

2019 BUSINESS IMPROVEMENT GRANT (BIG) REQUIREMENTS & INFORMATION

Applicants must be:

- ┆ A commercial business (exclusions: non-profits, marijuana businesses, residential living facilities and religious institutions)
- ┆ Located in non-residential zoning designations and not on public property
- ┆ In compliance with all City taxes, licensing, and applicable laws and ordinances
- ┆ A licensed business in Thornton for at least 12 months

*****Home-based businesses are eligible to apply for up to \$1,000 in matching marketing grant funds**

Applicants are responsible for:

- 1) Submitting a completed application form including a detailed project description that responds to the specifics of the Program Scoring Rubric
- 2) If the application includes a request for marketing, please provide a sample of the advertisement, the word "Thornton" or "City of Thornton" must be included in the advertisement to be eligible, the Shop Thornton First logo may also be used
- 3) Providing 2 bids for each major component of the project
- 4) Ensuring Sales and Use Tax, Permit, and Design Review Fees are included in bids to be included in the BIG funding reimbursement calculation
- 5) If applicant is a tenant, and improvements are made to the building, or large equipment will be located into the space, an approval letter to make changes from the property owner/ manager is required
- 6) Providing before photos of each major component of the project
- 7) Receiving grant approval before project is started or equipment is purchased
- 8) Providing a signed W-9 Form www.irs.gov/pub/irs-pdf/fw9.pdf
- 9) Obtaining all necessary permits, inspections and approvals by the City of Thornton

(All bids, invoices, photos and required documents must be compiled for one submission, in a concise and orderly manner)

Application Submittal Process

- 1) **Applications are accepted December 2018 through July 31st 2019.** Grants will be accepted on a **first come first-served basis until funding is gone.**
- 2) **All applications will be considered for approval according to how well the project meets the criteria listed on the Program Scoring Rubric (some applications may be denied)**
- 3) Applications are submitted online at www.businessinthornton.net
- 4) The application will be reviewed by the following departments: Economic Development, Building Division, Development Engineering, Planning Division and Sales and Use Tax
- 5) The Thornton Business Advisory Commission will review applications monthly, and make a final decision on all applications, to include final award amounts
- 6) The Office of Economic Development will notify the applicant of grant approval or denial. If approved, notification of award amount, permits and regulatory requirements will also be provided

Reimbursement Checklist: **The following must be complete by the project deadline- December 10, 2019 (no extensions allowed)**

- ┆ Ensure ALL required work is **permitted, inspected, and approved** by the City of Thornton
- ┆ Project must be **paid in full** including the difference, if any, between the approved grant amount and total project costs
- ┆ Provide after photographs of your completed projects
- ┆ All receipts, photographs, and other documentation indicating project completion must be submitted to the Office of Economic Development, at one time after the project is complete
- ┆ For marketing, a copy, picture or other documentation of the final advertisement must be submitted

Maximum reimbursement amounts:

- 1) BIG funding allows for a maximum of \$20,000 every 5 years
- 2) Reimbursement amounts will be based off of the lowest bid received
- 3) Signage grants will be reimbursed at a maximum amount of \$10,000
- 4) Exterior Grants require no match funds for the first \$3500 of a project. A 50/50 match is required for the remaining balance (maximum of \$20,000)
- 5) Interior and Equipment Grants require a 50/50 match up to a maximum amount of \$20,000
- 6) Marketing Grants require a 50/50 match up to a maximum of \$1,000
- 7) We encourage you to hire Thornton contractors and will reimburse at 60% of their bid if a Thornton contractor is hired. A Thornton Contractor's bid must be within \$1,000 of the lowest bid received. For a list of Thornton contractors, go to: <http://www.cityofthornton.net/government/citydevelopment/Pages/contractors.aspx>

For a list of Frequently Asked Questions visit www.businessinthornton.com under **Local Business Support**.
Contact Robin Martinez with questions 303.538.7393 or Robin.Martinez@cityofthornton.net