

## Application Form

### Application Information

- Applications will be accepted January 2026 through July 31, 2026.
- 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 24 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 [carla.courter@thorntonco.gov](mailto:carla.courter@thorntonco.gov). For questions, call 303.538.7665.
- **If approved for the grant, all grant requirements must be completed by December 4, 2026. (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 of the projects and purchases made.
- If project has NOT started:
  - “Before” photographs of each major element within a proposed project (paint, parking lot, new 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.
  - **Payments made in cash will not be reimbursed.**
- If grant application is for marketing, include a proof of the advertisement or material.

## Grant Information

Type of grant:  Exterior  Interior  Equipment  Marketing

Date Grant Submitted:

Total Cost of Project:

Total grant amount requested (half of the total project cost up to \$20,000):

Has your business received BIG funding in the past?  Yes  No If yes, what year?

## Business Information

Business owner's name:  Legal name of business:

Doing business as (dba):  Sales & Use Tax license #:

Thornton business start date:  Business Phone:

Date Thornton Certificate of Occupancy issued:

Business Address:

Business Email:

Name of person filling out application:  Phone # for person filling out application:

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

How many square feet is your business?

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

Will this project increase the number of jobs available at your business?  Yes  No If yes, by how many?

Provide a detailed project summary describing how this project meets the city goals and priorities listed in the program scoring rubric. (Attach separate sheet if necessary.)

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