

**HELENA BUSINESS IMPROVEMENT DISTRICT
PARKLET GRANT PROGRAM APPLICATION**



This form will be used throughout the application process. Fill it out completely and return to the Helena Business Improvement District (BID), 330 Jackson St. Helena, MT 59601. If you have any questions, feel free to contact the BID office at (406)447-1535.

Business Name _____ Date _____

Business Type _____

Business Address _____

Contact Person _____

Phone _____ Email Address _____

Please circle all that apply: business owner property owner

Property Address _____

Property Owner _____

Property Owner Phone Number _____

Proposed project start date _____

Anticipated project completion date _____

Don't forget to include the following with this application:

- Moving & Storage Plan
- Photo of Proposed Location of pedlet
- Eligibility checklist

The BID Board reserves the right to deny any application due to incomplete information.

Signature of property owner _____ Date _____

Signature of applicant _____ Date _____

Do not fill out below this line – for office use only

Date application received in BID office _____ Parcel _____ Taxes Paid _____

Date presented to committee _____ Date voted on _____ Approved Denied

Committee Notes:

Approval Letter _____ JE _____ Grant Spreadsheet _____

**Helena Business Improvement District
Parklet Program Eligibility**

Please answer the following questions:

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the property where the parklet will be located within the BID boundaries? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the property taxes on the property current? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a moving & storage plan in place for this fall? |

**if you answered 'No' to any of the above questions please explain below:

Grant Criteria:

- ✓ Only parklets will be considered under this program.
- ✓ The parklet application has been approved by the City of Helena.
- ✓ The applicant is responsible for all costs in excess of the grant award amount.
- ✓ All parklets will follow the specifications provided by the City of Helena and meet all code requirements of the City and Department of Revenue, as applicable.
- ✓ Applicant will be responsible for moving & storage each fall and installation each spring.
- ✓ Applicant will be responsible for any required maintenance.
- ✓ Applicant will maintain ownership of the pedlet; upon installation.
- ✓ Maximum grant on any pedlet is \$500.

Please note: In addition, the BID reserves the right to offer, deny or suggest changes of the proposal requesting grants for any reasons not specifically listed in this documentation.

The BID Board reserves the right to deny any application due to incomplete information.

Applications for funding will be accepting annually, however, applications can be submitted year-round and will be considered if funding is available.

Deadline for applications is April 15 annually.

Helena Business Improvement District

Parklets Application

330 Jackson St.

Helena, MT 59601

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Email: mzurcher@helenabid.com

www.downtownhelena.com