



# Idaho Gem Grant Application Handbook



STATE OF  
**IDAHO**  
U.S.A.

Division of Economic Development  
P.O. Box 83720 • Boise, ID 83720-0093  
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# IDAHO GEM GRANT APPLICATION HANDBOOK

DIVISION OF ECONOMIC DEVELOPMENT

P. O. BOX 83720

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# IDAHO GEM GRANT HANDBOOK

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## **Introduction**

Created by the Idaho legislature in 2001 under the auspices of the Rural Initiative the Idaho Gem Grant Program (IGG) provides assistance to rural communities for the planning and implementation of economic development projects. The program is open to any rural community with a population of 10,000 persons or less.

Job creation and retention are the primary objectives of the IGG program. Grants up to \$50,000 may be awarded to eligible communities for the purpose of developing assets directly connected to private sector job creation. Some examples of successful IGG projects include water and sewer infrastructure for new a business, remediation of slum and blight conditions blocking business development, and matching funds for the creation of assets with a high certainty of aiding future economic development efforts. The range of eligible projects is broad. In years past, all of the funded projects started with phone conversations with Department staff.

**Before writing your IGG application, call and discuss the competitiveness of your project with the Idaho Department of Commerce Business Development Team. Questions may be directed to the business development specialist assigned to your region or Mr. Jerry Miller PCED, [jerry.miller@commerce.idaho.gov](mailto:jerry.miller@commerce.idaho.gov) 208-334-2650 ext 2143.**

## **Eligible Applicants**

Rural Idaho Communities with populations under 10,000 are eligible to apply for a maximum of \$50,000 per project. Due to rule changes approved in 2005 communities are no longer required to be a “Gem Community” to access these funds. While only local governments are eligible applicants for Idaho Gem Grants, cities and counties may apply for grants on behalf of governing districts and non-profit organizations. Through a formal resolution, city and county governments may designate a non-profit organization to administer it’s Idaho Gem Grant. County governments may apply for grants on behalf of unincorporated communities.

## **Eligible Activities**

Due to the rule changes approved by the 2005 Idaho Legislature projects are no longer required to be part of a community’s “Gem Action Plan”. However, projects supporting an overall economic development plan are encouraged. Idaho Gem Grant projects must be geared towards an economic development objective. Generally speaking this means:

- **Job creation and/or retention** - Typically, these types of projects involve small infrastructure improvements or the elimination of slum and blight

conditions that result in the creation of or expansion of an existing business, which results in the net creation of new jobs in the community. These types of projects require committed business partners who are willing to work with both the community and the Idaho Department of Commerce towards the creation and implementation of the project.

- **Economic diversification** - This type of project involves the development of a public asset that will assist a community in diversifying its local economy. The development of an industrial park or publicly owned manufacturing facility best meets these criteria.

There may be other types of projects that meet IGG goals but were not mentioned in the examples. To ensure that no viable project falls by the wayside, all potential applicants are encouraged to contact Idaho Department of Commerce Business Development Team to discuss funding possibilities before investing the effort in preparing a IGG application.

### **Eligible Costs**

Idaho Gem Grants are limited to the hard implementation costs of economic development projects. To be eligible for reimbursement all purchases of goods and services must be in accordance with Idaho Code. It is important to consider government requirements e.g. contractor licensing, insurance, and appraisal requirements, to name a few when preparing an IGG project budget. Anything purchased with IGG dollars is subject to procurement requirements stipulated in Idaho Code. This means competitive bidding for materials and construction services and an advertised request for proposal or request for qualifications for professional services. Thus, it is important to inform your potential vendors of these requirements before obtaining costs estimates. Eligible costs for the use of IGG funds are limited to:

- Construction Materials
- New and rehabilitative construction contracts
- Architect and engineering services; legal and professional services required for project implementation.
- Equipment
- Equipment installation
- Advertising/Printing as necessary to satisfy procurement and legal requirements.
- Acquisition of real estate for business development
- Matching funds for other state, federal and foundation economic development grants provided that the matching funds are for a project that meets IGG goals and objectives.

### **Ineligible Activities/Costs**

Idaho Gem Grants may not be used for ongoing overhead, operating costs, or staff costs. IGG funds shall not be used for the construction, rehabilitation, or operation of active churches, schools, general government facilities, jails or state facilities; nor shall they be used for political activities.

