

Rural Catalyst Intake Form

Roosevelt Custer Regional Council | 2025–2026

Thank you for taking the time to complete this pre-application with the Roosevelt Custer Regional Council (RCRC) for the Rural Catalyst Grant Program. This statewide program, offered through the North Dakota Department of Commerce, supports transformational projects that strengthen quality of life, community vitality, and economic opportunity in rural areas.

Projects may receive up to \$500,000 in funding with a required 1:1 local match (cash or in-kind). All projects must be completed within 18 months of being awarded and reimbursements must be completed by June 30, 2027.

About RCRC:

Roosevelt Custer Regional Council exists to support Southwest North Dakota through initiatives in rural innovation, regional collaboration, leadership, tourism, and community and economic development. Our mission guides which projects we can support as a fiscal and administrative agent for the Rural Catalyst Grant Program.

RCRC serves as one of the eligible applicants for this program across the eight-county region: **Adams, Billings, Bowman, Dunn, Golden Valley, Hettinger, Slope, and Stark Counties.**

RCRC's Role and Applicant Expectations

RCRC is excited to offer its services as both the **fiscal** and **supporting agent** for eligible grant applications. However, it's important to understand how responsibilities are shared:

RCRC Will

- Provide administrative and fiscal oversight for projects approved through this intake process.
- Review and score pre-applications for alignment with the Rural Catalyst criteria and RCRC's mission.
- Offer free technical assistance and help complete and submit the full state application.
- Fulfill all grant reporting and compliance duties for projects awarded under RCRC.

Applicants Must

- Develop project concepts, narratives, and supporting documentation.
- Secure local match funding (cash or in-kind).
- Obtain local elected-official certification confirming community buy-in.
- Remain the primary local contact and partner throughout the project period.

RCRC will only provide administrative support for projects that:

- Are approved through this intake process,
- Align with RCRC's regional mission and priorities, and
- Demonstrate clear readiness and community commitment.

RCRC Review & Scoring Process

All intake forms will be reviewed and scored using:

- ND Commerce Rural Catalyst Grant Program pre-application criteria, and
- RCRC's regional priorities in economic and community development.

Due to the expected high volume of interest, RCRC cannot commit to serve as fiscal agent for every project. Only those meeting readiness thresholds and mission alignment will advance for partnership consideration.

RCRC will accept submissions on a first-come, first-reviewed basis beginning November 6, 2025, and will close the intake on **December 13, 2025** or after 8-10 qualified projects are received (whichever comes first).

The state's final application deadline is January 7, 2026.

Next Steps

1. Complete the attached Rural Catalyst Intake & Self-Scoring Form.
2. Obtain certification from a local elected official confirming community support.
3. Submit your intake form to andrea@swnd.org by December 13, 2025.
4. RCRC will notify applicants within five business days regarding their readiness score and eligibility for technical assistance.

Thank You

We appreciate your commitment to strengthening your community and advancing Southwest North Dakota. If your project moves forward through this intake process, we look forward to partnering with you to ensure successful grant submission, fiscal administration, and reporting.

Questions?

Contact Roosevelt Custer Regional Council

 (701) 483-1241  andrea@swnd.org

Rural Catalyst Grant – Regional Intake & Self-Scoring Form

Roosevelt Custer Regional Council | 2025 – 2026 Biennium

Program Overview

The Rural Catalyst Grant (North Dakota Department of Commerce) funds transformational quality-of-life and economic-development projects in rural communities (pop. ≤ 4,500).

RCRC is serving as a regional applicant and technical-assistance provider for projects within Region 8 (Adams, Billings, Bowman, Dunn, Golden Valley, Hettinger, Slope, and Stark Counties).

