

Town of Superior Business Grant Information & Requirements

Program Description

The Town of Superior Business Grant assists small business owners with starting, relocating, or expanding their business in the Town of Superior. The Town Board understands the challenges and financial limitations small business owners face when opening a business.

The Business Grant can assist with exterior and/or interior improvements, cost of permitting, licensing and regulatory fees, relocation costs, equipment, furniture and fixture purchases, signage and marketing (maximum marketing grant award is \$1,000 with a 50/50 match).

This program will reimburse pre-approved eligible expenses, up to the amount of the grant awarded. The business/strategic plan and application must be reviewed and approved by the grant review committee before an award letter will be issued.

Requirements

1. Applicants must be:
 - Opening a new or existing commercial business with a physical location in the Town of Superior, with a long-term lease or purchase/development of commercial space.
 - In compliance with all government fees and taxes, licensing, and applicable laws and ordinances.
 - Able to show that they meet one or more of the following requirements:
 - The applicant will generate new sales tax, admittance fee, or room night fee revenue for the Town
 - The development will contribute to the Town's property tax base
 - The Applicant will provide new jobs and/or pay above county average wage
 - The Applicant's project supports community goals for diverse quality businesses that contribute to vibrant commercial areas or provides desirable amenities **INELIGIBLE FOR THE GRANT: Non-profits, home-based businesses, religious institutions, and residential living facilities.**
2. An Applicant is eligible for the Business Grant funding only once per location.
3. Applicants are responsible for:
 - Filling out all application documentation **COMPLETELY**. An incomplete application may result in the dismissal of the application.
 - Determining the Scope of Work for each project.
 - Determining the qualifications of the vendors.
 - Submitting a summary of the planned projects and purchases to be made.
 - Paying the difference, if any, between the approved grant amount and total project costs.

- Ensuring that all work is permitted and inspected properly. Some inspections may need to be performed during the actual work, rather than afterward. You can speak to the Building Department for more information on permits and inspections.
- Collecting and compiling invoices, receipts, and photos for one submission in an orderly manner.
- Providing a current Business Plan, if in business less than 2 years, or a Strategic Plan, if in business longer than 2 years. Assistance is available through a no-cost consultation with the Small Business Development Center. Your Business Plan or Strategic Plan must be completed, submitted, and approved before funds will be reserved.
- Complying with all Town taxes, licensing, and applicable laws and ordinances.
- Obtaining a Superior Business License and final Certificate of Occupancy from the Town of Superior before funding will be disbursed.

Funding and Eligible Expenses

1. The maximum amount is \$10,000.
 - If used for marketing, the maximum grant award is \$1,000 with a 50/50 match.
 - The maximum grant for service-based businesses is \$5,000.
2. Eligible expenses: must be for exterior and/or interior improvements, cost of permitting, licensing and regulatory fees, relocation costs, equipment, furniture and fixture purchases, marketing (maximum marketing grant award is \$1,000 with a 50/50 match) and signage. Improvements may include, but are not limited to, the following:

• ADA accessibility improvements	• Furniture, fixtures, and equipment
• Awnings, canopies, patios	• Irrigation system
• Doors, roofs, and windows	• Landscaping and fencing
• Energy Efficiency, recycling, water efficiency etc.	• Licensing and permitting fees
• Exterior lighting	• Marketing materials and ad placement
• Facades, gutters, downspouts	• Painting and masonry cleaning
• Fire sprinkler or alarm system improvements	• Parking lots and sidewalks
• First month of rent	• Signage

Application Submittal Process

1. Application, current Business or Strategic Plan, and business W-9 may be submitted via email (preferred), dropped off, or sent via mail. (See contact section.)
2. The application and Business or Strategic Plan will be reviewed by the Economic Development Manager and approved by the Town Manager according to the Business Grant Scoring Rubric, which can be found online at <https://superior-business.org/incentives/>.
3. If funding is used for marketing purposes, the Economic Development Manager must approve all marketing samples for grant funding to be reimbursed.
4. The Economic Development Manager will notify the applicant if they are approved or denied grant funding within 30 days of receiving the application. If approved, the applicant will be advised of:
 - Approved grant funding amount

- Business Plan / Strategic Plan change recommendations or approval
 - Permits and other regulatory requirements
5. The applicant will then work directly with Sales and Use Tax, Planning, Building, and Development Engineering division representatives to coordinate all licenses, permits, inspections, and other required elements of all project work.
 - The Economic Development Manager can assist with navigating this process.
 6. Reimbursement will occur once all approved project work is complete and paid for. Applicant must submit an itemized statement of expenses and paid invoices/receipts along with photos of the completed project, a copy of the Certificate of Occupancy, Business License, and applicant's W-9.

Application Checklist

These documents must be submitted by the applicant when applying for the Town of Superior Business Grant:

- Application form
- A current Business Plan, if in business less than 2 years
- Strategic Plan, if in business longer than 2 years
- W-9

Reimbursement Requirements

To receive the reimbursement funds, the Applicant must:

- Obtain final approval from the appropriate Town department on all work requiring a permit and inspection.
- Have a Business License and Certificate of Occupancy.
- Pay for the work of the vendor prior to submitting for reimbursement.
- Submit an itemized list of your receipts and invoices, including date of purchase, name of vendor, description of project or purchase, and amount. Attach all supporting project documentation including receipts (i.e. proof of payment) and "after" photographs, indicating project completeness to the Economic Development Manager.

Contact Information

For additional information or to submit the application, please contact Jill Mendoza, Economic Development Manager.

- Phone: (303) 499-3675 ext. 141.
- Email: jillm@superiorcolorado.gov.
- Website: <https://superior-business.org/incentives/>
- Office: 124 E. Coal Creek Drive; Superior, CO 80027