

## Exterior Property Improvement Grant Application Instruction and Form

Thank you for your interest in applying for an exterior property improvement grant. The intended use for this grant is to stop, halt or prevent the deterioration of buildings and structures within the DDA boundaries, while providing a pleasant experience for downtown residents, businesses and visitors. Enclosed you will find eligibility requirements, guidelines, application and funding process, and the application form.

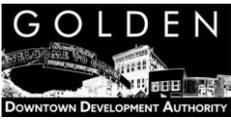
**The DDA has allocated \$10,000 for this grant program in 2015. The DDA will match 50% of project costs up to \$2,500 per grant**

### *Exterior Property Improvement Grants Eligibility*

- Your business must be located within the DDA boundaries, and up to date on all taxes
- If renting you must have permission from the property owner
- Funding can be used for the following purposes:
  - Upgraded signs
  - Exterior lighting
  - Exterior structural repairs
- To be eligible, you must submit written quotes from at least two different businesses/contractors
  - Priority will be given to applicants that intend to use local businesses and/or contractors

### *Exterior Property Improvement Guidelines*

- Grants will be awarded on a reimbursement basis and does not apply to past work
- Completion of the project should take less than twelve months after being approved for funding. barring any unforeseen circumstances
- If renting you must include a letter from the property owner approving the potential project
- Your business must be located within the DDA boundaries
- Outdoor furniture will not be considered for this grant program
- Grants will not be awarded for routine maintenance
- If there might be a conflict of interest you must clearly state the potential conflict in your grant application. If you do not disclose your potential conflict during the application process, the DDA has the right to revoke your grant if the DDA discovers a conflict after you or your business has been approved for funding
  - The DDA defines conflict of interest as it relates to the DDA grant funding program as follows:
    - Grant funds cannot be used on any other projects other than for the purposes stated in your grant application
    - Funding cannot be used to financially benefit a business or interest of relative(s)
    - DDA funding cannot be used to provide personal financial benefit.
- The improvements to your building must comply with all City of Golden codes and ordinances, and laws



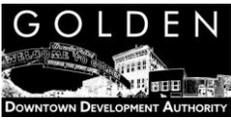
*Application and Funding Process:*

- Applications are accepted throughout the year
- All eligible applicants, as determined by the DDA board, will receive a grant until funds are depleted for the program
- You might be asked to present your funding request to the DDA board at a regularly scheduled DDA meeting which occurs on the 3<sup>rd</sup> Monday of every month at 6:30 p.m. at 911 10<sup>th</sup> Street (Golden City Council Chambers)
- If awarded a grant you must agree to the terms listed in the grant contract
- After you agree to the grant contract, work has been completed and proof of payment for your project has been submitted to DDA staff, you will be reimbursed within 4 to 6 weeks up to the grant award amount

Contact the DDA:

[DDA@cityofgolden.net](mailto:DDA@cityofgolden.net)

303-384-8080



**Exterior Property Improvement Grant Application Form**

*Please complete the application and return it via mail, or email  
Golden Downtown Development Authority  
1445 10<sup>th</sup> Street  
Golden, CO 80401  
DDA@cityofgolden.net*

Name of applicant \_\_\_\_\_

Phone number and email of applicant \_\_\_\_\_

Name of business \_\_\_\_\_

Business address \_\_\_\_\_

If renting please complete the following section

Name of property owner \_\_\_\_\_

Phone number and email of property owner \_\_\_\_\_

Grant request amount \_\_\_\_\_

Please specifically list the enhancements you want to make to your property

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Please disclose any conflicts of interest

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- Please attach two written quotes from businesses and/or contractors
- Include photos of the exterior of your property
- Include renderings or drawings of the potential changes to your property
- If renting, please attach the letter from the property owner approving the potential project

By signing below, you agree that all the information provided in and attached to this grant application is correct.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_