

## WestyRISE and DINE Business Grant

### Program Overview

The COVID-19 pandemic has created a state of economic emergency for Westminster's businesses. While all businesses have felt the impact, restaurants have had an especially sharp decline in sales and extra regulatory changes mandated by health and safety measures. The City of Westminster is committed to our local economy and believes that support should be given to this industry.

On May 27, 2020, an Emergency Directive was put in place to modify certain sections of the Westminster Municipal Code (WMC) to temporarily allow restaurants and bars to expand into designated outdoor areas adjacent to their businesses in order to promote social distancing and public health measures related to COVID-19. The Colorado Department of Public Health & Environment (CDPHE) also issued its Fourth Amended Public Health Order 20-28 Safer At Home, effective May 27, 2020, which allows restaurants to open in-person dining in a limited manner and allows for the expansion of restaurants to licensed outdoor space for limited in-person dining, with the approval of the local government's permitting, building, and fire code oversight for any new outdoor dining space prior to use.

The purpose of the WestyRISE and DINE Business Grant is to aid local restaurants and bars which have had a decline in sales due to previous public health orders and which may also wish to expand their operations under the new guidelines. **This grant program will provide qualifying businesses a one-time grant for eligible costs up to \$10,000.** Eligible costs include (i) monthly rental and mortgage obligations; (ii) the cost of the purchase or rental of equipment and supplies needed to expand dining services; and/or (iii) the cost to build temporary or permanent structures needed to maintain safe social distancing practices. The \$10,000 maximum grant award can be applied to eligible costs for one or a combination of the three categories.

### Program Description

The City will commit \$500,000 to the WestyRISE and DINE Business Grant for qualifying restaurants and bars to:

1. Satisfy monthly rental and mortgage payments.
  - a. The grant program may be applied to monthly rental or mortgage payments due for July 2020.
  - b. Monthly rental payments eligible for the grant include monthly base rent and any rent related expenses, such as common area maintenance or reimbursements for insurance, utilities, and taxes. Monthly mortgage payments eligible for the grant include principal and interest.
2. Purchase or rent additional equipment and supplies to expand takeout or outdoor dining services. Eligible expenses could include: personal protective equipment (PPE), additional packaging for takeout, tables, chairs, tents, lights, portable heaters or misters, signage, and barricades.
3. Make temporary or permanent modifications needed to promote safe social distancing practices for operations. Eligible expenses could include: the purchase and installation of plexiglass or other like examples.

### Business Eligibility

To qualify for the WestyRISE and DINE Business Grant, a business must meet all of the following criteria:

1. Must operate a restaurant or bar with a physical address located within the City of Westminster.

2. Business must have had a reduction in sales due to the public health orders.
3. Business must have been in operation at least six months prior to the application date.
4. Business must be operating and open to the public as of the application date, unless required by a public health order to remain closed.
5. Business must have an active Westminster business license.
6. Businesses with more than one physical location in the City of Westminster may apply for the grant program for multiple locations, however the total award amount may not exceed the \$10,000 cap.
7. Business must be in good standing with the Colorado Secretary of State and the City of Westminster as of March 1, 2020. Considerations for good standing for the City of Westminster include outstanding taxes owed to the City of Westminster, outstanding utility bills, and all permits or licenses issued by the City of Westminster being current and active.

### **Program Process**

1. Return a completed and signed application to the City of Westminster Economic Development Department by emailing us at [riseanddine@cityofwestminster.us](mailto:riseanddine@cityofwestminster.us).
2. Provide documented support for eligible expenses, such as:
  - a. An executed lease agreement, invoice, or mortgage coupon for monthly rental or mortgage costs
  - b. A purchase or rental agreement for equipment, services, or supplies needed to expand dining services
  - c. An invoice or written estimate for any temporary or permanent safety modifications needed to provide services
3. Grants for eligible businesses will be awarded on a first come, first served basis, subject to funding availability. Priority may be given to locally owned businesses and franchises.
4. Grant awards will be paid directly to the applicant business. Checks will be mailed to the business address listed on the W-9.
5. Projects must meet the City's permit requirements and guidelines.
6. Final grant award decisions will be made by the Director of Economic Development based on criteria and eligibility detailed above.

