



*Proudly Introducing...*

# SMALL BUSINESS GRANTS

FUNDING OPPORTUNITIES

**1:1 MATCH**

*dollar for dollar*

## HOW TO APPLY:

Applications available at  
City Hall or online at:

[www.ci.craig.co.us/](http://www.ci.craig.co.us/)

## CONTACT:

For questions or inquiries  
please contact Melanie:

(970) 826-2016  
[mkilpatrick@ci.craig.co.us](mailto:mkilpatrick@ci.craig.co.us)

## ECONOMIC DEVELOPMENT

### CAPITAL INVESTMENT FUNDS

*a deal to create jobs & boost vitality*

## SITE IMPROVEMENT

### REVITALIZE YOUR STOREFRONT

*a deal to create fresh visual appeal*

**ADVANCING SMALL BUSINESS | CITY OF CRAIG**



**2019**

## **Business Grant Program**

The City of Craig's ability to provide quality municipal services and infrastructure to the Craig community is directly related to the economic success of the local business community. In order to assist the City in meeting its economic goals, the City will implement the City of Craig Business Grant Program for 2019. This two-track program will provide grants to businesses via a competitive application review process.

**TRACK 1:** The City will consider providing Site Enhancement Grants to businesses that wish to install traditional site improvements such as façade improvements, landscaping, and other architectural upgrades. (See page two for details)

**TRACK 2:** The City will consider Economic Development Grants to businesses that undertake capital investments (excluding working capital) that bring one or more of the following to Craig:

- Addition of jobs to the local economy
- A unique amenity
- A region of draw to the City Core or other commercial district
- Diversification to the City's economic base (See page four for details)

Grants will be awarded in any amount up to \$25,000. Grant requests are required to include matching funds from the business in the amount of **50%** of the total project cost. Funding requests in excess of \$10,000 will be considered for projects that provide exceptional benefit and may be subject to additional applicant criterium. Smaller projects are also eligible as there is no minimum. Craig City Council has allocated \$50,000 to fund the Craig Business Grant Program for 2019, with the possibility of an additional \$50,000.

Grant Program applications are available at City Hall and on the City's Website. Applications will be accepted between April 1<sup>st</sup> thru September 16<sup>th</sup>. **Grant funds will be awarded on a first come, first serve basis.** Applicants are required to review their proposed projects with City of Craig Building inspector prior to application submission to gain an understanding of all applicable regulations, codes, and ordinances that may be relevant to a specific project. Completed applications can be mailed or dropped off at City Hall.

Grant awards will be announced within 10 days after scheduled and completed project presentation with the Economic Development Committee. If you have any questions regarding the City of Craig Business Grant Program, please contact Melanie @ (970) 826-2016.



## Site Enhancement Grants

Site Enhancement Grants are provided to improve the appearance of individual businesses, which helps to provide an overall improved image for the City of Craig's business community.

### Guidelines:

1. Site Enhancement Grant preference will be given to site improvements that provide the most significant visual improvement over current conditions as seen from public streets and trails. Downtown business preference will be given to site improvements adhering to the 2014 UTA Design Guidelines and Concepts.
2. All Sales Tax generating business properties located in commercially zoned areas are eligible to apply. Applicants must be in good standing with the CO State Secretary and the City of Craig. Properties with outstanding code violations, delinquent sales taxes or past due City utility bills are not eligible to apply.
3. Proposed improvements must meet City Codes. Businesses are to provide before and after photos of project.
4. The applicant is responsible for obtaining all building and other required permits before any project work commences.
5. Eligible improvements include but are not limited to:
  - a. Exterior architectural enhancements
  - b. Exterior lighting, painting, stucco, etc.
  - c. Landscaping and parking area improvements
  - d. Permanent signage
6. Ineligible improvements include:
  - a. Interior decoration or personal property
  - b. Refinancing of debt
  - c. Inventory
  - d. General or routine maintenance and cleaning
  - e. Business operations expenses
  - f. Improvements made prior to grant approval
7. Two monthly progress payments for out-of-pocket costs can be requested with the appropriate Reimbursement Form and Paid Receipts submitted, up to 50% of the scheduled out-of-pocket costs. Final payment of the remaining 50% of out-of-pocket costs will be processed upon verification and inspection of qualifying improvements.
8. Grants are available to owner or tenant (if tenant applies, a minimum of two years must be remaining on lease, or an option to renew current lease, and written landowner permission must be provided.)
9. All businesses must receive grant approval prior to beginning improvements to be eligible to receive grant funding reimbursements. No work prior to awarding of funds can be reimbursed.
10. Site improvement work must be completed by November 15th; reimbursements must be completed before November 30<sup>th</sup>.
11. Projects selected for grant funding may be featured in City promotional materials.



