

2021 BUSINESS IMPROVEMENT GRANT (BIG)

Application Form

The Business Improvement Grant (BIG) program is established by the City Council and implemented by the Businesses of Thornton Advisory Commission, City Manager, and staff. The Economic Development Office administers the BIG program and, once approved, the Planning, Development Engineering, and Building Divisions work with awardees to coordinate permits, inspections, and project requirements.

- Applications will be accepted January 2021 - through the deadline of July 31, 2021.
- **Due to limited funds this year, project must be started within 4 months of grant approval. If the project is not started funds will be released to the next business on the waitlist.**
- Grants are awarded on a first-come, first-served basis.
- Once the funding is gone, there are no additional funds – don't wait until the deadline to apply!
- You must receive grant approval prior to starting project or purchasing equipment!
- All qualified applications will be considered and scored according to the Program Scoring Rubric.
- You must submit an informative summary describing how your project meets and supports the criteria and priorities listed on the Program Scoring Rubric.
- Property managers and landlords are excluded from utilizing the grant to fix Building Maintenance Code violations. (Owner-occupied building owners are still eligible to use the BIG Grant.)
- Maximum award amount is \$20,000.
- Starting in 2019, the waiting period for reapplication for the BIG grant is 5 years. (Grant recipients who received a grant prior to 2019 will still be eligible to reapply under the 3-year waiting period through 2021.)

Please submit the following to the Office of Economic Development. All information must be submitted or your application will be considered incomplete and may be discarded:

Application Checklist:

- Completed application form
- W-9 form
- Copy of signed lease
- Letter of approval from property owner to modify building or place large equipment (if applicable)
- "Before" photographs of each major element within a proposed project (paint, parking lot, new sign)
- Two contractor bids for each major element of a project. Quotes must be on bidder's letterhead.

Type of grant: Exterior Interior Equipment Marketing

Date of grant submittal: _____

Total cost of project: _____

Total grant amount requested: _____

Has your business received BIG funding in the past? Yes No

Business owner's name: _____

Legal name of business: _____

Doing business as (dba): _____

Business license #: _____

Thornton business start date: _____

