



APPLICATION FOR ECONOMIC DEVELOPMENT FUND GRANT

Version 8/26/2025

Purpose Statement:

The “Mayor and City Council seek to set aside funds for economic development and economic development projects to include opportunities to improve the city’s economy and quality of life. An economic development project will constitute a program or activity having the primary purpose of encouraging the establishment and growth of business in the city, including the creation and retention of jobs (Res. 2024-15, adopted October 29, 2024).

The purpose of the Economic funds will be for the use of programs, policies, or activities that seek to improve the economic well-being and quality of life for the residents of the City of Dover.

Funds may be used for land or building acquisition, building renovation, matching funds for related grants, incentives associated with new or expanded businesses, workforce training and development, upfront and administrative costs associated with the issuance of conduit or TIF bonds, blight removal, or other purposes consistent with the economic development fund purposes.

Grant cycle: applications may be submitted at any time and are subject to the availability of funds.

Only 1 (one) grant will be awarded to the same applicant in any 12-month period.

All applications must be sponsored by a council member and meet the criteria listed below:

Applicant:

Date of application _____ Received by City Clerk _____

Applicant name _____ EIN # _____

Project Title: _____

Project physical address (in the City of Dover) _____.

A project located outside city limits may be considered but must demonstrate a primary benefit to Dover residents.

Council Sponsor (signature) _____

Designation of Program/project Manager: include contact individual’s name, address, title, phone number and email. _____

Proof of authority to submit application on behalf of applicant (attachment – must be submitted by an authorized representative of the applicant)



Proof of operation for 2 (two) years or more (attachment – annual reports, grant award letters, audits or similar documents)

Joint Ventures:

An applicant may be part of a joint venture. The same information must be provided as required of the applicant unless it is with the Kent Economic Partnership, Kent County, Kent Sussex Leadership Alliance, Delaware Prosperity Partnership, Downtown Dover Partnership, or Division of Small Business.

Project description (500 words maximum)

- Location map and street address of project
- Zoning confirmation obtained from city Planning Department
- Need demonstrating impact and value to City of Dover residents
- Beneficiaries (immediate and long term)
- Permission to use private property, if applicable
- Statistics, photos, documents, supporting need

The timeline for completion, a project must be completed not more than one year after application approval; an extension of up to one additional year may be granted at the discretion of the Legislative, Finance, and Administration Committee.

Project budget (explain all amounts):

- Personnel costs _____
- Materials and supplies _____
- Other funds (and source) _____
- Miscellaneous _____
- Amount requested _____ (not to exceed \$50,000)
 - Total _____

Sources and amounts of other funding _____

Dispersal and Reimbursement of Funds: Reporting; Audit; Clawback:

(a) Invoicing for reimbursement:

- Reimbursements require a written progress report and an invoice requesting reimbursement to be sent to the Department of Finance.
- Receipts are required for all purchases or expenditures of more than \$50, regardless of the method of payment of amount.
- Timesheets or similar records are required with each personnel request.



- Reimbursement will be no more often than once every month (30 days).
- Reimbursement requires approval by the Controller/Treasurer and City Manager.
- Payment will be by City check payable within 30 days to the applicant's business account or by direct deposit.

(b) Closeout and Final Reporting:

- A final report including a financial statement is required within 60 days of the completion or termination of the project.
- Twenty (20%) percent of the award will be held pending acceptance of the final report.
- The city reserves the right to request a return of all or part of the funds if there is any evidence of fraud or misuse of any portion of the funds, and to disqualify the applicant with further funding.
- Expenditures shall be subject to audit by the city at any time.

Other Provisions and Restrictions:

- Funds provided through this grant may be used as a local contribution or match regardless of source, provided such a match is authorized in writing by other funding sources.
- Employees, elected officials, and others having direct financial dealings with the city are prohibited from benefitting from this fund.
- Letters of support from community leaders and others who have knowledge of the applicant may be submitted (maximum of 4).

Applications must be made on such forms and in accordance with such instructions as are prescribed by the City and include all forms and questionnaires as may be applicable to the specific proposed activity.

A staff report will be prepared on each application that will at a minimum include the following: a certification that the application/applicant has met all applicable threshold requirements; certification that the proposed budget represents a realistic/ reasonable budget; conformance of the proposed activities to the goals and objectives of the Fund's purpose; and an evaluation of the applicant's capacity, and past performance, if relevant.

All applications and the staff report will be considered by the Legislative, Finance and Administration Committee at a regularly scheduled meeting during which a public workshop will be conducted. An oral presentation by the applicant to the Committee is a factor in the final decision.

Date and location of scheduled meeting and required public workshop



Submit applications to:

Attention: City Clerk, City of Dover
P.O. Box 475
Dover, DE 19904

One signed original copy shall be submitted to the City Clerk's Office electronically or two printed copies shall be submitted.

Signature of Authorized Applicant _____ **Date** _____