



Business 50/50 Sign Program Requirements

The intent of the program is for businesses contained within the City of Rugby city limits, and is to match 50 percent of the cost of new signage, up to a total of \$5,000 per signage. New and existing businesses are eligible to apply. The number of applicants funded per year is contingent upon the Rugby Job Development Authority (Rugby JDA) yearly budgeted funding. Therefore, not all applicants are assured that they will receive funding. Businesses are eligible to apply once every seven (7) years. This sign program cannot be used for previously installed signs before a formal application to the JDA.

Business 50/50 Program Requirements and Procedures:

- A Business located within City of Rugby city limits files a completed 50/50 Sign Program application with the Rugby JDA for new signage.
- An application will not be considered complete until all required information has been received by the Rugby JDA. A completed application includes: 1) the Business 50/50 Sign Program signed Application; 2) a signage estimate/bid from the sign company preparing the sign; and 3) a scaled drawing or photo of proposed new signage.
- Complete applications will be considered at the regularly scheduled Rugby JDA Board meeting and will have priority consideration, as follows:
 - First time application by Business within City of Rugby city limits
 - Earliest Date of Completed Application as received by the Rugby JDA
- Applicants will be sent written correspondence as to the approval or denial by the Rugby JDA Board of Directors.
- Upon receipt of the final bill/statement, the applicant will submit a copy to the Rugby JDA. The Rugby JDA will remit the approved JDA match amount, to the sign company directly.

Applications should be mailed or delivered to:

Rugby Job Development Authority
126 2nd Ave SW, Suite 1, RUGBY, ND 58368
E-mail rugbyjda@gondtc.com with questions



Business 50/50 Sign Program Application

APPLICANT/OWNER: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

BUSINESS NAME: _____

BUSINESS ADDRESS/LOCATION: _____

BUSINESS TYPE: ☐ NEW ☐ EXISTING

TYPE OF SIGN: ☐ LIGHTED ☐ METAL ☐ VINYL ☐ BILLBOARD

SIGN PLACEMENT: ☐ ON STRUCTURE ☐ ON POLE ☐ FRONT WINDOW/DOOR

Applicant Statement

I claim that the information provided in this application and attachments are true and correct and that I have submitted a completed application for NEW Signage for my business that is within the City of Rugby city limits. I understand that this application and attachments, if any, are subject to North Dakota Open Records Laws, with exception of personal financial or proprietary data.

Applicants Signature: _____ Date: _____

For Office Use Only

☐ Application

Date Received: _____

☐ Bid/Estimate Amount attached for amount of : _____

JDA Meeting Date: _____

☐ Scaled Drawing or Picture of Proposed NEW Signage attached.

Place "X" Approved _____ Denied _____

Date Approval/Denial Letter is mailed. _____

IF approved, Amount of JDA 50 Percent Match: _____