# Application Information:

* Completed applications will be accepted January 2023 through the deadline of October 31, 2023.
* Applications must be submitted within 6 months from the date the Certificate of Occupancy is issued for the new Thornton location.
* Applications are reviewed on a first-come, first-served basis. Once the funding is gone, there are no additional funds – so don’t wait until the deadline to apply!
* Applications may be submitted online, dropped off, returned by mail or email to the Alliance Business Assistance Center. Call for assistance with questions or completing the application.
* If approved for the grant, all grant requirements must be complete by December 9, 2023 (Late submissions or incomplete packets will not be accepted and reimbursement will not be paid.)

# Application Checklist:

All information must be submitted, or your application will be considered incomplete and may be discarded.

* Completed Application Form.
* Letter from the Secretary of State showing business is in good standing. Obtain and print from [www.sos.state.co.us](http://www.sos.state.co.us/).
* W-9 Form - [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf) (See 6a for more information about why this is needed.)
* Copy of signed Lease or Letter of Intent to lease the space.
* Approval from building owner or property manager to make identified changes.
* A Business Plan for owners operating the business for less than 2 years, ora Strategic Plan for owners operating the business for 2 years or longer. Please contact the Alliance Business Assistance Center for more information, 720.674.3547.
* Any accompanying drawings, information to clarify the projects you will carry out, or the cost of your equipment purchases. If grant application is for Marketing, please include a proof of the advertisement or material.
* “Before” photographs of each proposed project.

**Grant** **Amount Requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Grant Submittal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Grant:** (circle all that apply) **Exterior Interior Equipment Marketing Other**

**Date Certificate of Occupancy Issued: (If already in operation) Business Owner’s Name: Contact Phone and Email for Business Owner: Legal Name of Business:**

**Doing Business As (dba): Secretary of State ID #:**

**New Business Start Date in Thornton:**

**New Thornton Business Address:**

**Property owned or leased (please circle):** Owned Leased **Lease Exp. Date: \_\_\_\_\_\_\_\_\_\_**

**If leased, contact information for Building Owner / Property Manager: (name, phone, email address)**

**Are you subleasing the space from another business? Yes / No**

**Does your business have a separate address (unit or suite number) from the leaseholder? Yes / No**

**How many square feet are you leasing? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How many employees will work at your new Thornton location? \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Full Time Employees: Number of Part Time Employees:**

**Does the business owner have any personal interests or conflicts of interest through relationships or business dealings with the City, OED, BTAC, Alianza, or the grant review committee? If Yes, please explain: (This is not a disqualifying factor, but must be disclosed for final review.)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you currently or have you ever owned a business in Thornton, CO?**

**Thornton Business License #:**

**Yes**

**No**

**Thornton Business Name:**

**Number of Full Time Employees: Number of Part Time Employees:**

* If you are a new business owner or have been in operation for less than 2 years, you are required to submit a business plan and participate in our Business Startup Workshops; please contact the Alliance Business Assistance Center to schedule a time to meet with one of our staff, 720.674.3547. You will be required to submit a business plan and participate in our Business Startup workshops.
* If you have been in operation longer than 2 years, you must attach a Strategic Plan that addresses each of the following in detail:
* Business Operation, product or service you bring to the Thornton community, impact you will have in the Thornton Community, how your business will operate; include management team and staffing information.
* Why you chose this location to expand or relocate your business.
* What your business goals are over the next 12 months.
* How you intend to market your business location/expansion over the next 12 months.
* What you project your profit margin to be over the next 12 months (attach cash flow projection sheet).
* How you intend to use the grant funding.
* Approximate cost of total project and breakdown of each major category.
* Please explain to the reviewers why your business should be chosen for the grant.

**I hereby certify that all information in this application is accurate and correct.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Owner or Authorized Officer Signature Date**

**If you are not the business owner, please provide your name, business title, phone number and email:**

Applications may be submitted online [www.businessinthornton.com](http://www.businessinthornton.com),

dropped off or returned by mail to the Alliance Business Assistance Center 550 Thornton Parkway Unit 170, Thornton, CO 80229, or emailed to [alliance@thorntonco.gov](mailto:alliance@thorntonco.gov).

For questions please call 720.674.3547.