

## Guidelines

- Grant awards are capped at 10% of project cost, with a maximum grant amount of \$5,000
- Documentation of purchase/project completion is required prior to reimbursement
- Businesses may apply once a year, and may not receive more than \$5,000 maximum for all projects combined within the current year
- Reimbursement is only valid for costs expended within the calendar year of application; Expenditures exceeding allowable amount will not be carried forward
- Projects must follow all applicable city requirements, including permitting
- Capital Project Grants are awarded as funding allows; Qualified applications received by the deadline will be scored by a committee based on adherence to project criteria and overall positive impact to the business

## Process

- Return fully completed application to the Economic Development Department by the application deadline; Application must include a project budget with qualified estimates for improvement projects or equipment purchases. Applications without a budget will not be considered
- Applicant will be notified of project approval within three weeks of application deadline
- Upon completion of project, submit all project related receipts, invoices and supporting payment documentation by November 30<sup>th</sup>
- Schedule an on-site project inspection with staff
- Await approval and reimbursement, usually 2-4 weeks

# SMALL BUSINESS CAPITAL PROJECT GRANT

The Small Business Capital Projects Grant program provides project related, financial assistance on a reimbursement basis, to encourage the growth and retention of existing Westminster businesses.

**APPLICATION DEADLINE:  
JULY 1, 2023**

4800 W. 92nd Avenue  
Westminster, CO 80031  
P: 303-658-2108 F: 303-706-3922  
ecodevo@cityofwestminster.us  
[www.westminstereconomicdevelopment.org](http://www.westminstereconomicdevelopment.org)



**WESTMINSTER**  
COLORADO

# REQUIREMENTS & ELIGIBILITY

## Business Eligibility

- Must have 50 or fewer employees
- Must be an existing business (>1 year) and have an active Westminster business license
- Must be in good standing with the Colorado Secretary of State
- Must be in good standing/current with the City of Westminster Utility Billing & Sales Tax
- New businesses may be considered for approval with an active Westminster business license and submittal of a current business plan
- Must have a project that qualifies as a real property improvement or tangible property purchase; Operating costs are not eligible for reimbursement

## Project Criteria

**Real property improvements:** A permanent addition to, or betterment of, real property that enhances the capital value.

- Exterior improvements: roofing, siding, parking resurfacing, and fence replacement
- Interior improvements: flooring, mechanical, electrical, plumbing upgrades, accessibility improvements, and related design and contractor fees

**Tangible property purchases:** Depreciable assets purchased for direct and sole use by the business which have an estimated useful life of three years or more.

- Furniture and fixtures
- Equipment (computers, appliances, specialized manufacturing machinery)
- Accessories required for equipment operation will be considered with proof of relevance and inclusion in budget

For questions, contact the  
Economic Development Department at  
303-658-2108 or  
ecodevo@cityofwestminster.us

# SMALL BUSINESS CAPITAL PROJECT GRANT APPLICATION

APPLICATION DEADLINE: July 1, 2023

Business Name: _____
Business Address: _____
City, State, Zip: _____
Contact Person: _____ Title: _____
Contact Phone: _____ Email: _____

Westminster Business License #: _____ Number of Employees _____
<b>Application Questions: (attach additional pages if necessary)</b>
Description of project: _____ _____ _____
How will this project positively impact your business? _____ _____ _____
Total Estimated Project Cost: _____ Project Budget Attached: Yes
Grant Amount Requested: _____ Estimated Project Completion Date: _____ {Maximum 10% of project total or \$5,000}

Applicant Signature: _____ Date: _____
I attest that the information stated above is correct and that the project is complete and in compliance with all City codes and regulations.

<b>For Office Use Only</b>
Date Received: _____ Application Approved: Y N Approval Date: _____
Amount Approved: _____ Project Completion Date: _____ Project Verified: _____
Amount Paid: _____ Date Paid: _____