- **Maximum Award:** Up to \$500,000 per project
- **Timeline:** Project must be ready to start within three months and be completed within 18 months of being awarded and reimbursements must be completed by June 30, 2027.
- **Match Requirement:** 1:1 (non-state, cash, or in-kind)
- **Completion Timeline:** Within 18 months of award
- **State Deadline:** January 7, 2026

Important RCRC Submission Information

- Applications accepted first-come, first-reviewed beginning **November 15, 2025**.
- Intake closes December 13, 2025 *or when 8-10 qualified projects are received (whichever comes first)*.
- Projects scoring 18 points or higher (out of 25) and demonstrating local commitment will qualify for **free technical assistance**.
- RCRC reserves the right to decline projects that exceed administrative capacity or fall outside eligible uses.

Applicant Information

Organization Name: _____

Primary Contact Name: _____

Title/Role: _____

Phone: _____

Email: _____

Partner Organizations: _____

INSTRUCTIONS:

- Complete all sections of this form and self-score your project.
- Attach any relevant materials (budget, plans, letters of support).
- Email completed forms to **andrea@swnd.org** by **December 13, 2025**.
- RCRC will review applications on a *first-come, first-reviewed* basis until capacity (8-10 projects) is reached.

Project Overview

Project Title: _____

Project Location (City/County): _____

Brief Project Description (3-5 Sentences): What problem or opportunity does this project address, and what impact will it have?

Estimated Total Project Cost: \$ _____

Grant Request Amount: \$ _____

Match Amount: \$ _____ Cash In-Kind Combination

Anticipated Timeline: Start Date _____ Completion Date _____

Is there another funding source available for your project? Yes No

Self-Scoring Readiness Assessment

Rate your project from 1 (Low) to 5 (High) in each category.

Projects scoring 18 or more points are considered “Ready for Technical Assistance.”

CATEGORY	PROMPT (ALIGNED WITH ND COMMERCE CRITERIA)	SELF-SCORE (1–5)	COMMENTS
1. PROJECT READINESS	Do you have site control, scope, timeline, and budget identified?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
2. COMMUNITY VITALITY & QUALITY OF LIFE	Does this project improve livability, recreation, safety, or access to essential services (health, education, housing, grocery, transportation, etc.)?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
3. ECONOMIC DEVELOPMENT BENEFIT	Will this project create or preserve jobs or support local business activity?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
4. LOCAL COMMITMENT & SUSTAINABILITY	Is the match secured or clearly identified? Will the project continue to provide value after grant funds end?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
5. INNOVATION & REPLICABILITY	Does the project introduce a creative solution that could be replicated elsewhere?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

Total Self-Score: _____ / 25

Public Benefit Declaration

Please explain how this project provides a public, community-wide benefit rather than serving only a private entity or membership group.

Grant Preparation Details

Has your organization reviewed the ND Commerce Rural Catalyst Guidelines? Yes No

Who will be responsible for the full application narrative and submitting required documentation?

Would you like RCRC assistance with:

Grant writing Budget development Application review Other _____

Community Support Certification

A required section for all applicants.

All projects must demonstrate local support from at least one elected official (city, county, or township).

By signing below, the official confirms that:

- The project has been discussed locally and has community buy-in.
- The project aligns with local priorities.
- They will provide or assist with a formal letter of support for the ND Commerce submission.

Certifying Official Name: _____

Title/Office: _____

Entity (City/County): _____

Phone/Email: _____

Certification by a local elected official confirms this project has been discussed publicly and demonstrates local commitment. Applications lacking certification will not be considered.

Signature: _____

Date: _____

Applicant Certification

I certify that the information provided in this form is accurate and that my organization is authorized to participate in the Rural Catalyst Grant Program.

Signature _____ Date _____

Printed Name / Title _____

Submission Instructions

Submit completed forms and attachments to:

Roosevelt Custer Regional Council | Email: andrea@swnd.org | Phone: (701) 483-1241

- Intake closes **December 13, 2025**, or after 8-10 qualified submissions.
- Applicants will be notified within five business days of their readiness score and eligibility for technical assistance.