## Site Enhancement Example:



East side block between 4th & Victory Way



CURRENT PHOTO

### IMPROVEMENT OPPORTUNITIES

- Remove existing awning
- Update and unify storefront and existing windows
- Define signage band
- Define roof line/ parapet



### IMPROVEMENT FEATURES

- Cornice roof line
- Signage band
- Updated awning
- Updated/unified storefront and display windows
- Update kickplate
- Updated façade materials



## Economic Development Grants

Economic Development Grants are designed to provide funding for businesses that make capital investments which assist the City in meeting overall Economic Development goals including;

- Addition of jobs to the local economy
- Providing a unique amenity to the community
- Providing a regional customer draw
- Addition of vitality to the City core or other commercial district
- Diversification of the City's economic base

### **Guidelines:**

1. Economic Development Grant preferences will be given to grant applications that most clearly demonstrate capital investments which are directly linked to the addition of jobs in Craig.
2. All businesses located in commercially zoned areas within the City limits are eligible to apply. (Applicants must be in good standing with the Colorado State Secretary and the City of Craig. Properties with outstanding code violations, delinquent sales taxes or past due city utility bills are not eligible to apply).
3. Proposed capital investments must meet all current City Codes. The applicant is responsible for obtaining all building and other required permits before any project work commences.
4. Eligible uses of Economic Development Grants include, but are not limited to, new construction of building/fixed assets and building expansion.
5. Two monthly progress payments for out-of-pocket costs can be requested with the appropriate Reimbursement Form and Paid Receipts submitted, up to 50% of the scheduled out-of-pocket costs. Final payment of the remaining 50% of out-of-pocket costs will be processed upon verification and inspection of capital expenditures.
6. Grants are available to owner or tenant (if tenant, a minimum of two years must be remaining on lease, or an option to renew current lease, and written landowner permission must be provided.)
7. All businesses must receive grant approval prior to making capital investments to be eligible to receive grant funding.
8. Capital investments must be completed by November 15th; all reimbursements must be completed before November 30th.
9. Projects selected for grant funding may be used in City promotional materials.



# Business Grant Program

## SITE ENHANCEMENT APPLICANT CHECKLIST

### TRACK 1: SITE ENHANCEMENT REQUIREMENTS

- Completed application including additional attachments
  - Detailed project narrative
    - Specifically describe how the proposed project will provide significant visual improvement over current conditions as seen from public streets and access
  - Project budget
  - Construction proposals
  - Photographs
  - Site plans/sketches
  - Project schedules
- If business tenant, a minimum of 2 years must be remaining on lease, or an option to renew current lease, and provide written landowner permission
- Review proposed projects with City of Craig Building Inspector prior to application submission
- If downtown business, has reviewed the 2014 UTA Design Guidelines and Concepts.
- Applicant will be required to present a 15-minute presentation to the Economic Development Committee and answer questions related to the project. Committee will call to schedule.
- Site improvement work must be completed by November 15<sup>th</sup>
- Reimbursements must be submitted no later than November 30<sup>th</sup>.  
Two monthly progress payments for out-of-pocket costs can be requested with the appropriate reimbursement form and paid receipts submitted, up to 50% of the scheduled out-of-pocket costs. Final payment of the remaining 50% of out-of-pocket costs will be processed upon verification and inspection of qualifying improvements.

