

Guidelines

- Grant may cover up to 75% of eligible project expenses. Maximum funds granted per business per year is \$5,000. (i.e. If the total cost of the project is \$8,000 or more, the maximum awarded is \$5,000)
- If the project is using other funding from the City programs (e.g. the Westminster Business Face-Lift Grant), total awarded City funds may not exceed 75% of total project costs
- Documentation of purchase/project completion is required prior to reimbursement (e.g., receipts); project does not have to be completed during time application is submitted
- 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 and codes
- Grants are awarded as funding allows. Qualified applications received will be scored by a committee based on adherence to grant criteria

Process

- Submit an online application form found here: (www.cityofwestminster.us/Forms/CMO/SAGEAcceleratorGrant) or return this fully completed application with project budget expense estimates and/or invoices by the application deadline (last day of each month)
- Applicant will be notified of project approval within two weeks of application deadline
- Upon completion of project, submit all project related receipts, invoices and supporting payment Schedule an on-site project verification with SAGE advisors of project and requirements
- Await approval and reimbursement, ~ 2-4 weeks

Requirements of Awardees

All awardees must register in the Green Business Tracker program (<https://app.greenbiztracker.org/business/index>). In return, awardees are promoted through announcements on City communications, on a Sustainable Business Map, and SAGE materials

Questions and Assistance:

Contact the SAGE Sustainable Business Program 303-658-2662 and SAGE@cityofwestminster.us

The SAGE Sustainable Business Accelerator Grant

This program provides one-time, project related, financial assistance on a reimbursement basis, of sustainability upgrades and services, that facilitate cost reductions and support resource conservation and environmentally friendly business operations

Examples Include:

- Energy efficiency upgrades such as HVAC systems and LED lighting
- Water conservation such as high-efficiency toilets and irrigation systems
- Waste reduction initiatives such as recycling and compost services
- Community gardens and employee benefit programs

ROLLING DEADLINE:

Applications received by the last day of each month are reviewed the first week of the following month

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P: 303-658-2108 F: 303-706-3922
ecodevo@cityofwestminster.us
www.westminstereconomicdevelopment.org



REQUIREMENTS & ELIGIBILITY

Business Eligibility

- Must be an existing business (>1 year) and have an active Westminster business license
- New businesses are considered with an active Westminster business license and business plan
- Is in good standing with the Colorado Secretary of State
- Is in good standing/current with the City of Westminster Utility Billing & Sales Tax
- Project qualifies as a real property improvement or sustainability related service. Operating costs are not eligible for reimbursement

Project Criteria

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

- Water efficient fixtures, toilets, and aerators
- High efficiency HVAC system and components: boilers, water heaters, and heating pumps
- Electric vehicle charging stations
- Bike racks and/or roofed corral
- Waste, recycling, and compost bins
- On-site photovoltaic solar panels

Sustainability Services: A service provided to your business that improves operational efficiency, reduces resource consumption and/or waste, or provides a continued sustainability benefit. Examples include:

- Recycling and/or compost service
- Waste diversion assessment and training
- Water efficiency and irrigation audit

When applying for continual services, reimbursement can be valid for costs expended beyond the calendar year but is still limited to the total amount awarded.

Applicant Benefits and Services

If interested, all applicants are eligible for a FREE business sustainability assessment and participation in the *SAGE Sustainable Business Program* including discounted energy products, advising, networking, and recognition as a certified sustainable business. Learn more at SAGE's website: <https://www.cityofwestminster.us/Residents/CityServices/Sustainability/SAGEBusiness>

Questions and Assistance:

303-658-2662 and SAGE@cityofwestminster.us

SAGE SUSTAINABLE BUSINESS ACCELERATOR GRANT APPLICATION

Rolling Deadline: Applications are reviewed on a monthly basis. Applications received by the last day of each month are reviewed the first week of the following month

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 benefit the sustainability of your business?

What environmental value and benefit does this project hold?

How will this project positively impact your employees, customers, and/or the community?

Total Estimated Project Cost: _____ **Project Budget Attached:** Yes

Grant Amount Requested: _____ **Estimated Project Completion Date:** _____

Applicant Signature: _____ **Date:** _____

I attest that the information stated above is correct and that the project is complete and in compliance with all City codes and regulations.

For Office Use Only

Date Received: _____ Application Approved: Y N Approval Date: _____
Amount Approved: _____ Project Completion Date: _____ Project Verified: _____
Amount Paid: _____ Date Paid: _____