



REVITALIZATION INCENTIVE PROGRAM

(RIP) GRANTS OVERVIEW

What is the Wheat Ridge Business District Revitalization Incentive Program?

The program offers matching funds to commercial businesses in the City of Wheat Ridge in order to improve the appearance of individual buildings, as well as the overall look of the city. Improvements must be to areas visible from the public right-of-way or for public accessibility. The goal of this program is to leverage private improvements while making revitalization efforts affordable, creative, and community-based.

Local bonus funding will be made available to those commercial businesses that use a business located and licensed in Wheat Ridge as their contractor for the improvements. Upon demonstration of using a licensed contractor the maximum grant award will be increased by 10%. As an example, if XYZ Business used Wheat Ridge Contracting, the maximum eligible façade grant of \$6,000 would be increased to \$6,600.

The Revitalization Incentive Program is administered by Localworks through an agreement with the Wheat Ridge Business District, a volunteer board comprised of Wheat Ridge business owners, property owners, and civic leaders.

How does the application process work?

After review of the application, the applicant should meet with representatives of Localworks, and then complete the Program Application Form, with attached documentation. Such documentation includes (but is not limited to): architectural drawings, material/color samples, and cost estimates. (At least two bids are requested.) Localworks will conduct a final review of the application and supporting materials, and then make a recommendation to the Board of Directors of the Wheat Ridge Business District. The Board of Directors will vote to accept, accept with conditions, or deny the application.

If the application is accepted, the applicant will receive a Letter of Commitment from the Wheat Ridge Business District indicating the specific amount of grant funding and information on any other requirements. The applicant can then proceed with the necessary review and permit process required by the City of Wheat Ridge.

Funds will be released to the applicant upon full completion of the construction of the project, and inspection of the improvements by representatives of the Wheat Ridge Business District for determination that the actual work performed was the work submitted in the application process. Proof of payment (receipts, cancelled checks) must be submitted to the Board for reimbursement.

There is a grant management fee of up to 5% of the approved grant amount that will be deducted from the grant award.

If an application is denied, a new application can be submitted anytime after 30 days from the date the application was denied.

Who can apply for funding?

Any building owner or store proprietor/tenant with lease authority or authorization from the building owner can apply for funding. The project site must be located within Wheat Ridge. Tenants must have a minimum of two years remaining on their lease or an option to renew.

What types of improvements are eligible? How is funding awarded?

This is a matching grant program, which means that the applicant pays a portion of the improvement and the Wheat Ridge Business District pays a portion. The amount of the match must be *at least* 1:1—the applicant pays \$1 and the Wheat Ridge Business District pays \$1. However, there is a maximum grant contribution by the Wheat Ridge Business District of:

- \$3,000 per project for signs, based on length of time in business
- \$5,000 per project for the conversion of pole signs to monument signs
- \$6,000 for façade improvements
- \$2,000 Architectural/design Assistance (matching award reimbursed after approved work is completed. Applicant is responsible for all architectural fees.)
- \$5,000 towards a completed accessibility project
- \$2,500 towards a project that increases curb appeal, Visual Impact Special Project
- \$750 per landscaping project
- \$500 per exterior painting project for supplies

Upon demonstration of using a Wheat Ridge based contractor the maximum grant award will be increased by 10% as a local bonus.

Are there any design guidelines?

Projects must conform to all aspects of the Zoning and Development Code of the City of Wheat Ridge (as may be amended). This specifically includes the Streetscape and Architectural Design Standard Manual. In order to receive matching grant funding, projects must be approved by the Wheat Ridge Business District Board of Directors. The Board of Directors has no responsibility to ensure the project complies with City of Wheat Ridge zoning and other codes. The applicant must work with the City of Wheat Ridge Community Development Department on approvals and permits. Maintenance such as painting, chairs, and equipment are NOT covered under the program unless painting is part of an overall façade improvement. The Wheat Ridge Business

District has a separate Commercial Exterior Paint Program where existing property owners may apply for up to \$500 in supplies for a paint only project.

How does matching work?

This is a matching grant program, which means that the applicant pays a portion of the improvement and the WRBD pays a portion. The amount of the match must be *at least* 1:1—the applicant pays \$1 and the Wheat Ridge Business District pays \$1 up to the maximum award in a category.

