



## Northglenn Urban Renewal Authority Business Improvement Grant Program

### ***What is the Northglenn Urban Renewal Authority (NURA) Business Improvement Grant (BIG) Program?***

The program offers up to \$12,500 in matching funds to commercial businesses in the Northglenn Urban Renewal boundary areas within the City of Northglenn. The program is intended to improve the appearance of individual buildings, and property lots, as well as the overall look of the city. **All improvements must be to areas visible from the public right-of-way.**

This is a reimbursement matching grant program, which means that the applicant pays a portion of the improvement and NURA pays a portion. The amount of the match must be *at least* 1:1—the applicant pays \$1 and NURA pays \$1. However, there is a maximum grant contribution of up to \$12,500.

*Work completed prior to grant approval is not 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 and at least two color photos of the completed project and representatives NURA will review the completed project to determine that the actual work performed was the work that was approved.

### ***What types of improvements are eligible for funding?***

The improvements are limited to exterior improvements. No interior improvements will be considered or funded. Examples of improvement include, but are not limited to:

- Façade, including roofing, windows
- Signs (new, repairs, replacements, removal)
- Landscaping
- Parking lot upgrade/repair

### ***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 a Northglenn Urban Renewal boundary area. Tenants must have a minimum of two years remaining on their lease or an option to renew.

***How does the application process work?***

Upon receipt of a completed application, the NURA Executive Director will present the application to the NURA Board of Directors with a recommendation for funding. The Board of Directors will vote to approve or deny the application. Application approval may come with a specific set of requirements or conditions to be determined by the Board. If the application is denied, specific reason for denial will be included in the letter of denial.

If the application is approved, the applicant will receive a Letter of Commitment from NURA indicating the specific amount of grant funding and information on any other requirements. The applicant must sign and return the Letter of Commitment within 30 days of the application approval.

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

***Are there any design guidelines?***

Projects must conform to all aspects of the Zoning and Development Code of the City of Northglenn. All required building permits must be obtained by the applicant prior to the work being performed. It is the sole responsibility of the applicant to ensure compliance with applicable local, state, and federal guidelines.

***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 NURA as well as availability of funds.

***What happens after a project is selected for funding?***

Work selected for a matching grant from NURA 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 Business Improvement Grant program.

NURA may promote an approved project by numerous means including, but not limited to, the following: Display of a NURA grant program sign or sticker at the site during and after construction; the use of photographs and descriptions of the project in NURA communications and materials.

**Note: The Northglenn Urban Renewal Authority reserves the right to make changes in the conditions of the Business Improvement Grant program as warranted.**

For additional information contact:

Debbie Tuttle  
Northglenn Urban Renewal Authority  
11601 Community Center Drive  
Northglenn, CO 80033  
DTuttle@northglenn.org  
303-450-8737



# Northglenn Urban Renewal Authority

## Business Improvement Grant (BIG) 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 Northglenn at this time? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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...)**

**Improvements Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bid information:

Bid #1: Company \_\_\_\_\_ Amount \_\_\_\_\_

Bid #2: Company \_\_\_\_\_ Amount \_\_\_\_\_

Which company have you chosen to perform the work: \_\_\_\_\_

Total proposed project budget \_\_\_\_\_

Amount of funding assistance being requested \_\_\_\_\_

Desired completion date \_\_\_\_\_

The applicant authorizes the Northglenn Urban Renewal Authority (NURA) 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 NURA reserves the right to make changes in conditions of the Business Improvement Grant 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.

**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 NURA Business Improvement Grant 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).
  
- \_\_\_\_\_ \$25 application fee attached. Payable to: Northglenn Urban Renewal Authority
  
- \_\_\_\_\_ Completed application, with fees and all attachments, can be mailed to NURA at:  
**Northglenn Urban Renewal Authority**  
**11601 Community Center Drive**  
**Northglenn, CO 80033**

Or drop off at Northglenn City Hall. For questions regarding the program or application contact Debbie Tuttle, NURA Executive Director at [DTuttle@northglenn.org](mailto:DTuttle@northglenn.org) or 303-450-8743.