



Proudly Introducing...

FUNDING OPPORTUNITIES

1:1 MATCH

dollar for dollar

HOW TO APPLY:

Applications available at
City Hall or online at:

www.ci.craig.co.us/

CONTACT:

For questions or inquiries
please contact Melanie:

(970) 826-2016
mkilpatrick@ci.craig.co.us

SMALL
BUSINESS
GRANTS

ECONOMIC DEVELOPMENT

CAPITAL INVESTMENT FUNDS

a deal to create jobs & boost vitality

SITE IMPROVEMENT

REVITALIZE YOUR STOREFRONT

a deal to create fresh visual appeal

ADVANCING SMALL BUSINESS | CITY OF CRAIG



2019 DRAFT

Business Grant Program

The City of Craig's ability to provide quality municipal services and infrastructure to the Craig community is directly related to the economic success of the local business community. In order to assist the City in meeting its economic goals, the City will implement the City of Craig Business Grant Program for 2019. This two-track program will provide grants to businesses via a competitive application review process.

TRACK 1: The City will consider providing Site Enhancement Grants to businesses that wish to install traditional site improvements such as façade improvements, landscaping, and other architectural upgrades. (See page two for details)

TRACK 2: The City will consider Economic Development Grants to businesses that undertake capital investments (excluding working capital) that bring one or more of the following to Craig:

- Addition of jobs to the local economy
- A unique amenity
- A region of draw to the City Core or other commercial district
- Diversification to the City's economic base (See page four for details)

Grants will be awarded in any amount up to \$25,000. Grant requests should include matching funds from the business in the amount of **50%** of the total project cost. Funding requests in excess of \$10,000 will be considered for projects that provide exceptional benefit and may be subject to additional applicant criterium. Smaller projects are also eligible as there is no minimum. Craig City Council has allocated \$50,000 to fund the Craig Business Grant Program for 2019, with the possibility of an additional \$50,000.

Grant Program applications are available at City Hall and on the City's Website. Applications will be accepted between April 1st thru September 16th. **Grant funds will be awarded on a first come, first serve basis.** Applicants are required to review their proposed projects with City of Craig Building inspector prior to application submission to gain an understanding of all applicable regulations, codes, and ordinances that may be relevant to a specific project. Completed applications can be mailed or dropped off at City Hall.

Grant awards will be announced within 30 days of application submission. If you have any questions regarding the City of Craig Business Grant Program, please contact Melanie @ (970) 826-2016.



Site Enhancement Grants **DRAFT**

Site Enhancement Grants are provided to improve the appearance of individual businesses, which helps to provide an overall improved image for the City of Craig's business community.

Guidelines:

1. Site Enhancement Grant preference will be given to site improvements that provide the most significant visual improvement over current conditions as seen from public streets and trails.
2. All Sales Tax generating business properties located in commercially zoned areas are eligible to apply. Applicants must be in good standing with the Colorado State Secretary and the City of Craig. Properties with outstanding code violations, delinquent sales taxes or past due City utility bills are not eligible to apply.
3. Proposed improvements must meet City Codes. Businesses are to provide before and after photos of project.
4. The applicant is responsible for obtaining all building and other required permits before any project work commences.
5. Eligible improvements include but are not limited to:
 - a. Exterior architectural enhancements
 - b. Exterior lighting, painting, stucco, etc.
 - c. Landscaping and parking area improvements
 - d. Permanent signage
6. Ineligible improvements include:
 - a. Interior decoration or personal property
 - b. Refinancing of debt
 - c. Inventory
 - d. General or routine maintenance and cleaning
 - e. Business operations expenses
 - f. Improvements made prior to grant approval
7. Grant Funds will be provided to a business **upon completion** of their project. Upon grant completion copies of all paid invoices must be submitted, including copies of cancelled checks and/or credit card receipts to receive grant funds. **Please submit all payments at once rather than piece by piece.**
8. Grants are available to owner or tenant (if tenant applies, a minimum of two years must be remaining on lease, or an option to renew current lease, and written landowner permission must be provided.)
9. All businesses must receive grant approval prior to beginning improvements to be eligible to receive grant funding reimbursements. No work prior to awarding of funds can be reimbursed.
10. Site improvement work must be completed by November 15th; reimbursements must be completed before November 30th.
11. Projects selected for grant funding may be featured in City promotional materials.