GENERAL CONDITIONS OF ALL GRANTS

- Applications must be submitted prior to the start of the project
- Proof of payment is required to be submitted within 30 days of project completion.
- Participants will have a THREE month time frame from the date of acceptance to completion of project to be eligible for reimbursement and will be noted on the approved application. If applicant needs an extension, they may contact Localworks staff at reception@WeAreLocalworks.org or 720-259-1030. **Only extensions in writing will be reviewed by the WRBD.**
- All projects must comply with city of Wheat Ridge regulations. Contact Wheat Ridge Community Development department at 303-235-2805 to confirm your project meets regulations.

Façade Improvements

The façade is generally described as permanent changes to the front or public facing sides of the building.

Signage Grants

Sign applicants must be sure to get a sign permit and check the sign code at the City of Wheat Ridge. Sign grant award amounts are tiered based on the length of time the business has been in operation. If you are converting a pole sign to a monument sign you are eligible for a larger award with a maximum of \$5,000.

Architectural Assistance

Architectural drawings are needed for many façade improvements. This category is to assist applicants with those architectural designs needed for large façade improvements.

1. Architectural/Design Assistance can be requested for façade improvements only.
2. Request for approval of architectural assistance should be made as part of the application process.

3. Request for reimbursement can be made upon completion of the project. Copies of paid invoices are to be submitted to the Board along with the request for reimbursement.

ACCESSIBILITY GRANT PROGRAM OVERVIEW

What is the Wheat Ridge Business District Accessibility Grant?

The program offers up to \$5,000 in matching funds to commercial businesses in the City of Wheat Ridge in order to comply with accessibility requirements. The goal of this program is to assist businesses in meeting regulatory accessibility requirements and making improvements to their properties. The minimum project cost is \$1000 thereby making the minimum grant \$500.

The Accessibility Grant Program is administered by Localworks through an agreement with the Wheat Ridge Business District (WRBD).

What types of improvements are eligible for funding?

Eligible properties are limited to existing, non-compliant conditions. Funding is intended for retro fitting of existing conditions to bring the property to compliance with accessibility regulations. Funding is not available for new construction or extensive renovation work. Specific improvements may include, but are not limited to:

- Entry way ramps
- Bathroom reconfigurations

VISUAL IMPACT SPECIAL PROJECT OVERVIEW

Goal: To help encourage commercial property owners and businesses to keep well-maintained and vibrant properties in Wheat Ridge.

- This is a one-time matching grant program for up to 50% of the project cost with a maximum reimbursement of \$2,500 per property.
- Program is designed to assist property and business owners in rehabilitating their properties for the purpose of creating a positive visual impact, stimulating private investment, and complementing other Wheat Ridge development efforts. Must meet the standard of visual impact as determined by the board.
- Grant category is broad in nature to help cover projects that visually enhance property but may not be covered by other grants.
- New developments are not eligible for this program.
- Must be viewable from the right of way. Preference for permanently attached improvement.

COMMERCIAL LANDSCAPE GRANT PROGRAM OVERVIEW

Goal: To help encourage commercial property owners to keep well-maintained and vibrant properties in Wheat Ridge.

- This is a one-time matching grant program for up to 50% of the project cost with a maximum reimbursement of \$750 per property.
 - Eligible project examples include, but are not limited to, tree trimming, tree removal, and xeriscaping. Plantings must be of the perennial variety (considered more permanent) in order to qualify for funding.
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COMMERCIAL EXTERIOR PAINT GRANT OVERVIEW

Goal: To help encourage commercial property owners and businesses to keep well-maintained and vibrant properties in Wheat Ridge.

- There will be a maximum reimbursement of 50% match for supply and material costs up to \$500.
 - Reimbursement of not more than 50% of the total cost for supplies will be made to the approved applicant within 30 days once receipts for supplies have been received.
 - Supplies are defined as paint, brushes, tarps, etc. and will not include the cost for labor.
 - This is for a paint only grant. Painting is otherwise included in façade.
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How are projects selected for funding?

Applications will be reviewed and selected based on their compatibility with the vision and goals of the Board of Directors of the Wheat Ridge Business District as well as availability of funds.

