

City of Golden Economic Development Commission 2004 Small business capital grant program.

The 2004 EDComm small grant program is intended to encourage small businesses in Golden to invest in fixed capital improvements. For 2004, the focus is on facade improvements, landscaping, signage, tenant based improvements and other similar projects.

1. Eligibility

The small business grant program is open to property owners and tenants within eligible buildings. Specific eligibility criteria are as follows:

- ◆ Zoning for the property must be consistent with the business use, and must allow commercial activity as a principal use. Single household dwellings with a home occupation do not qualify.
- ◆ Eligible expenditures for the grant funds are limited to:
 - a. Tenant Improvement, facade and signage improvements
 - b. Landscaping and site improvements
- ◆ Facade, signage, landscaping, and site improvements must meet City site development guidelines and standards in Chapter 18.40 of the municipal code, as well as any adopted design guidelines for a specific area.
- ◆ Matching private expenditures shall be required as a condition of the grant in at least the following amounts:
 - a. The maximum grant for facade improvements, tenant improvements, signage, site, and landscape improvements will be 40% of eligible costs.
- ◆ The maximum grant available will be set annually by EDComm. The maximum grant amount for 2004 is \$3,000.
- ◆ The grantee must be able to start work on the improvements within sixty days of notification of the award of grant funds.
- ◆ Grant funds will be paid to the grantee on a reimbursement basis upon completion of the work to be funded by the grant and private match.
- ◆ **Any Grantee receiving a grant under this program must comply with the Golden City Charter provision for posting a sign with 2” high letters thanking the citizens of Golden for the grant. The sign will be provided by the City and must be posted for five years.**
- ◆ **Starting in 2004, there is a limitation on applications under this grant program, such that applicants will only be eligible to apply once every three years. Notwithstanding this requirement, requests for a phased project (when announced in the initial application) will be accepted, provided that the maximum funding in any three year period will be \$10,000.**

2. Application Procedures

Applications for this program must be submitted at least ten days prior to the start of the next grant cycle. Grant requests will be considered at the first EDComm meeting of February, April, June, August, and October, so long as funds are available. Applications shall be made on the standard City of Golden Business Investment Program application form.

Additional information required includes the following:

- ◆ For exterior building or facade improvements provide building elevations of the affected portions of the building.
- ◆ For Tenant improvement improvements, include a detailed listing of improvements, with cost estimates.
- ◆ For signage, site, or landscape improvements provide a site plan.

3. Application Evaluation

The applicant must be present at the EDComm meeting when the application is introduced. Grants will be awarded at the following EDComm meeting, based upon the eligibility criteria and availability of funds. EDComm will review grant requests and recommend projects. Administration of the program will be handled by the Planning and Development Department. If grant requests in any grant cycle exceed available funds, additional evaluation criteria will be reviewed as follows:

- ◆ Façade and exterior improvements will be given priority.
- ◆ Exterior improvements will be evaluated against applicable design criteria.
- ◆ Grantees receiving financial assistance under another City of Golden or GURA program will generally not receive priority.