

## Application Form

### Application Information

- Applications will be accepted January 2025 through July 31, 2025.
- If seeking pre-approval, 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.
- Applications are reviewed on a first-come, first-served basis until funding is gone. Submit your application early to give yourself the best opportunity for grant approval.
- All qualified applications will be scored according to the Program Scoring Rubric.
- Applicants must be a commercially licensed business in Thornton for at least 12 months.
- 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 grant.)
- Applications may be submitted online <https://businessinthornton.com/local-business/small-business-support-programs/business-financial-assistance/business-improvement-grant-big-2/>, or emailed to [carlacourter@thorntonco.gov](mailto:carlacourter@thorntonco.gov). For questions, call 303.538.7665.
- If approved for the grant, all grant requirements must be completed by December 5, 2025 (Late submissions or incomplete packets will not be accepted and reimbursement will not be paid.)

### Application Checklist

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

- Completed application form.
- Signed W-9 form ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf))
- Copy of Thornton Sales & Use Tax Business License
- Copy of Thornton Certificate of Occupancy
- Copy of signed lease with a minimum of 12 months commitment or proof of building ownership.
- Approval letter from building owner or property manager to make identified changes and business improvements.
- Summary list of the projects and purchases made.
- If project has NOT started:
  - “Before” photographs of each major element within a proposed project (paint, parking lot, sign)
  - 2 contractor quotes for each major element of a project. Quotes must be on contractor’s letterhead.
- If project HAS started or has been completed:
  - “Before” AND “After” photographs of each major element of the project.
  - Paid invoices and proof of payment for each element of the project up to 12 months prior.
- If grant application is for marketing, include a proof of the advertisement or material.

### Grant Information

Grant Amount Requested

Total Cost of Project

Type of Grant  EXTERIOR

EQUIPMENT

Date Grant Submitted

Check all that apply.  INTERIOR

MARKETING

Has your business received BIG funding in the past?  NO  YES

If yes, what year?

## Application Form

### Business Information

Owner Name  Business License #

Legal Name of Business  Doing Business As (DBA)

Date Business Opened in Thornton

Date Certificate of Occupancy Issued

Business Address

Business Phone  Business Email

Name of Person Filling Out Application

Phone # of Person Filling Out Application

Email # of Person Filling Out Application

Business Owner is a Resident of  City of Thornton  State of CO  Not Locally Owned

Property  OWNED  LEASED Are you subleasing the space from another business?  NO  YES

How many square feet is your business?

Number of full-time employees  Number of part-time employees

**Provide a detailed project summary** describing how this project meets the city goals and priorities listed in the program scoring rubric.

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

Business owner or authorized officer signature

Date

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- **Submitted online at** <https://businessinthornton.com/local-business/small-business-support-programs/business-financial-assistance/business-improvement-grant-big-2/>
- **Emailed** to [carla.courter@thorntonco.gov](mailto:carla.courter@thorntonco.gov)

For questions, call 303.538.7665.

