



Pilot Arvada Small Business Grant Program

Application

Date: _____

Name: _____

Company: _____

Address/Location: _____

Ph #: _____

Project Name: _____

Projects are evaluated based on the following criteria. Projects do not need to contain all of the criteria items as a condition for approval; however, projects with more of these items may be given a higher priority for approval. Applicants are encouraged to submit information as to how the project meets the criteria noted below.

Criteria for grant funding includes, but is not limited to

- Financial benefit to the community through additional jobs or increased revenue
- Potential for primary jobs defined as jobs that bring “new” money into the community
- Likely requires public sector participation for the project to occur
- Potential to generate increased revenues for the City
- Project could reduce City costs or need for services
- Area currently experiences decreasing revenues
- Eliminates or prevents adverse physical, social or economic conditions
- Improves community image or neighborhood amenities
- Triggers spinoff benefits for other properties or businesses
- Project is timely or urgent in improving conditions or redevelopment
- Area is targeted for improvement, redevelopment, or community improvement projects
- Property owner must be interest in facilitating improvements or revitalization
- Creates a positive return on investment for the City

Applicant must submit documentation and a conceptual design proposal consisting of the following elements:

1. Narrative Description of Project: Provide a **narrative** description of the project objectives: size, nature and location of the project, benefit to the community, why it is needed, and any other relevant facts of the project. Include specific statements indicating how the project adds value to the City, the neighborhood, the physical location of the property, etc.
2. Conceptual Design¹. As practical, provide a **conceptual** design which conforms to applicable City of Arvada codes and standards. The conceptual design should consist of drawings consistent with City requirements. As much information that can be provided should be included such as descriptions of color, material to be used, size of structures, size and design of new signage, and landscaping changes would be appreciated.

NOTE: AEDA staff can provide guidance on required documents while being sensitive to the costs incurred by the business to meet requirements.

Confidential
(Proprietary Business Information)

Project Costs: Upon request, the Applicant should provide information in the form of a Simple Summary Pro Forma* to document the need for the request. The purpose of this information is to demonstrate that “but for” this assistance, the project improvements could not occur or there is a funding “gap” to be filled.

*Your Simple Summary Pro Forma should include:

- a) The type of improvements being made.
- b) The costs associated with those improvements, including both hard and soft costs.²
- c) The sources of funds used for each of those improvements i.e. bank loan, tenant improvement per diem, personal finances, AEDA funds, etc.
- d) An explanation as to why the improvements are needed.
- e) The anticipated annual net sales revenue of the business or shopping center for the first through third years of operation.
- f) Proof of insurability.

Applications will become the property of the Arvada Economic Development Association (AEDA). . While AEDA will take reasonable steps to protect proprietary or confidential information in an application, AEDA makes no guarantees or assurances that all information made a part of the application will remain confidential. Names of participants and any grant documents may be subject to disclosure pursuant to certain State of Colorado laws.

¹ Conceptual Design should provide enough detail for the Grant Committee to have a good understanding of what the project will look like, and that the project is compliant with all city of Arvada codes. Design does **not** need to be created by a design professional.

² Hard and Soft costs are defined as: **Soft costs** a cost for an item that is not considered direct construction cost. Soft costs include architectural, engineering, financing, and legal fees, and other pre- and post-construction expenses associated with the approved grant project. **Hard costs** are direct construction costs including, but not limited to, labor and material used for the construction of approved grant project.