



Revitalization Incentive Program Application Form

Name of Applicant _____

Name of Business _____

Address of Business _____

Mailing Address _____

Phone Number _____ Fax Number _____

E-mail address _____

Type of business _____

Applicant is the Property Owner Business Owner Other _____

How many years has the business been in existence? _____

How long has the business been operating at the current location? _____

When does your current lease expire? _____

If lease expires in less than two years, please explain the circumstances _____

Property owner's name (if different from applicant) _____

Property owner's address _____

Property owner's phone number _____

Note: If you are not the property owner, please have the property owner or authorized representative co-sign this application where indicated in the General Conditions.

What has led you to invest in your business in Wheat Ridge at this time? _____

Have you met with the Jefferson County Business Resource Center? _____

** The JCBRC provides no-cost and low-cost assistance to business owners in a variety of areas, including business plan development, market analysis, targeted mailing lists, marketing assistance and more. Learn more at www.jeffcobrc.org or call 303-996-8976 for an appointment.

Have you met with the Small Business Development Center? _____

** The SBDC is dedicated to helping small businesses throughout Colorado achieve their goals by providing Free confidential counseling and various training programs. The SBDC combines information and resources from federal, state and local governments with those of the educational system and the private sector to meet the specialized and complex needs of the small business community. www.coloradosbdc.org or 720-256-2640.

Application Request:

I am applying for (check all that apply):

- Façade Improvements (general maintenance NOT included)
- Sign Improvement
- Architectural/Design Assistance (Maximum matching award of \$2,000 reimbursed after approved work is completed. Applicant is responsible for all architectural fees.)
- Large Project (Please fill out Large Project addendum to this application.)

I have selected a licensed contractor/business located in Wheat Ridge to perform the work on my project. I request the additional 10% bonus on the grant amount for using this contractor. The following are Wheat Ridge contractors I will use:

Proposed Improvements

Please describe the proposed improvements to the property. Include at least two color photographs showing the existing building conditions. Two bids are suggested, but only one is required. If you have any additional building information such as: measured plans, site plans, or architectural documentation for improvements (plans, sketches, or construction costs), please include them with your application. **General improvements are not eligible (i.e. cleaning, new furnishings, etc...)**

Have you or do you intend to employ an architect to design your façade? If so, you could be eligible for grant assistance.

For Architectural Design Assistance:

Architectural Design Assistance Bid information:

Bid #1: Company _____ Amount _____

Bid #2: Company _____ Amount _____

For Façade Improvements:

Façade Improvements Bid information:

Bid #1: Company _____ Amount _____

Bid #2: Company _____ Amount _____

For Sign Improvements:

Sign Improvements Bid information:

Bid #1: Company _____ Amount _____

Bid #2: Company _____ Amount _____

Sign grant eligibility is determined by length in business. 1 year = up to \$1,000, 2 years = up to \$2,000 and 3+ years = up to \$3000.

Total proposed project budget _____

Amount of funding assistance being requested _____

Desired completion date _____

The applicant authorizes the Wheat Ridge Business District, Inc., to promote an approved project, including but not limited to displaying a sign or sticker at the site (during and after construction), and using photographs and descriptions of the project in informational materials and press releases.

The applicant understands that the Wheat Ridge Business District, Inc. reserves the right to make changes in conditions of the Revitalization Incentive Program as warranted.

Applicant understands that, in the event this application is approved, a binding letter of commitment must be signed and recorded prior to release of grant funds. Applicant understands that up to a 5% grant management fee will be applied if grant is approved.

Signature of Applicant _____ **Date** _____

If applicant is not the property owner, please have the property owner or an authorized representative review and co-sign this application below.

As owner of property at _____ I have reviewed the above application and authorize the operator of _____ at said address to perform improvements described above as part of the Wheat Ridge Business District's Revitalization Incentive Program.

Signature of Property Owner

Or Authorized Representative _____ **Date** _____

SUBMITTAL CHECKLIST Please include the following and initial each item to show that it has been included:

_____ **An original** application form and the following:

_____ TWO color photos of existing building and/or sign

_____ Color renderings of proposed scope of work

_____ Quotes or bids from **TWO** separate firms for proposed work, bids must clearly show the cost for the requested improvement(s).

_____ Signed and notarized original of Acceptance of General Conditions form.

_____ \$25 application fee attached. Payable to: Wheat Ridge Business District.

_____ Enterprise Wheat Ridge application and fee if non-member (membership status will be confirmed). Check made payable to: Enterprise Wheat Ridge.

