

## Guidelines

- Grant may cover up to 75% of eligible project expenses. Maximum funds granted per business per year is \$5,000. (i.e. If the total cost of the project is \$8,000 or more, the maximum awarded is \$5,000)
- If the project is using other funding from the City programs (e.g. the Westminster Business Face-Lift Grant), total awarded City funds may not exceed 75% of total project costs
- Documentation of purchase/project completion is required prior to reimbursement (e.g., receipts); project does not have to be completed during time application is submitted
- 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 and codes
- Grants are awarded as funding allows. Qualified applications received will be scored by a committee based on adherence to grant criteria

## Process

- Submit an online application form found here: ([www.cityofwestminster.us/Forms/CMO/SAGEAcceleratorGrant](http://www.cityofwestminster.us/Forms/CMO/SAGEAcceleratorGrant)) or return this fully completed application with project budget expense estimates and/or invoices by the application deadline (last day of each month)
- Applicant will be notified of project approval within two weeks of application deadline
- Upon completion of project, submit all project related receipts, invoices and supporting payment Schedule an on-site project verification with SAGE advisors of project and requirements
- Await approval and reimbursement, ~ 2-4 weeks

## Requirements of Awardees

All awardees must register in the Green Business Tracker program (<https://app.greenbiztracker.org/business/index>). In return, awardees are promoted through announcements on City communications, on a Sustainable Business Map, and SAGE materials

### Questions and Assistance:

Contact the SAGE Sustainable Business Program 303-658-2662 and [SAGE@cityofwestminster.us](mailto:SAGE@cityofwestminster.us)

# The SAGE Sustainable Business Accelerator Grant

This program provides one-time, project related, financial assistance on a reimbursement basis, of sustainability upgrades and services, that facilitate cost reductions and support resource conservation and environmentally friendly business operations

### Examples Include:

- Energy efficiency upgrades such as HVAC systems and LED lighting
- Water conservation such as high-efficiency toilets and irrigation systems
- Waste reduction initiatives such as recycling and compost services
- Community gardens and employee benefit programs

### ROLLING DEADLINE:

Applications received by the last day of each month are reviewed the first week of the following month

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



# REQUIREMENTS & ELIGIBILITY

## Business Eligibility

- Must be an existing business (>1 year) and have an active Westminster business license
- New businesses are considered with an active Westminster business license and business plan
- Is in good standing with the Colorado Secretary of State
- Is in good standing/current with the City of Westminster Utility Billing & Sales Tax
- Project qualifies as a real property improvement or sustainability related service. 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.

- Water efficient fixtures, toilets, and aerators
- High efficiency HVAC system and components: boilers, water heaters, and heating pumps
- Electric vehicle charging stations
- Bike racks and/or roofed corral
- Waste, recycling, and compost bins
- On-site photovoltaic solar panels

**Sustainability Services:** A service provided to your business that improves operational efficiency, reduces resource consumption and/or waste, or provides a continued sustainability benefit. Examples include:

- Recycling and/or compost service
- Waste diversion assessment and training
- Water efficiency and irrigation audit

When applying for continual services, reimbursement can be valid for costs expended beyond the calendar year but is still limited to the total amount awarded.

## Applicant Benefits and Services

If interested, all applicants are eligible for a FREE business sustainability assessment and participation in the *SAGE Sustainable Business Program* including discounted energy products, advising, networking, and recognition as a certified sustainable business. Learn more at SAGE's website: <https://www.cityofwestminster.us/Residents/CityServices/Sustainability/SAGEBusiness>

**Questions and Assistance:**

303-658-2662 and [SAGE@cityofwestminster.us](mailto:SAGE@cityofwestminster.us)

# SAGE SUSTAINABLE BUSINESS ACCELERATOR GRANT APPLICATION

**Rolling Deadline:** Applications are reviewed on a monthly basis. Applications received by the last day of each month are reviewed the first week of the following month

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

Westminster Business License #: \_\_\_\_\_ Number of Employees \_\_\_\_\_

**Application Questions: (attach additional pages if necessary)**

Description of project:

\_\_\_\_\_

How will this project benefit the sustainability of your business?

\_\_\_\_\_

What environmental value and benefit does this project hold?

\_\_\_\_\_

How will this project positively impact your employees, customers, and/or the community?

\_\_\_\_\_

**Total Estimated Project Cost:** \_\_\_\_\_ **Project Budget Attached:** Yes

**Grant Amount Requested:** \_\_\_\_\_ **Estimated Project Completion Date:** \_\_\_\_\_

**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.

### **For Office Use Only**

Date Received: \_\_\_\_\_ Application Approved: Y N Approval Date: \_\_\_\_\_

Amount Approved: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_ Project Verified: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_