Expenses related to administering Idaho Gem Grants are not eligible for reimbursement. Administrative expenses may be used as match for the grant. Grants containing multiple projects or objectives are generally not eligible.

### **Selection**

Due to limited funding the deadline for submitting an IGG application will be no later than 5 PM Mountain Daylight Savings Time, March 19, 2012. Applications postmarked on or before March 19, 2012 will be accepted as well. Applications will be reviewed by Idaho Department of Commerce staff. Consultations with other state and federal agencies and outside technical experts may take place. The IGG review team will then make a recommendation to the director of Idaho Department of Commerce for final review and approval. Upon the director's approval, the Department will contract with the city or county sponsor of the grant.

### **Matching Funds**

All IGG grantees must provide no less than 20% match. For example, a community receiving a \$50,000 grant must supply at least \$10,000 in match. Both cash and in-kind contributions may be counted as project match. A value equal to 5% of the Idaho Gem Grant award may be counted as "in-kind" for grant administration. Cash match may originate from private, local, state, federal, and foundation sources. All match, both cash and in-kind, must be committed and documented in writing with the submission of the Idaho Gem Grant application. Prior to project completion and the final payment of IGG funds, the expenditure of all match must be documented by receipt, invoice, time cards, or by other written document signed by the donor. In many circumstances IGG funds may be used to match other state, federal, and foundation grants. Consult with your other funding agencies to determine whether or not IGG funds may be counted as match.

**Note:** Once the donation is actually made, written statements of contribution or other documents signed by the donor are required for reimbursement.

A Statement of Contribution form may be found on page 12.

### **Grant Administration**

Typically, the grantee (the city or county applying for the Idaho Gem Grant) will be the administrator for the grant. A grantee may, through the adoption of a formal resolution, designate a governing district (highway district, water district etc.) an economic development district, a certified community development corporation, or an Internal Revenue Service recognized non-profit organization as its administrative agent. In all cases the payment of IGG funds will flow through the grantee which then may sub-grant the funds to its designated administrative agent.

### **Grant Payment**

Grantees will receive payment of funds on a reimbursement basis. Each request for reimbursement must be accompanied by an Idaho Department of Commerce - Idaho Gem Grant Request for Reimbursement form. Grant payment procedures will be established in the IGG grant contract.

### **Reporting**

Grantees are required to provide a project status update with each request for reimbursement. At its discretion the Department may establish special conditions in the Grantee's Idaho Gem Grant contract requiring additional documentation. Whether required or not Grantees are encouraged to take "before" and "after" pictures of all construction activities funded through an Idaho Gem Grant.

### **Procurement**

In accordance with State Law grantees are required to contact a minimum of three (3) vendors for the purchase of goods or services valued at less than \$25,000. The contacts must be documented in writing (list vendors contacted and their response) and submitted at the time reimbursement is requested. Include those contacted whether or not a response was received. You must also list the reasoning for selecting the vendor chosen. For purchases over \$25,000, formal bids must be used.

### **Project Amendments**

Grantees must submit a written request to the Department receive written approval prior to modifying the budget or scope-of-work of a project.

### **Idaho Gem Grant Application Format**

Idaho Gem Grant applications shall be submitted on 8 1/2" x 11" white paper. The text shall be typed, with pages numbered. The types of headings and numbering

systems are optional to the applicant.

The proposal should contain the following information and sections:

- Table of Contents
- Community Description
- Project Need
- Project Scope
- Project Planning
- Economic Impact
- Sustainability
- Project Administration
- Project Budget
- Recognition
- Work Plan
- Required Attachments

Application  
For an  
Idaho Gem Community Implementation Grant  
by the Community of  
(cities or counties)

---

for

---

---

Signatures/Titles (city

---

Date

Designated Grant Administrator

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Contact Person

Phone Number

A. **Table of Contents** - (one page)

B. **Community Description** - Take a paragraph or two to describe your community. Tell us how to get there by car; don't just say, "Our community is located in southern Idaho". Describe your local economy and history.

C. **Project Need**- Tell us why your community needs this project. What will happen if your project isn't funded or the project is delayed?

D. **Project Scope**- Tell us what you are doing. Where are you doing it (attach maps)? How much are you doing? How are you doing it (contractors, city crews, volunteers etc.)?

E. **Project Planning**- Tell us what organizations are participating in the development and implementation of this project. Also, discuss the activities that have been completed to date.