Site Enhancement Example: **DRAFT**



East side block between 4th & Victory Way



CURRENT PHOTO

IMPROVEMENT OPPORTUNITIES

- Remove existing awning
- Update and unify storefront and existing windows
- Define signage band
- Define roof line/ parapet



FAÇADE IMPROVEMENT CONCEPT

IMPROVEMENT FEATURES

- Cornice roof line
- Signage band
- Updated awning
- Updated/unified storefront and display windows
- Update kickplate
- Updated façade materials

DRAFT



Economic Development Grants

Economic Development Grants are designed to provide funding for businesses that make capital investments which assist the City in meeting overall Economic Development goals including;

- Addition of jobs to the local economy
- Providing a unique amenity to the community
- Providing a regional customer draw
- Addition of vitality to the City core or other commercial district
- Diversification of the City's economic base

Guidelines:

1. Economic Development Grant preferences will be given to grant applications that most clearly demonstrate capital investments which are directly linked to the addition of jobs in Craig.
2. All businesses located in commercially zoned areas within the City limits are eligible to apply. (Applicants must be in good standing with the Colorado State Secretary and the City of Craig. Properties with outstanding code violations, delinquent sales taxes or past due city utility bills are not eligible to apply).
3. Proposed capital investments must meet all current City Codes. The applicant is responsible for obtaining all building and other required permits before any project work commences.
4. Eligible uses of Economic Development Grants include, but are not limited to, new construction of building/fixed assets and building expansion.
5. Grant funds will be provided to a business upon completion of their projects. Upon completion of the grant project a business must provide copies of all paid invoices, including copies of cancelled checks and/or credit card receipts to receive grant funds. Funding timing may be adjusted, for instance 50% up front and 50% upon completion, if a specific project constraints warrant.
6. Grants are available to owner or tenant (if tenant, a minimum of two years must be remaining on lease, or an option to renew current lease, and written landowner permission must be provided.)
7. All businesses must receive grant approval prior to making capital investments to be eligible to receive grant funding.
8. Capital investments must be completed by November 15th; all reimbursements must be completed before November 30th.
9. Projects selected for grant funding may be used in City promotional materials.



Business Grant Program

SITE ENHANCEMENT APPLICANT CHECKLIST

TRACK 1: SITE ENHANCEMENT REQUIREMENTS

- ☐ Completed application including additional attachments
 - Detailed project narrative
 - Specifically describe how the proposed project will provide significant visual improvement over current conditions as seen from public streets and access
 - Project budget
 - Construction proposals
 - Photographs
 - Site plans/sketches
 - Project schedules
- ☐ If business tenant, a minimum of 2 years must be remaining on lease, or an option to renew current lease, and provide written landowner permission
- ☐ Review proposed projects with City of Craig Building Inspector prior to application submission
- ☐ Applicant will be required to present a 15-minute presentation to the Economic Development Committee and answer questions related to the project. Committee will call to schedule.
- ☐ Site improvement work must be completed by November 15th
- ☐ Submit reimbursements when ALL costs are complete, no later than November 30th

IF FUNDING REQUEST ≥\$10,000:

- ☐ Additional financial documents may be requested, at the committee's discretion

Please contact Melanie with any questions and inquiries:
(970) 826-2016
mkilpatrick@ci.craig.co.us



Business Grant Program

ECONOMIC DEVELOPMENT APPLICANT CHECKLIST

TRACK 2: ECONOMIC DEVELOPMENT REQUIREMENTS

- ☐ Completed application including additional attachments
 - Detailed project narrative
 - Specifically describe how your proposed capital investment is directly linked to the addition of jobs or other economic development goals
 - Current staffing levels
 - Hiring plans
 - Business plans
 - Project costs
 - Project schedules
- ☐ If business tenant, a minimum of 2 years must be remaining on lease, or an option to renew current lease, and provide written landowner permission
- ☐ Review proposed projects with City of Craig Building Inspector prior to application submission
- ☐ Applicant will be required to present a 15-minute presentation to the Economic Development Committee and answer questions related to the project. Committee will call to schedule.
- ☐ Capital investments must be completed by November 15th
- ☐ Submit reimbursements when ALL costs are complete, no later than November 30th

IF FUNDING REQUEST ≥\$10,000:

- ☐ Additional financial documents may be requested, at the committee's discretion

Please contact Melanie with any questions and inquiries:
(970) 826-2016
mkilpatrick@ci.craig.co.us



Business Grant Program Application

DRAFT

Applicant / Business Owner: _____

Business Name: _____

Property Owner (if different): _____

Mailing Address: _____

Property Address or Project Address (if different): _____

Best Phone Number to Call: _____

Best Email: _____

Total Project Cost: \$ _____

Grant Request Amount: \$ _____

Detailed description of proposed project:

All applicants must attach a detailed project narrative and copies of any supporting documentation that will assist the grant committee in reviewing the proposed project.

