



MONTANA

DEPARTMENT OF COMMERCE

BUSINESS MT DIVISION

APPLICATION GUIDELINES FOR:

FY24 TRIBAL BUSINESS DEVELOPMENT GRANT

Governor Greg Gianforte

Director Scott Osterman

Office of Indian Country Economic Development

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www.IndianCountry.mt.gov

the public, specifically where and how will marketing and promotion be undertaken, and will it be featured on a website? Does the applicant provide a detailed budget with reasonable cost estimates and well-defined matching funds in line with the requirements?

2. What challenges must be mitigated to ensure the project's success? Has the applicant appropriately considered the factors necessary for a successful outcome?

3. How will the project positively impact the Tribal Community? Will the project have the support of the Tribal Community?

4. How well does the project align with and support the Tribe's greater economic development plans? Will the project create any new jobs? How will the Tribe ensure new positions are filled and associated wages are sustainable?

5. How will success of the project be measured? In what ways will the applicant measure the success? What metrics will be captured and who is responsible for collecting this data?

K. GRANT NOTIFICATION AND CONTRACT

Applications will be reviewed by the end of November 2023. Recommendations are forwarded to the Director for final funding approval. This process can take anywhere from 30 to 60 days. The Program is aiming to notify applicants of funding decisions by December 2023. Once applicants have been notified of funding decisions, those applications awarded funding will begin the contracting process initiated by OICED.

L. REIMBURSEMENT OF FUNDS

Twenty percent maximum up-front grant funds may be paid to grantees. Otherwise, grant funds are paid on a reimbursement basis. Grant funds are intended to be expended by the deadline of the contract period of the award.

Grant funds are reimbursed to the grantee with the submission of:

- a) W-9 (with first request only if not already on file)
- b) EFT form with banking information or mailing address (with first request only)
- c) Completion and submission of required Forms and related receipts:
 - *Request for Reimbursement Form
 - *Project Receipt Worksheet with receipts
 - *Project Status Update Report

Forms are available for download at our website: www.IndianCountry.mt.gov

M. REPORTING REQUIREMENTS

Project Completion and Close-out Reporting.

Upon self-reported completion of the Project, or by the deadline of the contract, whichever occurs first, OICED will email the Tribe a final Project Completion and Close-out Form. The Tribe will complete and return the final Project Completion and Close-out Form for review by OICED, on or before the deadline of the contract. The Project Completion and Close-out Form will serve as a final Report. It will describe the total costs incurred for the Project, identify the final completion date, provide applicable metrics used to measure the success and/or other testimonials statements about the impact of the project, contain diagrams and photos where appropriate, summarize any significant problems encountered in carrying out the Project, and answer any additional project questions asked of the Tribe from OICED. Upon approval of the Project Completion and Close-out Report, OICED will issue the Notice of Project Close-Out.

N. PROGRAM CONTACT

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