

## Guidelines

- Grant awards are capped at 10% of project cost, with a maximum grant amount of \$5,000
- Documentation of purchase/project completion is required prior to reimbursement
- Businesses may apply once a year, and may not receive more than \$5,000 maximum for all projects combined within the current year
- Reimbursement is only valid for costs expended within the calendar year of application; Expenditures exceeding allowable amount will not be carried forward
- Projects must follow all applicable city requirements, including permitting
- Capital Project Grants are awarded as funding allows; Qualified applications received by the deadline will be scored by a committee based on adherence to project criteria and overall positive impact to the business

## Process

- Return fully completed application to the Economic Development Division by the application deadline; Application must include a project budget with qualified estimates for improvement projects or equipment purchases. Applications without a budget will not be considered
- Applicant will be notified of project approval within three weeks of application deadline
- Upon completion of project, submit all project related receipts, invoices and supporting payment documentation by November 30<sup>th</sup>
- Schedule an on-site project inspection with staff
- Await approval and reimbursement, usually 2-4 weeks

Application

Deadline:

July 1, 2025



**WESTMINSTER**  
COLORADO

Small Business Capital Project  
Grant

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## Small Business Capital Project Grant

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The Small Business Capital Projects grant provides project related, financial assistance on a reimbursement basis, to encourage the growth and retention of existing businesses.

**Application  
Deadline:  
July 1, 2025**



**WESTMINSTER**  
COLORADO

# Requirements & Eligibility

## Business Eligibility

- Must have 50 or fewer employees
- Must be an existing business (>1 year) and have an active Westminster business license
- Must be in good standing with the Colorado Secretary of State
- Must be in good standing/current with the City of Westminster Utility Billing & Sales Tax
- New businesses may be considered for approval with an active Westminster business license and submittal of a current business plan
- Must have a project that qualifies as a real property improvement or tangible property purchase; Operating costs are not eligible for reimbursement
- Home-based businesses will be evaluated on a case-by-case basis *Note: home improvements or rental property improvements do not qualify*

## Project Criteria

**Real property improvements:** A permanent addition to, or betterment of, real property that enhances the capital value.

- Exterior improvements: roofing, siding, parking resurfacing, and fence replacement
- Interior improvements: flooring, mechanical, electrical, plumbing upgrades, accessibility improvements, and related design and contractor fees

**Tangible property purchases:** Depreciable assets purchased for direct and sole use by the business which have an estimated useful life of three years or more.

- Furniture and fixtures
- Equipment (computers, appliances, specialized manufacturing machinery)
- Accessories required for equipment operation will be considered with proof of relevance and inclusion in budget

**For questions, contact:**

**Economic Development**

**303.658.2108 OR [ecodevo@westminsterco.gov](mailto:ecodevo@westminsterco.gov)**

# SMALL BUSINESS CAPITAL PROJECT GRANT APPLICATION

**APPLICATION DEADLINE: JULY 1, 2025**

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

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Westminster Business License #:** \_\_\_\_\_ **Number of Employees** \_\_\_\_\_

**Application Questions: (attach additional pages if necessary)**

Description of project:

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

How will this project positively impact your business? \_\_\_\_\_

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

**Total Estimated Project Cost:** \_\_\_\_\_ **Estimated Project Cost Outline Attached:**  Yes

**Grant Amount Requested:** \_\_\_\_\_ **Estimated Project Completion Date:** \_\_\_\_\_

I understand that the City will pay no more than 10% of the total project cost up to a maximum of \$5,000 and attest that the information stated above is correct, the project is complete, and in compliance with all City codes and regulations.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **For Office Use Only**

Date Received: \_\_\_\_\_ Application Approved: Y N Approval Date: \_\_\_\_\_

Amount Approved: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_ Project Verified: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_