

2020 REGIONAL RETAIL AND ENTERTAINMENT EMERGENCY GRANT (COVID-19)

Requirements & Information

Applicants must be (minimum eligibility requirements)

- A commercial licensed business in Thornton.
- Must be a retail or entertainment business model, drawing customers from large national, state or metro-wide geographic boundary.
- Located in non-residential zoning designations and not on public property.
- Business must have applied for their Thornton commercial business license on or before March 15, 2020.
- Business must have been in good standing with the City of Thornton Sales and Use Tax and Utility Billing (as of December 2019).
 - If business is not current with their 2020 taxes or utility billing, they must enter into a payment plan with the City.
- Must demonstrate substantial financial impact to your business revenue from the COVID-19 pandemic of 25% revenue loss or more.
- If you have already received funding from our city grant programs, the maximum total you can receive in total from all City grants combined cannot exceed \$20,000.

Applicants are responsible for

- 1) Submitting a completed application and requested documentation.
- 2) Providing invoices and receipts for all qualifying expenditures prior to receiving grant funding. This is a reimbursement grant.
- 3) Providing a signed W-9 Form www.irs.gov/pub/irs-pdf/fw9.pdf.
- 4) Approved applicants will be required to submit a follow-up summary within 90 days of receiving funds. Businesses who do not submit the follow-up report, will be automatically disqualified from receiving future grant funding from the Economic Development Office.
 - a. The follow up summary should include proof of expenditures (paid receipts or documentation), explanation of how funds were spent, and benefit it brought to the business.

Application submittal process

- 1) Applications will be accepted on a first-come, first-serve basis through October 1, 2020 or until funding has been exhausted.
- 2) All qualified applications will be considered for approval according to the Program Scoring Rubric (applications that do not meet the minimum requirements per the scoring rubric will be denied).
- 3) Applications can be submitted online at www.businessinthornton.com, emailed to business@cityofthornton.net or mailed to City of Thornton Economic Development Office, City Hall, 9500 Civic Center Drive, Thornton, CO 80229.
- 4) Applications will be reviewed by the Economic Development Office every Friday. Cut off time for Friday reviews are Thursdays at 12:00 Noon.
- 5) The Economic Development Office will notify the applicant of grant approval. If approved, notification of award amount and regulatory requirements will also be provided.

Maximum award amounts

- 1) Emergency Business Grant funding for the COVID-19 crisis allows for a maximum of \$20,000.
- 2) Not all businesses will receive the full \$20,000, but rather a portion up to \$20,000.
- 3) If a business is denied funding, they may reapply after 30 days (if funding is still available).
- 4) If you have received funding from another City of Thornton Emergency Grant, the sum of your grant amounts cannot total more than \$20,000.

Qualifying expenditures

- 1) Allowable expenditures include costs related to reopening or adaptation of the business following the COVID-19 Pandemic to allow for operation under new mandatory guidelines, such as Personal Protective Equipment, specialized cleaning services, site modifications, marketing and signage to announce reopening, and other related expenses necessary for the immediate operation of the business (not payroll or inventory). Allowable expenditures may also include rent/mortgage.
 - a. Grant funds cannot be used to pay taxes, City of Thornton utility bills or other debt owed to the City.
- 2) Grant funding must be used for operation of the store located in the Thornton, Colorado boundaries only.
- 3) Allowable expenses will be considered for COVID related expenditures incurred after March 15, 2020.
- 4) Upon review, should a business be denied a grant, they may reapply after 30 days (if funding is still available).
- 5) If a business owns more than one location in Thornton, they may apply for one grant per business location.

City of Thornton Economic Development

9500 Civic Center Drive

303.538.7605

business@cityofthornton.net

2020 REGIONAL RETAIL AND ENTERTAINMENT EMERGENCY GRANT (COVID-19)

Application Form

City Council established **REGIONAL RETAIL AND ENTERTAINMENT EMERGENCY GRANT (COVID-19)** to assist businesses who have a national, regional or metro-wide reach located in the Thornton city boundaries who have suffered a financial impact from the COVID-19 Pandemic. The program is administered by the Thornton Economic Development Office.

Please direct all questions to:
City of Thornton Economic Development
9500 Civic Center Drive
303.538.7605

business@cityofthornton.net

www.businessinthornton.com

General Information:

- Technical Assistance and guidance are available to assist with completing the grant application. Please contact the Thornton Economic Development office for assistance.
- Please review the Program Guidelines (above) before completing this application.
- Businesses must meet the minimum eligibility requirements to apply (see Program Guidelines).
- Completed applications will be accepted through July 31, 2020 or until funding is gone.
- Applications are reviewed on a first-come, first-serve basis and awarded according to a tiered priority system.
- You must complete questions with an informative summary where requested.
- Maximum award amount is up to \$20,000 (not all applications may be approved).
- Approved applicants will be required to submit an end of year follow-up summary to include proof of expenditures to explain how funds were spent and the benefit it brought to the business. Businesses who do not submit the follow-up report by December 2020, will be automatically disqualified from receiving future grant funding from the Economic Development Office.
- This grant will have no impact on past or future qualifications for BIG or STAR grant funding.

Application Checklist: Please submit the following to the Thornton Economic Development Office:

- Submitting a completed application and requested documentation.
- Providing a signed W-9 Form www.irs.gov/pub/irs-pdf/fw9.pdf
- Providing proof of at least 25% revenue loss due to COVID-19
- Providing invoices and receipts for all qualifying expenditures prior to receiving grant funding. This is a reimbursement grant. Allowable expenditures, which include costs related to reopening or adaptation of the business following the COVID-19 Pandemic to allow for operation under new mandatory guidelines, such as Personal Protective Equipment, specialized cleaning services, site modifications, marketing and signage to announce reopening, and other related expenses necessary for the immediate operation of the business (not payroll or inventory). Allowable expenditures may also include rent.

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Application Form

Date of Application submittal: _____

Total Grant Request: _____

Legal name of business: _____

Doing business as (dba): _____

Business license #: _____

Date business licensed in the City of Thornton: _____

Thornton Business address: _____

Business phone: _____

Business email: _____

Business owner's name, email and phone number: _____

Does business owner lease or own the space? Lease Own

Name, phone number and email for person filling out grant application (if not the business owner):

Have you received funding from another City of Thornton grant already this year, and if so how much?

Please provide invoices and/or receipts for all qualifying expenditures. This is a Reimbursement Grant.
Allowable expenditures include costs related to reopening or adaptation of the business following the COVID-19 Pandemic to allow for operation under new mandatory guidelines, such as Personal Protective Equipment, specialized cleaning services, site modifications, marketing and signage to announce reopening, and other related expenses necessary for the immediate operation of the business (not payroll or inventory). Allowable expenditures may also include rent. Grant funds cannot be used to pay taxes, city of Thornton utility bills or other debt owed to the City).

I acknowledge that all information in this application is accurate and correct.

Business Owner or Authorized Officer Signature

Date

For Internal Use Only: Is business located in a TDA? Y / N NORTH or SOUTH