### IF FUNDING REQUEST ≥\$10,000:

- Additional financial documents may be requested, at the committee's discretion

Please contact Melanie with any questions and inquiries:  
(970) 826-2016  
mkilpatrick@ci.craig.co.us



# Business Grant Program

## ECONOMIC DEVELOPMENT APPLICANT CHECKLIST

### TRACK 2: ECONOMIC DEVELOPMENT REQUIREMENTS

- Completed application including additional attachments
  - Detailed project narrative
    - Specifically describe how your proposed capital investment is directly linked to the addition of jobs or other economic development goals
  - Current staffing levels
  - Hiring plans
  - Business plans
  - Project costs
  - Project schedules
- If business tenant, a minimum of 2 years must be remaining on lease, or an option to renew current lease, and provide written landowner permission
- Review proposed projects with City of Craig Building Inspector prior to application submission
- Applicant will be required to present a 15-minute presentation to the Economic Development Committee and answer questions related to the project. Committee will call to schedule.
- Capital investments must be completed by November 15<sup>th</sup>
- Reimbursements must be submitted no later than November 30<sup>th</sup>.  
Two monthly progress payments for out-of-pocket costs can be requested with the appropriate reimbursement form and paid receipts submitted, up to 50% of the scheduled out-of-pocket costs. Final payment of the remaining 50% of out-of-pocket costs will be processed upon verification and inspection of qualifying capital expenditures.

### IF FUNDING REQUEST $\geq$ \$10,000:

- Additional financial documents may be requested, at the committee's discretion

Please contact Melanie with any questions and inquiries:

(970) 826-2016

[mkilpatrick@ci.craig.co.us](mailto:mkilpatrick@ci.craig.co.us)



## Business Grant Program Application

Applicant / Business Owner: \_\_\_\_\_

Business Name: \_\_\_\_\_

Property Owner (if different): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Address or Project Address (if different): \_\_\_\_\_

Best Phone Number to Call: \_\_\_\_\_

Best Email: \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Grant Request Amount: \$ \_\_\_\_\_

### **Detailed description of proposed project:**

All applicants must attach a detailed project narrative and copies of any supporting documentation that will assist the grant committee in reviewing the proposed project.

### **Instructions for Site Enhancement Grant Applications:**

Make sure to specifically describe how the proposed project will provide significant visual improvement over current conditions as seen from the public streets and access. Applicants should also include relevant information such as project budgets, construction proposals, photographs, site plans/sketches, and project schedules.



**Instructions for Economic Development Applicants:**

Make sure to describe how your proposed capital investment is directly linked to the addition of jobs or other economic development goals. Applicants must also include information such as current staffing levels, hiring plans, business plans, and project costs and schedules.

**If funding request is between \$10,000-\$25,000:**

Additional requirements may apply to funding requests ≥\$10,000. Business related financial documents may be requested, at the committee’s discretion.

**Project Review:**

Applicants are required to review their proposed projects with the City of Craig Building Inspector prior to application submission to gain a full understanding of any City municipal codes that may be relevant to a specific project. Applicants will also be required to present a 15-minute project presentation to the Economic Development Committee and answer questions related to the project. The committee will call to schedule.

X \_\_\_\_\_  
Applicant’s Signature Date

X \_\_\_\_\_  
Property Owner’s Signature (if different from applicant) Date

**Mail or hand deliver to:**

City of Craig Business Grant Program  
300 W 4<sup>th</sup> Street, Craig, CO 81625

2019 Grant Applications will be accepted April 1<sup>st</sup> – September 16<sup>th</sup>

GRANT FUNDS ARE AVAILABLE ON A FIRST COME, FIRST SERVED BASIS