Work completed prior to the Letter of Commitment, other than Architectural, may not be eligible for funding. Grant funds are disbursed on a reimbursement basis, and cannot be issued until the proposed project has been fully completed. Before funds are released, applicants will need to submit proof of payment for completed work and representatives of the Wheat Ridge Business District must review the completed project to determine that the actual work performed was the work that was approved. **At least two photos of the completed project must also be submitted to reception@wearelocalworks.org.**

What happens after a project is selected for funding?

Work selected for a matching grant from the Wheat Ridge Business District must be completed within 6 months of approval of the application—unless extended by the Board of Directors. The

applicant is responsible for obtaining all building permits and any other required permits for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions. The applicant also agrees to maintain the property and the improvements made through the Revitalization Incentive Program.

The Wheat Ridge Business District may promote an approved project by numerous means including, but not limited to, the following: Display of a Wheat Ridge Business District sign or sticker at the site during and after construction; the use of photographs and descriptions of the project in Wheat Ridge Business District communication and materials.

Note: 1) The Wheat Ridge Business District reserves the right to make changes in the conditions of the Revitalization Incentive Program as warranted.

2) Applications are due the last Thursday of each month by 4:00p.m. Applications will be considered by the WRBD Directors once a month.

Drop off: 7391 West 38th Avenue, Suite 130, Wheat Ridge

Email: reception@WeAreLocalworks.org

Mail: Wheat Ridge Business District, PO Box 1268, Wheat Ridge, CO 80034-1268

Fax: 303-940-9332

Only applications with a digital before picture of the property emailed to reception@WeAreLocalworks.org will be considered complete and able to be processed.

For questions, please contact Localworks at 720-259-1030.



REVITALIZATION INCENTIVE PROGRAM APPLICATION

Date: ____/____/____

Your Name: _____

Your Address: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Applicant is the: **Property Owner** **Business Owner** **Other**

Business Name: _____

Business Address (include zip): _____

Type of Business: _____

Property Owner's Name (if different from applicant) : _____

Property Owner's Address: _____

Property owner's phone number: _____

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 circumstance: _____

Application Request - I am applying for (check all that apply):

- Façade Improvements** (Maximum matching award of \$6,000 for Façade improvements, general maintenance is NOT included.)
- Accessibility Improvements** (Max. matching award of \$5,000 for complying with ADA requirements.)
- Sign Improvement** (Max. matching award of \$3,000 for sign improvements and \$5,000 for converting your pole sign to monument sign.)
- Visual Impact Special Project** (Max. matching award of \$2,500.)
- Architectural/Design Assistance** (Max. matching award of \$2,000, reimbursed after approved work is completed.)
- Landscape Improvements** (Maximum matching award of \$750.)
- Paint Only Improvement** (Max. matching award of \$500 for supplies, new developments not eligible.)

Proposed Improvements & Bids:

Please describe the proposed improvements to the property in the above categories. 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...)

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

Please indicate the estimates by category and label on the bids if not obvious

Facade Improvement Bid information (please check which contractor you have chosen):

Bid #1: Company _____ Amount _____

Bid #2: Company _____ Amount _____

Accessibility Improvement Bid information (please check which contractor you have chosen):

Bid #1: Company _____ Amount _____

Bid #2: Company _____ Amount _____

Sign Improvement Bid information (please check which contractor you have chosen):

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. If you are converting an existing pole sign to a monument sign, additional funding is available)

Visual Impact Special Project Bid information (please check which contractor you have chosen):

Bid #1: Company _____ Amount _____

Bid #2: Company _____ Amount _____

Architectural Design Assistance Bid information (please check which contractor you have chosen):

Bid #1: Company _____ Amount _____

Bid #2: Company _____ Amount _____

Landscaping Improvement Bid information (please check which contractor you have chosen):

Bid #1: Company _____ Amount _____

Bid #2: Company _____ Amount _____

Exterior Paint Improvement Bid information (please check which contractor you have chosen):

