

## MT Department of Commerce Big Sky Trust Fund Planning Grant Program - *The Basics*

### **BSTF Planning Grant:**

Ideal for Montana businesses or local governments that are planning: a feasibility study, a new building or expansion, a marketing or commercialization plan, a manufacturing system, or a new master plan for a downtown business district.

#### Typical Use of Funds (hiring an outside professional for)

- Architectural and engineering plans
- Feasibility studies (marketing or economic analysis, site plan cost estimate etc.)
- Manufacturing systems and equipment plans
- Downtown development and site plans
- Pre-production film projects

Grant Funds: typical grant award is \$25,000 or less. Match funding of 50% is **required**. We encourage grant application projects of \$50k which may only be a piece of an entire project.

#### Must Have:

1. A **Cost Proposal** from the professional firm or consultant that you want to hire, with clearly defined scope and deliverable work products. This might only be for a percentage of construction documents.
2. A completed grant application with a great economic development and/or job creation story that relates to the project, and specific scope of work from the professional firm you want to hire.
3. At least three letters of support from the community, or area business leaders.
4. A commitment letter for the matching funds in cash.

Funding and Timeline: **Grants are ONLY for future work. NO expenses or work can start on the project before a formal grant award is made and a contract is signed. (approximately 30 days AFTER the grant application deadline.)**

Application deadlines are mid-March, mid-June, mid-September, and mid-December. Application materials must be submitted to Prospera at least 1 month prior to deadline.

Work Contract: Prospera holds the contract with the professional service provider.

**NOTICE:** All state grants are PUBLIC information. Once a grant is submitted the information is public under state law. "Work products" created with grant funds become public domain with shared copyright.