change in the application which would justify such reconsideration. The Committee (and the Commission) has the discretion and authority to determine whether a material change has occurred that permit such resubmission.