

## 2024 BUSINESS IMPROVEMENT GRANT (BIG)

# Application Form

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The Business Improvement Grant (BIG) program was established by the City Council and implemented by the Businesses of Thornton Advisory Commission, City Manager, and staff. The Office of Economic Development 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 2024 - through July 31, 2024.
- 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.
- Applicants must be commercially licensed business in Thornton for at least 12 months, with a current commercial lease agreement (minimum of 1 year commitment) or commercial property ownership in the city of Thornton. (Exclusions: non-profits, marijuana businesses, residential living facilities and religious institutions.)
- 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.)
- The maximum award amount is \$20,000 for traditional lease holders or owner-occupied building owners; if space is subleased or shared with another business, maximum award amount is \$5,000.
- The waiting period for reapplication for the BIG grant once awarded is 5 years.

**Please submit the following to the Office of Economic Development. Your application will not be processed until all information is received.**

### Application checklist:

- ☐ Completed application form
- ☐ Signed W-9 form
- ☐ Copy of signed lease
- ☐ Letter of approval from property owner to modify building or place large equipment (if applicable)
- ☐ Detailed description of project and why your application should be selected for the grant.
- ☐ "Before" photographs of each major element within a proposed project (paint, parking lot, new sign)
- ☐ Contractor quotes for each major element of a project. Quotes must be on contractor'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 (YEAR) \_\_\_\_\_      No \_\_\_\_\_

**Business owner's name:** \_\_\_\_\_

**Legal name of business:** \_\_\_\_\_

**Doing business as (dba):** \_\_\_\_\_

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Business license #: \_\_\_\_\_

Thornton business start date: \_\_\_\_\_

Business address: \_\_\_\_\_

Business phone and email: \_\_\_\_\_

Name of person filling out grant application: \_\_\_\_\_

Contact # and email for person filling out grant application: \_\_\_\_\_

Business owner is a resident of: City of Thornton State of CO Business not locally owned

Is the property owned or leased: Owned Leased

Is the property subleased or shared with another business: Yes No

Amount of space leased: square feet \_\_\_\_\_

Please attach a copy of your signed lease.

Number of full-time employees: \_\_\_\_\_ Number of part time employees: \_\_\_\_\_

**Please attach a detailed project summary** describing how this project meets the city goals and priorities listed in the program scoring rubric. All applications will be considered and scored on a first-come-first-served basis according to the criteria listed on the rubric. To be considered for grant funding by the city of Thornton, a business must meet a minimum score of 19. See main grant information page to download scoring rubric.

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

\_\_\_\_\_  
Business owner or authorized officer signature

\_\_\_\_\_  
Date

For internal use only: Is business located in a TDA? Y / N