



2022 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 continue the City of Craig Business Grant Program for 2022. This two-track program provides grants to businesses via a competitive application review process.

TRACK 1: 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 2 for details)

TRACK 2: 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 3-4 for details)

Grants will be awarded in any amount up to \$10,000. Grant requests are required to include matching funds from the business in the amount of **50%** of the total project cost. Smaller projects are also eligible as there is no minimum. Craig City Council has allocated \$85,000 in ARPA funds to fund the Craig Business Grant Program for 2022. All submitted grant proposals must clearly articulate how each project effectively enhances the City of Craig.

Grant Program applications are available at City Hall and on the City's Website. Applications will be accepted between May 2nd through October 21st, 2022. **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 emailed to Melanie Kilpatrick, mkilpatrick@cityofcraig.org or dropped off at the Administration Department upstairs at Craig City Hall.

If you have any questions regarding the City of Craig Business Grant Program, please contact Economic Development Manager, Shannon Scott: (970) 826-2020 or sscott@cityofcraig.org



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. Businesses must be in operation for at least two years from the start date of the open application window, (May 2, 2022), in order to be eligible to apply for incentives; startup ventures are ineligible 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. Applicants must denote on the Application if and how much funding they have received from previous Business Program grant cycles either for the current business they are applying for, or any previous association with a business that has received funding as well as a description of improvements that were made.
5. Eligible uses of Economic Development Grants include, but are not limited to, new construction of building/fixed assets and building expansion.
6. Two monthly progress payments for out-of-pocket costs can be requested with the appropriate Reimbursement Form and Paid Receipts submitted, up to 50% of the scheduled out-of-pocket costs. Final payment of the remaining 50% of out-of-pocket costs will be processed upon verification and inspection of capital expenditures.
7. 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.)
8. All businesses must receive grant approval prior to making capital investments to be eligible to receive grant funding.
9. Capital investments must be completed by December 16th; all reimbursements must be completed before November 30th.
10. Projects selected for grant funding may be used in City promotional materials.



Site Enhancement Grants

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. Downtown business preference will be given to site improvements adhering to the 2014 UTA Design Guidelines and Concepts.
2. All business properties located in commercially zoned areas are eligible to apply with priority given to sales tax generating businesses. Applicants must be in good standing with the CO 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. Businesses must be in operation for at least two years from the start date of the open application window, (May 2, 2022), in order to be eligible to apply for incentives; startup ventures are ineligible to apply.
3. Proposed improvements must meet City Codes. Businesses are to provide before and after photos of project.
4. Applicants must denote on the Application if and how much funding they have received from previous Business Program grant cycles either for the current business they are applying for, or any previous association with a business that has received funding as well as a description of improvements that were made.
5. The applicant is responsible for obtaining all building and other required permits before any project work commences.
6. 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
7. 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
8. Two monthly progress payments for out-of-pocket costs can be requested with the appropriate Reimbursement Form and Paid Receipts submitted, up to 50% of the scheduled out-of-pocket costs. Final payment of the remaining 50% of out-of-pocket costs will be processed upon verification and inspection of qualifying improvements.

9. 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.)
10. 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.
11. Site improvement work must be completed by December 16th; reimbursements must be completed before November 30th.
12. Projects selected for grant funding may be featured in City promotional materials.

Site Enhancement Example:



East side block between 4th & Victory Way



EXAMPLE FACADE

IMPROVEMENT OPPORTUNITIES

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



IMPROVEMENT FEATURES

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