

WestyRISE Winter Business Assistance Grant

Program Overview

The COVID-19 pandemic has created a state of economic emergency for Westminster's businesses. The City of Westminster is committed to our local economy and believes that we should take immediate action to help affected businesses mitigate these unprecedented challenges. Due to the impacts from the various public health orders that began in March 2020, nearly all businesses are currently facing economic losses and are in need of immediate assistance in order to 1) satisfy rent and mortgage obligations, 2) offset increased operating costs from the purchase of personal protective equipment (PPE) needed to operate safely, and 3) allow restaurants and bars to provide outdoor seating and heating in order to promote social distancing through the fall and winter months.

Program Description

The City will commit \$500,000 to the WestyRISE Winter Business Assistance Grant that may be used by qualifying businesses to satisfy **monthly rental or mortgage payments and provide PPE for employees**. This one-time grant will include three separate categories of grant funds. Submitted applications will automatically be reviewed for eligibility of all categories of grant funds based on eligibility criteria. The three categories of grant funds include:

1. Grant funds for monthly rental or mortgage payments equal to the lesser of (i) three months' rental or mortgage payments or (ii) **\$15,000**. Grant funds may be requested for monthly rent or mortgage payments due for the months of August 2020, September 2020, and October 2020. 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 only.
2. Grant funds for the purchase of PPE equal to the lesser of (i) \$100 per current full time equivalent employee (FTE) or (ii) **\$2,000**.
3. Grant funds in the amount of **\$1,000** for restaurants and bars that intend to offer outdoor dining, to support social distancing, through the fall and winter months. These funds may be used by restaurants and bars only to purchase outdoor tables, chairs, heaters, tents or other related equipment to support outdoor dining through the fall and winter months.

The maximum grant award for businesses eligible for all three categories of grant funds is \$18,000.

Business Eligibility

To qualify for a grant, a business must meet all of the following criteria:

1. Business must have had a reduction in revenue due to the COVID-19 pandemic.
2. Business must have been in operation at least six months prior to the application date, with a physical address located within the City of Westminster. Home based businesses may not apply for the grant program.
3. Business may have no more than 75 FTEs. See application for guidelines on calculating FTEs.
4. 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 maximum award amount of \$15,000 for rental or mortgage payments, \$2,000 for PPE, and \$1,000 for restaurants and bars to offer outdoor dining through the fall and winter months. For purposes of estimating FTEs, the

FTE count shall be based only on the specific location(s) applying for the grant. Corporately-owned national chains may not apply for the grant program.

5. Business must be operating and actively conducting business as of the application date, unless required by a public health order to remain closed.
6. Business must have an active Westminster business license.
7. Business must be in good standing with the City of Westminster and the Colorado Secretary of State before grant funds may be awarded. 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.
8. Businesses that previously received the **WestyRISE Business Grant** or **WestyRISE and DINE Business Grant** **are** eligible for the WestyRISE Winter Business Assistance Grant. However, the additional \$1,000 for restaurants and bars that intend to offer outdoor dining, cannot be used for the same expenses previously submitted and paid for through the previous WestyRISE and DINE Business Grant.

Program Process

1. Return a completed and signed application to the City of Westminster Economic Development Department by emailing us at winterbusinessgrant@cityofwestminster.us.
2. Provide documented support for monthly rental or mortgage payments, such as:
 - a. An executed lease agreement, invoice, or mortgage coupon
3. Grants for eligible businesses will be awarded on a first come, first served basis, subject to funding availability.
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. 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 Winter Business Assistance Grant, please email us at winterbusinessgrant@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 Winter Business Assistance Grant Application

Applicant Name: _____ Title: _____
Phone: _____ Email: _____
Business Name: _____
Physical Business Address: _____ City, State, Zip: _____
Active Westminster Business License #: _____ Type of Business: _____

Current Number of Employees (FTEs): _____ Pre COVID-19 Number of Employees (FTEs): _____
(For purposes of calculating FTEs and consistent with IRS standards, FTEs are determined by adding up the total hours of service for which the employer pays wages to employees during the year (but not more than 2,080 hours for any employee), and dividing that amount by 2,080. If the result is not a whole number, round to the next lowest whole number.)

	Monthly Rental Payment Amount:	or	Monthly Mortgage Payment Amount:
August 2020:	_____		_____
September 2020:	_____		_____
October 2020:	_____		_____

Please provide an executed lease agreement, invoice, or mortgage coupon to support the presented 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: _____.

Has your business had a reduction in revenue due to the COVID-19 pandemic? (Yes/No) _____
Has your business been in operation at least six months prior to the application date? (Yes/No) _____
Is your business located within the City of Westminster? (Yes/No) _____
Is your business a restaurant or a bar? (Yes/No) _____
If answered "Yes" above, do you have the ability and do you intend to offer outdoor dining through the fall / winter months? (Yes/No) _____

Has your business applied for the WestyRISE Winter Business Assistance Grant for more than one location?
(Yes / No) _____

Is your business a corporately-owned national chain? (Yes / No) _____

Is your business currently operating and actively conducting business as of the application date?
(Yes/No) _____

If answered "No" above, please explain why your business is not currently operating and actively conducting business. _____

Is your business in good standing for any permits or licenses issued by the City of Westminster?
(Yes/No) _____

Please list any grants or related business assistance that you have received including but not limited to the Paycheck Protection Program (PPP), Economic Injury Disaster Loan (EIDL), Small Business Stabilization Program, WestyRISE Business Grant, and the WestyRISE and DINE Business Grant: _____

For tracking purposes, 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 Winter Business Assistance 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.

Applicants awarded a WestyRISE Winter Business Assistance 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 Winter Business Assistance Grant will be spent on the eligible expenses detailed above.

Signature: _____ Date: _____

For questions or to submit a completed application along with any attachments, please email us at winterbusinessgrant@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.