



Small Town. Big Heart. Welcome Home

## 2019 Business Grant Program

The Town of Hayden's ability to provide quality municipal services and infrastructure to the Hayden community is directly related to the economic success of the local business community. In order to assist the Town in meeting its economic goals, the Town will implement the Town of Hayden Business Grant Program for 2019. This two-track program will provide grants to businesses via a competitive application review process.

**TRACK 1:** The Town will consider providing Site Enhancement Grants to businesses that wish to install traditional site improvements such as facade improvements, landscaping, and other architectural upgrades. (See page two for details).

**TRACK 2:** The Town will consider Economic Development Grants to businesses that undertake capital investments

(excluding working capital) that bring one or more of the following to Hayden:

- Addition of jobs to the local economy
- A unique amenity
- A region of draw to the Town Core or other commercial district
- Diversification to the Town's economic base (See page **four** for details)

Grants will be awarded depending funding at a minimum of \$1,200 per grant and possibly up to \$10,000 per grant. Grant requests are required to include matching funds from the business in the amount of 20% of the total project cost but higher matches are encouraged and will make the request more competitive. Funding requests in excess of \$10,000 will be considered for projects that provide exceptional benefit and may be subject to additional applicant criteria with the additional being a small business loan. Smaller projects are also eligible as there is no minimum.

Grant Program applications are available at Town Hall and on the Town's Website at [www.haydencolorado.org](http://www.haydencolorado.org). Applications will be accepted between July 1, 2019 thru February 1, 2020. Grant funds will be awarded on a first come, first serve basis. Applicants are required to review their proposed projects with **Town of Hayden Town Manager and Head Building inspector** prior to application submission to gain an understanding of all applicable regulations, codes, and ordinances that may be



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relevant to a specific project. Completed applications can be mailed or dropped off at Town Hall.

Grant awards will be announced within 10 days after scheduled and completed project presentation with the Economic Development Committee. If you have any questions regarding the Town of Hayden Business Grant Program, please contact \_\_\_\_\_ at 970-276-3741.



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Site Enhancement Example:



East side block between &



CURRENT PHOTO

## IMPROVEMENT OPPORTUNITIES

- Remove existing awning
- Update and unify storefront and existing windows
- Define signage band
- Define roof line/ parapet

- Cornice roof line
- Signage band
- Updated awning
- Updated/unified storefront and display windows
- Update kickplate
- Updated facade materials

**IMPROVEMENT  
FEATURES**



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## SITE ENHANCEMENT APPLICANT CHECKLIST

### TRACK 1: SITE ENHANCEMENT REQUIREMENTS

- Completed application including additional attachments
- Detailed project narrative
- Specifically describe how the proposed project will provide significant visual improvement over current conditions as seen from public streets and access
- Project budget
- Construction proposals
- Photographs
- Site plans/sketches
- Project schedules
  
- If business tenant, a minimum of 2 years must be remaining on lease, or an option to renew current lease, and provide written landowner permission
- Review proposed projects with **Town of Hayden Building Inspector** prior to application submission
- Applicant will be required to present a 15-minute presentation to the Economic Development Commission and answer questions related to the project. Commission will call to schedule.
- Site improvement work must be completed by February 1, 2020
- Reimbursements must be submitted no later than **March 1, 2020**
- Two monthly progress payments for out-of-pocket costs can be requested with the appropriate reimbursement form and paid receipts submitted, up to 50% of the scheduled out-of-pocket costs. Final payment of the remaining 50% of out-of-pocket costs will be processed upon verification and inspection of qualifying improvements.

Please contact Mathew Mendisco, Town Manager

970-276-3741

[Mathew.mendisco@haydencolorado.org](mailto:Mathew.mendisco@haydencolorado.org)



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## ECONOMIC DEVELOPMENT APPLICANT CHECKLIST

### TRACK 2: ECONOMIC DEVELOPMENT REQUIREMENTS

- Completed application including additional attachments
- Detailed project narrative
- Specifically describe how your proposed capital investment is directly linked to the addition of jobs or other economic development goals
- Current staffing levels
- Hiring plans
- Business plans
- Project costs
- Project schedules
- If business tenant, a minimum of 2 years must be remaining on lease, or an option to renew current lease, and provide written landowner permission
- Review proposed projects with Town of Hayden Building Inspector prior to application submission
- Applicant will be required to present a 15-minute presentation to the Economic Development Commission and answer questions related to the project. Committee will call to schedule.
- Capital investments must be completed by **February 1, 2020**
- Reimbursements must be submitted no later than March 1, 2020

***Two monthly progress payments for out-of-pocket costs can be requested with the appropriate reimbursement form and paid receipts submitted, up to 50% of the scheduled out-of-pocket costs. Final payment of the remaining 50% of out-of-pocket costs will be processed upon verification and inspection of qualifying capital expenditures.***

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Please contact Mathew Mendisco, Town Manager  
970-276-3741

[Mathew.mendisco@haydencolorado.org](mailto:Mathew.mendisco@haydencolorado.org)



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**TRACK 3: Startup Business Requirements**

- Completed application including additional attachments
- Detailed business plan and three (3) years of financial projections (Profit and Loss and cash flow)
- Specifically describe how your proposed business will economically benefit Hayden and the community.
- Planned staffing levels
- Hiring plans
- Business plans
- Project costs
- Project schedules
- If business tenant, a minimum of 2 years must be remaining on lease, or an option to renew current lease, and provide written landowner permission
- Review proposed plan with Town of Hayden Building Inspector prior to application submission if necessary
- Applicant will be required to present a 15-minute presentation to the Economic Development Commission and answer questions related to the project. Commission will call to schedule.
- Capital investments must be completed by **February 1, 2020**
- Reimbursements must be submitted no later than March 1, 2020



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## Business Grant Program Application

Applicant / Business Owner: \_\_\_\_\_

Business Name: \_\_\_\_\_

Property Owner (if different): \_\_\_\_\_

Mailing Address: -----

Property Address or Project Address (if different): -----

Best Phone Number to Call: -----

Best Email: -----

Total Project Cost: \$ \_\_\_\_\_

Grant Request Amount: \$ \_\_\_\_\_

Detailed description of proposed project:

All applicants must attach a detailed project narrative and copies of any supporting documentation that will assist the grant committee in reviewing the proposed project.

Instructions for Site Enhancement Grant Applications:

Make sure to specifically describe how the proposed project will provide significant visual improvement over current conditions as seen from the public streets and access. Applicants should also include relevant information such as project budgets, construction proposals, photographs, site plans/sketches, and project schedules.