



## Mini-Grant Application

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_ **Total Cost:** \_\_\_\_\_

- ✓ Forward Devils Lake Mini-Grants are intended to assist small projects, which benefit the economy of the Devils Lake region.
- ✓ Recipients must meet the Primary Sector definition as defined by the ND Department of Commerce.
- ✓ Grants are limited to \$5,000 and must be matched dollar for dollar at a minimum. Other government-funded dollars will not be considered match.
- ✓ Use of Funds: Research and Development (this may include the creation of molds), Business Plans, Marketing Plans, Feasibility Studies, Patent Fees and Marketing Tasks (trade show attendance such as registration fees, brochures, web site development etc.)
- ✓ Projects must be completed and a written report submitted to FDL within six months of signing the mini-grant contract.
- ✓ Businesses are discouraged from applying for and/or receiving more than one mini-grant from Forward Devils Lake.

**A complete application will include:**

**Project Description:** Attach a narrative detailing all of the following: Description of the project, anticipated goals or objectives from this project (must be measurable), why the funds are needed, how the project will benefit the Devils Lake area and how this project fits into the FDL strategic plan.

**Project Budget:** Attach a detailed source and use line item budget for the project.

**Commitment Letters:** Attach letters of commitment from each of the listed source of funds. Letters of approval contingent upon other funds or participants are acceptable.

**Current Business Financial Status:** Attach a signed current income statement and balance sheet on the business to include a complete listing of existing creditors.

*The undersigned states that he/she is duly authorized to verify the foregoing application, that he/she has read the same and is familiar with the statements contained herein and that the same are true in substance and in fact. The undersigned further agrees that if awarded funds from Forward Devils Lake, the funds will either be directly paid to the vendor listed in the budget or reimbursed to the grantee upon proof of cancelled check(s) and appropriate receipts. Forward Devils Lake is authorized to contact my existing creditors to verify good standing.*

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Signature of Applicant

Date