



Home Improvement Rebate Program Documentation Checklist

Applications are only approved by the ViNA Livability Committee once a month. The monthly application deadline is the FIRST THURSDAY of the month. The applications will be reviewed and an approval decision is made on the second Tuesday of the month.

Please include a copy of the following documents when submitting this application:

Required

1. A completed application form
2. Proof of ownership and occupancy
3. Before photos of space(s) where work is to be completed.

If applicable

4. For ALL projects involving work completed by a contractor:
 - a. Copies of at least two contractor bids for all work to be completed
 - b. Copies of selected contractor's State of MN or Minneapolis license (all contractors doing ANY job on your property require a license by the City if they're not already licensed by the state).
5. For any major renovation projects: architectural renderings
6. For ALL sweat equity projects: a materials list with associated costs

Incomplete applications will not be reviewed. Keep a copy of your signed application and all attachments for your records.

Return application and documentation by mail or email to:

Victory Neighborhood Association
2200 44th Avenue North
Minneapolis, MN 55412
programs@victoryneighborhood.org
612.529.9558

Please note:

- No work can commence on the project prior to application approval and return of a signed participation agreement to the ViNA Programs Coordinator.
- Once the improvement project is completed, you will be provided with additional paperwork to submit prior to receiving the rebate.

I. Contact & Eligibility Information

Contact Name:

Email:

Phone:

Address:

City/State/Zip:

Do you own this property?

Is this your primary residence?

Property Type (select one):

Single family Townhome Condominium Multi-family Mixed-use

Rebates are only available for owner-occupied housing units. Owner-occupied units of multi-family housing complexes are eligible for the rebate.

How much longer do you plan to live in this home?

Can you commit to volunteering at least six hours per year in Victory?

Per the Home Improvement Rebate Guidelines, does your project meet all eligibility standards? If so, please initial.

Per the Home Improvement Rebate Guidelines, do you understand that labor performed by homeowners or contractors not licensed by the City of Minneapolis is not eligible for the rebate? If so, please initial.

II. Project Scope

Describe the proposed work to be performed.

Estimated Cost:

Anticipated Start Date:

Anticipated Completion Date:

III. Contractor Bids

If work is being performed by the homeowner, skip to part IV

Scope of work to be completed	Contractor	Bid	Bonded & Insured?
1.		\$	
		\$	
		\$	
2.		\$	
		\$	
Selected Contractor Name:	Selected Contractor Phone Number:		

IV. Confirmation

I certify that to the best of my knowledge and belief, all the information contained in this application is accurate. By signing, I give consent to the Victory Neighborhood Association to use this application and accompanying documentation for promotional purposes.

Signature

Date

Applicants are encouraged to use environmentally friendly products and practices in their home improvement projects. Examples include using low VOC paint and installing low flow plumbing fixtures and energy efficient HVAC systems.

Office Use Only:

Date received:	Committee Review Date:
Approved by:	Approval Date:
Signature	