



Narrative Description Application Questions: Please briefly address the following (365 Form). Point total is 150.

- I. **Organization Information (10 points)**
 - a. Name of the applicant organization
 - b. Name of any partnering organizations/businesses
 - c. Contact information of individual filling out form
- II. **Community Need and Impact (25 points)**
 - a. Describe the rural community(s) that will benefit from this project? Examples: Population trend, economic growth or opportunity for growth, community planning and goals for the community
 - b. Describe any community needs identified that could be addressed by repurposing or utilizing an empty or soon-to-be empty facility in your community.
- III. **Project Description (25 points)**
 - a. Please provide a clear, concise description of your organization and the role that it will play in the development and/or implementation of this planning process.
 - b. Describe the facility that would be the focus of the planning process and what ideas have been generated for future use of that facility.
 - c. Is the facility community owned? If private, please include a letter of support for this project from the owner.
 - d. Describe any additional partners involved in this planning process.
- IV. **Community Involvement (10 points)**
 - a. If awarded, please describe briefly how you plan engage your community in the process?
 - b. Do you plan to coordinate with surrounding communities? If yes, please explain.
- V. **Need for Project Funding (30 points)**
 - a. Does your community have the financial resources to fund a comprehensive plan without assistance from the Department of Commerce? Please explain.
 - b. What are you hoping to achieve by conducting this planning process?

Supplemental Materials (50 points total for this section):

1. **Main Street Initiative Engagement**
 - a. If your community is a Main Street Champion Community, along with your completed application please submit the following:

- i. Signed Main Street Community Proclamation issued from the City Council/Commission
 - ii. Completed Main Street Action Plan or Comprehensive/Strategic Plan.
2. **Most recent community plan(s)**
 - a. Please submit or link to a copy of your community's most recent plan(s) that may address a potential use for the repurposed facility.
3. **Letter of support from local organizations and/or political entities**
 - a. **Please provide a letter of support, indicating participation in the process and specifically referring to this grant application, from any of the following partners**
 - i. Local school district
 - ii. Local park and recreation district (or similar)
 - iii. JDA, chamber or other economic and/or community development organization
 - iv. City and/or County Commission/Council
 - v. Any additional partner organizations
 - b. Nonprofits that are applying on behalf of a city/political subdivision must have a letter of commitment from the political subdivision for the application included to be considered for funding.

Application Deadline: Please ensure that you address each of the questions above in your application *on a separate document*. All application materials must be received at the Department of Commerce office no later than **5:00 pm CT Friday, February 9**. Applications received after the deadline will not be considered by the review committee.

For more information contact Emma Cook at ecook@nd.gov