F. **Economic Impact**- Describe the specific documentable economic development outcomes (jobs, payroll, tax base etc.) that will be achieved with this project.

G. **Sustainability**- Tell us how the project will be financially supported, marketed, and maintained after the grant project is completed.

H. **Project Administration**- The applicant shall include a description of the proposed administration of the project, and how the accounting will be performed. If the lead Community economic development organization or one city or county in a multi-city/county community is to be named grant administrator, a formally adopted resolution designating the administrator shall be included in the proposal.

I. **Project Budget**-

Budget item	IGG Funds	Local Cash	Local In-Kind	Other	Other	Total
Item #1						
Item #2						
Item #3						
Total						

Also include a narrative explaining donations used for match, and how they will contribute to the completion of the project. **Make sure to check your math!**

**J. Recognition-** Describe the manner in which the Gem Community Program will be acknowledged. The form of recognition will vary depending upon the type of project. Some examples:

- A plaque noting the Gem Program’s contribution to the project
- An acknowledgement in the study, plans, and/or printed materials
- A project sign with the Gem Logo

**K. Work Plan-**

- Provide the name(s), affiliation, and tasks of those responsible for project activities.

Name	Organization	Task

- Project Schedule - Provide a month-by-month project timetable listing all of the steps necessary to implement and complete the project. This project shall last no more than twelve months from start to finish.

Activity	Responsible Person or Entity	Start Date (Month/Year)	Completion Date (Month Year)

## L. Required Attachments

- **Project Maps** - Provide maps, photographs, and site plans demonstrating the location of the project
- **Match Documentation**- Letters of documentation from the providers of cash matching funds. Each letter must specify the amount of cash or amount and value of material donation pledged or contributed and when the dollars or material will be available.
- **Volunteer Commitments** - Written commitments specifying the activity and amount of time volunteered for.
- **Studies** - Copies of any studies (architecture, engineering, feasibility etc.) supporting or justifying the project.
- **Business Viability** - For projects involving business assistance the grantee should submit financial information documenting the viability of the business venture. This information may be in the form of written correspondence from the financial institutions underwriting the project. Proprietary business information may be submitted under separate cover and upon request, segregated from the public project file.
- **Digital Imagery** - For construction project the grantee shall submit to the Idaho Department of Commerce digital “before” pictures. “After” pictures shall be submitted upon project completion.

IDAHO DEPARTMENT OF COMMERCE

Idaho Gem Grant  
Request for Reimbursement

Pay Request # \_\_\_\_\_

_____	_____
Grantee	Grant number
\$ _____	\$ _____
IGG Grant Amount	Payments to date
\$ _____	\$ _____
Match Amount to date	Amount of Request
_____	_____
Approved by Chief Elected Official	Date

Project Status (In a paragraph state the project activities that have been completed to date and describe those activities that are anticipated to be completed by the next request for reimbursement):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Idaho Gem Grant  
Application Resolution**

WHEREAS, the City Council/County Commission \_\_\_\_\_ is interested in the economic health of the community and its citizens; and

WHEREAS, the City Council/County Commission \_\_\_\_\_ wishes to support and encourage appropriate efforts within the community that promote economic development of the community and the economic well-being of its citizenry; and

WHEREAS, the Idaho Department of Commerce is offering a program specifically designed to help rural Idaho communities implement economic development strategies/projects and,

WHEREAS, this program is entitled the Idaho Gem Grant Program

NOW, THEREFORE, BE IT RESOLVED, that the the City Council/County Commission \_\_\_\_\_ hereby supports and endorses an Idaho Gem Grant application for the \_\_\_\_\_ project;

-

BE IT FUTHER RESOLVED, that the City Council/County Commission \_\_\_\_\_ designates the \_\_\_\_\_ as its administrative agent for this grant.

This Resolution is in full effect upon its adoption this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_

\_\_\_\_\_  
(Name of Official)

\_\_\_\_\_  
(Attest)

**Idaho Gem Grant  
Statement of Contribution**

Community: \_\_\_\_\_

Contributor name (& title): \_\_\_\_\_

Agency/Business: \_\_\_\_\_

**DESCRIPTION OF DONATION:**

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Amount Contributed to Project    \$ \_\_\_\_\_

I hereby certify that the above listed contributions have been made in the amount (s) shown.

\_\_\_\_\_

\_\_\_\_\_

Contributor Signature