**Enterprise Wheat Ridge is a sister organization to the Wheat Ridge Business District and provides networking and training opportunities for small businesses.

_____ Completed application, with fees and all attachments, can be mailed to Wheat Ridge Business District at:

Wheat Ridge Business District

P.O. Box 1268

Wheat Ridge, Colorado 80034

Or drop off at the Wheat Ridge 2020 offices. For questions regarding the program or application contact Britta Fisher or Kim Snetzinger at 720-259-1030.

Note: Digital photos and information should be emailed to reception@wheatridge2020.org

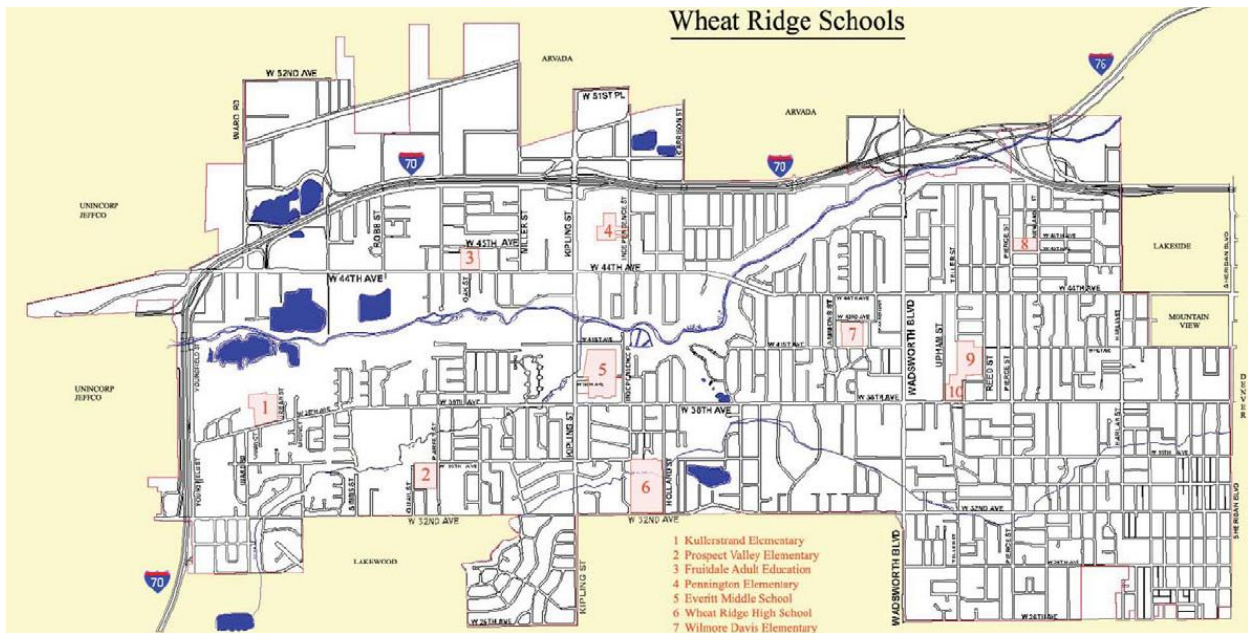
Large Project Addendum

If you are interested in being considered for a large project grant please fill out the following additional information.

The Wheat Ridge Business District receives funding for the Large Project Category within this program from the Jefferson County Community Development Block Grant Program (CDBG). If your project aligns with national objectives and there is available funding, a larger grant could be possible. In order to meet federal requirements, we require the following information about your project.

Service Area – Where do your clients come from? Does your business primarily serve the Wheat Ridge area? _____

Indicate the top 5 zip codes from which your customers come or circle the service area on the map below. _____



Please attach a full description of the project with bids and estimated costs.

Total Project Cost \$ _____

Total match sought from WRBD Large Project funding \$ _____

The applicant understands prevailing wages must be paid to all contractors and sub-contractors for work done on a Large Project. A link for prevailing wage information is available at www.access.gpo.gov/davisbacon. Before receiving a grant reimbursement check, you will need to provide **proof of payment and wage rate information** for those hired to complete projects. **You will need to submit the following wage data when requesting reimbursement:**

- * Contractor Name, Address, Telephone number
- * Number of workers (of the contractor) working on this specific project
- * Hours worked on the project by the reported number of workers
- * Wages reported for the reported number of workers

Signature of Applicant _____ **Date** _____

**Due to the extra levels of approvals needed for this grant, please talk with Wheat Ridge 2020 staff about potential time impacts to your project and what is involved in this process.