For questions regarding the WestyRISE and DINE Business Grant, please email us at [riseanddine@cityofwestminster.us](mailto:riseanddine@cityofwestminster.us). You may also call 303-658-2108; however, as we are practicing social distancing by working remotely, emails will receive a quicker response.

**WestyRISE and DINE Business Grant Application**

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

Physical Business Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Active Westminster Business License #: \_\_\_\_\_

Current Number of Employees (FTEs): \_\_\_\_\_ Pre COVID-19 Number of Employees (FTEs): \_\_\_\_\_

**Eligible Expenses for Grant Award**

|   | <b>Eligible Expenses</b> |
|---|--------------------------|
| <b>1. Monthly Rental and Mortgage Payments</b>                    |                          |
| July Rental or Mortgage Payment Amount:                           | \$ _____                 |
| <b>2. Purchase or Rental of Additional Equipment and Supplies</b> |                          |
| Purchase Amount:  | \$ _____                 |
| Rental Amount:  | \$ _____                 |
| <b>3. Temporary or Permanent Modifications</b>                    |                          |
| Material and Labor Costs:   | \$ _____                 |
| <b>Total (Not to exceed \$10,000)</b>                             | <b>\$ _____</b>          |

Provide a brief description of the additional equipment, supplies, and modifications (if applicable) including why they are necessary to promote safe social distancing practices in response to the COVID-19 pandemic.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you operate a restaurant or bar with a physical location within the City of Westminster? (Yes/No) \_\_\_\_\_

Has your business had a reduction in sales due to the public health orders? (Yes/No) \_\_\_\_\_

Has your business been in operation at least six months prior to the application date? (Yes/No) \_\_\_\_\_

Is your business currently operating and open to the public as of the application date? (Yes/No) \_\_\_\_\_

If answered "No" above, please explain why your business is not currently operating and open to the public. \_\_\_\_\_

Are you in good standing for any permits or licenses issued by the City of Westminster? (Yes/No) \_\_\_\_\_

Please provide your business' annual gross revenues for the twelve (12) month period prior to COVID-19 \_\_\_\_\_.

The current IRS W-9 form must be completed and provided for the business applying for the WestyRISE and DINE Business Grant. To prevent the delay of your application, please provide a W-9 with your application. The current W-9 form can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. The business name listed on the W-9 must identically match the Colorado Secretary of State database (found [here](#)). Applications submitted with an outdated W-9, and with information unmatched on the Colorado Secretary of State database will be delayed.

Please provide documented support for eligible expenses with your application, such as:

1. An executed lease agreement, invoice, or mortgage coupon for monthly rental or mortgage costs

To expedite the application review process, please indicate the page number(s) that show the monthly rental or mortgage payment amount: \_\_\_\_\_

2. A purchase or rental agreement for equipment, services, or supplies needed to expand dining services
3. An invoice or written estimate for any temporary or permanent safety modifications needed to provide services

Applicants awarded a WestyRISE and DINE Business Grant agree to cooperate and respond to future City of Westminster questionnaires regarding business status for up to 12 months from receipt of funds.

By signing below, I assert, under penalty of perjury, that the above information is true, correct and complete and that, to the best of my knowledge, it contains no false or misleading information. I also agree that all funds received from the WestyRISE and DINE Business Grant will be spent on the eligible expenses detailed above. The City of Westminster reserves the right to complete inspections to confirm the appropriate use of funds.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For questions or to submit a completed application along with any attachments, please email us at [riseanddine@cityofwestminster.us](mailto:riseanddine@cityofwestminster.us). You may also call 303-658-2108; however, as we are practicing social distancing by working remotely, emails will receive a quicker response.*