



SUSTAINABLE WHEAT RIDGE



Sustainable Business Microgrant Program

Overview and Application Guidelines & Requirements

Applicant must read and understand this document before completing the grant application.

What is the Sustainable Business Microgrant Program?

The program offers one-time, project related matching funds on a reimbursement basis to commercial businesses in the City of Wheat Ridge for projects that increase the environmental sustainability of business practices, building(s) or property. The goal of the program is to incentivize sustainability improvements and projects for the Wheat Ridge business community.

The program will be offered on an annual basis and grants will be awarded, on a rolling basis, as funding allows. The application will remain open until available funding has been allocated.

The Sustainable Business Microgrant Program is administered by the City of Wheat Ridge and Sustainable Wheat Ridge, a volunteer resident advisory committee.

What types of projects are eligible?

Sustainability upgrades and services that support resource conservation and environmentally sustainable business operations. Examples include:

- Energy efficiency projects, such as the installation of high-efficiency HVAC systems, boilers, water heaters and heating pumps
- Water conservation projects such as high-efficiency fixture installation or landscape conversion to xeriscape
- Waste reduction projects such as recycling or composting services or the purchase of compostable materials
- Behavior change campaigns such as a discount for customers that bring a reusable container

Operating and/or staffing costs are not eligible for reimbursement.

How are projects selected for funding?

After review of the application and program overview, the applicant will complete the application with attached documentation, including a project budget. City staff will conduct a

review of the application and supporting material(s) and the application will be approved if it meets the following criteria:

- The application clearly outlines the description of the project, why it will increase the environmental sustainability of the business and how it will benefit employees and/or the Wheat Ridge community.
- A project budget is included with the application. The project budget clearly outlines the total cost of the project and what costs are associated with the grant reimbursement. The costs associated with reimbursement must meet the criteria outlined on page 1.
- The application meets all the General Conditions & Requirements (listed below and in Applicant Signature section of application).

How is funding awarded?

This is a matching grant program, which means that the applicant pays a portion of the project cost and the City of Wheat Ridge pays a portion of the project cost. The City will match 50% of the eligible project costs. The maximum grant contribution by the City of Wheat Ridge is \$1,000 per applicant.

What happens after an application is approved?

If the application is approved, the applicant will receive a Letter of Commitment from the City of Wheat Ridge indicating the specific amount of grant funding and information on any other requirements. The applicant can then proceed with the project.

Funds will be released to the applicant on a reimbursement basis upon full completion of the project, and inspection of the project by representatives from the City of Wheat Ridge for determination that the actual work performed was the work submitted in the application process. Proof of payments (receipts) must be submitted to the City of Wheat Ridge for reimbursement.

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 Wheat Ridge.

General Conditions & Requirements for Sustainable Business Microgrant Program

- The applicant must register the business through the [Colorado Green Business Network](#).
- The applicant must hold a current Wheat Ridge business license.
- The applicant must be in good standing with the City of Wheat Ridge – no late tax return filings or code enforcement issues.
- The applicant understands that, in the event this application is approved, a binding Letter of Commitment must be signed prior to the release of grant funds.

- The applicant understands the grant may cover up to 50% of eligible project expenses; maximum funds granted per business per year is \$1,000.
- The applicant understands that documentation of purchase and project completion is required prior to reimbursement and must be submitted within 30 days of project completion.
- Participants will have a four (4) month time frame from the date of acceptance to completion of project to be eligible for reimbursement and this date will be noted on the approved application. If applicant needs an extension, they may contact the City of Wheat Ridge at sustainability@ci.wheatridge.co.us or (303) 235-2841.
- The applicant understands that projects must follow all applicable city requirements, including permitting and codes. Contact Wheat Ridge Community Development department at (303) 235-2805 to confirm project meets regulations.
- The applicant authorizes the City of Wheat Ridge to promote an approved project, including but not limited to, using photographs and descriptions of the project in informational materials, websites, social media and press releases.

Contact Kayla Betzold, Sustainability Coordinator sustainability@ci.wheatridge.co.us with any questions regarding the application or program requirements.