

## Small Business Capital Project Grant

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

### 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
- Home-based businesses will be evaluated on a case-by-case basis *Note: home improvements or rental property improvements do not qualify*

### For Questions or More Information

Economic Development

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Westminster, CO 80031

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W | [www.westminstereconomicdevelopment.org](http://www.westminstereconomicdevelopment.org)

## 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

Application  
Deadline:  
July 1, 2026



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## 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

### Process

- Return fully completed application to the Economic Development Division 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 APPLICATION

**APPLICATION DEADLINE: JULY 1, 2026**

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 positively impact your business: \_\_\_\_\_

**Total Estimated Project Cost:** \_\_\_\_\_ **Is Your Estimated Project Cost Outline Attached:** Y (REQUIRED)

Estimated Project Completion Date: \_\_\_\_\_

I understand that the City will pay no more than **10%** of the total project cost up to a maximum of **\$5,000** and attest that the information stated above is correct and in compliance with all City codes and regulations.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## For Office Use Only

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

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

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



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