Instructions for Site Enhancement Grant Applications:

Make sure to specifically describe how the proposed project will provide significant visual improvement over current conditions as seen from the public streets and access. Applicants should also include relevant information such as project budgets, construction proposals, photographs, site plans/sketches, and project schedules.

Instructions for Economic Development Applicants:

Make sure to describe how your proposed capital investment is directly linked to the addition of jobs or other economic development goals. Applicants must also include information such as current staffing levels, hiring plans, business plans, and project costs and schedules.

If funding request is between \$10,000-\$25,000:

Additional requirements may apply to funding requests \geq \$10,000. Business related financial documents may be requested, at the committee's discretion.

Please submit for reimbursement when ALL costs are complete:

Applicants are required to review their proposed projects with the City of Craig Building Inspector prior to application submission to gain a full understanding of any City municipal codes that may be relevant to a specific project. Applicants will also be required to present a 15- minute project presentation to the Economic Development Committee and answer questions related to the project.

X _____
Applicant's Signature Date

X _____
Property Owner's Signature (if different from applicant) Date

Mail or hand deliver to:

City of Craig Business Grant Program

300 W 4th Street, Craig, CO 81625

Application Due By 5:00 p.m. April 15th, 2019



Business Grant Program Criteria Evaluation Sheet

SITE ENHANCEMENT

For INTERNAL USE ONLY:

Applicant/Business: _____ Date: ____/____/____

Improvements include:

- ☐ Architectural enhancement
- ☐ Lighting
- ☐ Landscaping
- ☐ Parking
- ☐ Permanent signage
- ☐ Other: _____

Applicant requirements fulfilled:

- ☐ Completed grant application including additional attachments
 - Detailed project narrative
 - Project budget
 - Construction proposals
 - Photographs
 - Site plans/sketches
 - Project schedules
- ☐ Project reviewed with City Building Inspector
 - Improvements meet current City codes
- ☐ Own ☐ Lease (if lease, 2-year lease agreement or landowner's permission included)
- ☐ Applicant's investment meets 50% of project cost (must receive grant approval prior to making capital investments to be eligible for grant funding)
- ☐ Good standing: CO State Secretary and the City of Craig
- ☐ Site improvements to be completed by November 15th
- ☐ 15-minute project presentation scheduled with the Economic Development Committee
 - Date: ____/____/____ Time: _____

If funding request exceeds \$10,000:

- ☐ Additional financial documents, if any, to be requested: _____

Comments:

Grant program amount requested: \$ _____

Application approved / Date: ____/____/____

Award amount: \$ _____

Decision letter sent: ____/____/____



Business Grant Program Criteria Evaluation Sheet

ECONOMIC DEVELOPMENT

For INTERNAL USE ONLY:

Applicant/Business: _____ **Date:** ____/____/____

Project brings one or more of the following:

- ☐ Addition of jobs to the local economy
- ☐ Provides a unique amenity
- ☐ Provides a regional customer draw
- ☐ Adds vitality to the City core or other commercial district
- ☐ Diversifies City's economic base

Applicant requirements fulfilled:

- ☐ Completed grant application including additional attachments
 - ☐ Detailed project narrative
 - ☐ Current staffing levels
 - ☐ Hiring plans
 - ☐ Business plans
 - ☐ Project costs
 - ☐ Projects schedules
- ☐ Project reviewed with City Building Inspector
 - ☐ Improvements (if any) meet current City codes
- ☐ Own ☐ Lease (if lease, 2-year lease agreement or landowner's permission included)
- ☐ Applicant's investment meets 50% of project cost (must receive grant approval prior to making capital investments to be eligible for grant funding)
- ☐ Good standing: CO State Secretary and the City of Craig
- ☐ Capital investments to be completed by November 15th
- ☐ 15-minute project presentation scheduled with the Economic Development Committee
 - ☐ Date: ____/____/____ Time: _____

If funding request exceeds \$10,000:

- ☐ Additional financial documents, if any, to be requested: _____

Comments:

Grant program amount requested: \$ _____

Application approved / Date: ____/____/____

Award amount: \$ _____

Decision letter sent: ____/____/____