Business Update and Maintenance Program (BUMP) Overview

Program Goals

The goal of this program is to enhance our sense of community pride and make the community more attractive and viable for new businesses, residents, and visitors. The program provides funding assistance for improvements and upgrades to new or existing business facilities purchased locally. The program consists of two project categories: exterior and interior.

Eligibility

BUMP is open to any business owner in the Oakes area, including non-profit organizations, who own a physical location and are in good standing with the Secretary of State in North Dakota.

Application Requirements

- Applicants must meet the eligibility requirements and submit all required paperwork
- Incomplete applications will not be considered

Grant Amount

OEI will grant no more than 35% of eligible costs per project, with a maximum funding of $5,000 per project in each of the two categories.

Project Requirements
- Products and services must be purchased/contracted locally to be factored into the total project costs eligible for the grant reimbursement.
- Licensed professionals (active contractor's license in good standing) must be utilized to ensure the project is done properly.
- The project must be completed within six months from the award date.
- Application must be submitted and pre-approved prior to the completion of the project in question

Project Types

Exterior:

Any improvements that enhance the beauty of the exterior space, but remain a part of the physical facility may qualify for the program.

Examples include:
- Outdoor storefront updates, including windows or doors
- Outdoor signage
- Updated exterior lighting

Interior:

Any improvements that enhance the beauty of the interior space, but remain a part of the physical facility may qualify for the program.

Examples include:
- Updated flooring
- New or renovated ceilings or walls

Funding Guidelines
- Upon completion of the project and receipt of project invoices, the awarded funds will be disbursed.
    - If the completed project results in a failure to meet even one of the project requirements, OEI retains the right to modify or deny funding approval.
- If an applicant is unable to meet time frame or other special circumstances arise, notification must be given to OEI to review and determine continued approval.
- Eligible applicants may only apply for each project type (interior or exterior) once every five years.

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Business Upgrade and Maintenance Program (BUMP)
Application Steps

1. Complete the following paperwork and submit it to the OEI Secretary by sending a physical packet to the following address:

   OEI Secretary
   PO Box 365
   Oakes ND 58474

   Or submit the documents electronically to oei@drtel.net

   - BUMP Application (if submitting electronically, use the Google Form instead of the pdf)
   - Copies of bids/plans detailing the project
   - List of contractors and where materials will be purchased

2. Once OEI has received your completed application, you will be invited to attend a monthly OEI Board meeting where you will explain your project and answer questions, if any.
3. You will be notified whether your application has been approved shortly after the meeting.

Business Upgrade and Maintenance Program (BUMP) APPLICATION

Basic Applicant and Project Information

Please complete the application in its entirety. Incomplete applications will not be considered.

Applicant(s): _____

Applicant Phone: _____

Applicant Email: _____

Project Property Address:

_____

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Provide a detailed description of the project and how the project will enhance the beauty of the community.

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Anticipated Project Start Date: _____

Acknowledgement and Signature

By signing below, you acknowledge you are applying for a BUMP grant and that your project meets all the eligibility requirements.

_____

Signature   Date