Bid #1: Company _____ Amount _____

Bid #2: Company _____ Amount _____

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

Total Grants being requested: _____

Anticipated Start Date of Project: _____ **Anticipated End Date:** _____

Estimated Total Cost of Project: _____

General Conditions & Requirements

- The **WRBD Revitalization Incentive Program Acceptance of General Conditions** form must be included with the application.
- A \$25 application fee, made out to the 'Wheat Ridge Business District' is required for processing.
- The applicant authorizes the Wheat Ridge Business District, 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, websites, social media 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 by vote of the board.
- The applicant understands that, in the event this application is approved, a binding letter of commitment must be signed prior to release of grant funds. Applicant understands that up to a 5% grant management fee will be applied if grant is approved.
- Applications must include before and after photos of their project. Photos need to be e-mailed, before applying, to reception@WeAreLocalworks.org.

NOTE: 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 Applicant: _____ **Date:** _____

Signature of Property Owner: _____ **Date:** _____
(Or Authorized Representative)

We encourage all applicants to be an active part of the Wheat Ridge business community. Please learn more about business association, chambers and business resources at the City of Wheat Ridge website. <http://ci.wheatridge.co.us/968/Business-Incentives-and-Partners>



GRANT APPLICATION CHECK LIST

_____ An original application form and the following:

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

_____ **TWO** color photos* of:

Existing building and/or sign (Façade, Accessibility, Sign, Architectural/Design)

OR

Existing area (Landscaping, Painting, Visual Project)

_____ Color renderings* of proposed scope of work

_____ \$25 application fee attached, made payable to: Wheat Ridge Business District.

_____ Wheat Ridge Business Association application/ fee if non-member (membership status will be confirmed by staff). Check made payable to: Wheat Ridge Business Association

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

_____ Signed and notarized original Acceptance of General Conditions Form

_____ 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 Localworks office)*

*Photos and any additional information can be e-mailed to reception@WeAreLocalworks.org or dropped off at our Localworks office which is located: **7391 W. 38th Avenue, Suite 130, Wheat Ridge, 80033**. For questions regarding the program or application, please contact Localworks at **720-259-1030**.

Print and Keep this page for your records



**Acceptance of General Conditions
For Grant Assistance
_____ (date)**

Re:

GRANTEE:

GRANT AMOUNT:

PURPOSE OF GRANT:

TERMS OF GRANT

ASSISTANCE:

The Grantee is not an agent, servant, employee, or subcontractor of the Wheat Ridge Business District, Inc.

The Grantee shall be solely responsible for all safety conditions and compliance with all safety regulations, building and zoning codes, ordinances, necessary permits, and other applicable regulations.

Funds are disbursed on a reimbursement basis, and cannot be issued until the project has been fully completed.

The Grantee must submit documentation of proof of payment for completed work to the Wheat Ridge Business District prior to the issuance of funding.

Before funding will be released, representatives of the Wheat Ridge Business District must review the completed project to determine that the actual work performed was the work that was approved.

The project approved for funding by the Wheat Ridge Business District must be completed within six months of approval of the application, unless extended by the Board of Directors. If not completed within the aforementioned six month timeframe, or the timeframe for completion extended by the Board of Directors, funding from the Wheat Ridge Business District can be revoked by the Board of Directors.

The Grantee waives any claim against and fully releases the Wheat Ridge Business District, Inc., and/or its agents, employees, officers directors from any property damage, personal injury, or other loss relating in any way to the grant awarded under the Revitalization Incentive Program.

Applicant understands that up to a 5% grant management fee will be applied if grant is approved.

If Grantee is not the property owner, the property owner must review and co-sign this Acceptance of General Conditions below.

As owner of property at _____, I have reviewed the above Acceptance of General Conditions. I authorize the Grantee of _____ (Project Name) at said address to perform façade improvements described above as part of the Wheat Ridge Business District’s Revitalization Incentive Program. As co-signer, I further agree to abide by all of the above terms and conditions of the Acceptance of General Conditions.

Notarized Signature of Property Owner:

Name of Owner/Company

By _____

Name _____

Title _____

STATE OF COLORADO)
)
)
COUNTY OF _____)
)
)

Subscribed and affirmed before me this _____ day of _____, 20____,
in the County of _____, State of Colorado, by
_____.

My Commission expires_____.

[SEAL]

Signature of Notary