



2018 Brighton Business Investment Program Description & Overview

The Brighton Business Improvement Program is a grant program intended to increase the vitality and well-being of our local economy by assisting businesses with various capital and workforce needs that are essential for business retention and expansion in Brighton. Overall, the goal of the program is to:

- Improve property values in Brighton
- Promote development and redevelopment
- Reduce vacancy
- Assist Brighton businesses with needed capital for improvements
- Increase employment and the skillset of Brighton employees
- Make businesses more competitive
- Increase business retention and expansion in Brighton
- Encourage private sector investment in Brighton

Through the Brighton EDC and the Brighton Urban Renewal Authority, the Brighton Business Improvement Program consists of two separate sub-programs:

- **Business Reinvestment Program**
- **Workforce Training Assistance Program**

Business Reinvestment Program

The Business Reinvestment Program is geared towards small businesses who are in need of capital for building improvements or new furniture, fixtures and equipment. Investment should result in the creation and retention of jobs, increased sales revenue, and increased capital investment in facilities. Funds can apply to interior or exterior business needs as follows:

Interior Examples:

Painting	Carpeting & Flooring
Lighting upgrades	Fire suppression systems
Grease traps	Mechanical, Electrical & Plumbing upgrades
Accommodations for disabled patrons/employees	Interior signage

Exterior Examples:

Façade improvements	Gutters & downspout upgrades
Exterior Signage	Exterior Lighting
Awnings	Accommodations for disabled patrons/employees
Roof repair	Exterior Paint



Matching Funds

The funds granted to a business will be a 1:1 match not to exceed \$10,000. In the event the cost of the project exceeds the maximum award amount, the business is responsible for the remaining balance. Once the work has been completed, the Brighton EDC will reimburse approved projects as defined in the award notice. This program will be administered internally by EDC/ BURA staff and is available on a first-come, first-served basis.

Eligibility

To be eligible for the grant, businesses must meet the following criteria:

- 50 or fewer employees
- Businesses must be within the official City of Brighton municipal boundaries
- Businesses must be in existence for two (2) years or longer and occupying the same location
- Must be licensed to operate in Brighton, in full compliance of all rules and regulations required by the City of Brighton and in good standing with the City of Brighton

Items that are *ineligible* to fund through this program include (but aren't limited to):

- Legal fees
- Use taxes and permitting fees
- Working capital
- Refinancing of debt
- Payroll & staffing expenses
- Operating expenses (i.e. office supplies, utility bills etc.)

Businesses awarded funding through this program may apply once per calendar year. Projects that have been started before official acceptance of grant will not be approved for funding.

Bids & Regulations

All projects will be subject to all rules, regulations and processes required by the City of Brighton (planning, permits, fees, etc). It is the responsibility of the applicant to ensure that the contractor performing the work is licensed to perform the type of work within the City of Brighton. Further, it is the responsibility of the applicant to ensure the proper permits are secured and the proper inspections of all work are performed as required by the City of Brighton.

Applicants must submit at least two (2) bids for the work to be completed. Only bids from licensed Brighton contractors (or contractors who will be licensed prior to the start of the project) will be accepted. All applications will be reviewed, approved and administered by Brighton EDC staff.



Workforce Training Assistance Program

The Workforce Training Assistance Program is an occupation or industry-specific training assistance program for current permanent, full-time, non-seasonal, non-retail employees of an organization who need to increase skills in order to advance their career. Employees who receive training will develop skills and knowledge needed to retain their current position or upgrade to a new job classification. Upon successful completion of training, the business agrees to retain, promote, and/or offer a wage increase to the employee.

Training must result in obtaining an industry recognized, transferable credential & must be provided by an industry recognized vendor. The training must relate to the introduction of new technologies, the introduction of new production or service procedures, and/or the additional skills to upgrade to a new job classification. Upon successful completion, the Brighton EDC will reimburse **50%** of the total training costs.

Eligibility

To be eligible for the grant, businesses must meet the following criteria:

- 50 or fewer employees
- Businesses must be within the official City of Brighton municipal boundaries
- Businesses must be in existence for two (2) years or longer and occupying the same location
- Must be licensed to operate in Brighton, in full compliance of all rules and regulations required
- Businesses must provide a W-9 & proof of Workers Compensation Insurance

This program is designed to increase the skills of employees through an industry-recognized training program. In order for employees to be eligible, they must meet the following requirements:

- Employee must currently make no less than \$15.00/hr.
- Training must be 6 months or less & should result in an industry-recognized credential
- Employees must be employed for no less than 12 months prior to the start of training
- Employee must receive a wage increase once training has been completed

Awards will be capped at **\$3,000** per employee and/or **\$6000** per businesses annually. This program will help to increase employment opportunities in Brighton and will assist Brighton employees with furthering their careers.



Frequently Asked Questions

How long is the review and approval process?

Brighton EDC, Brighton Urban Renewal Authority & City of Brighton staff will review all applications and make a determination of eligibility no less than 30 days from receiving all required documentation. Incomplete applications will not be accepted and further documentation may be required at the discretion of the Brighton EDC.

Can I start my project right away if I receive approval from the Brighton EDC?

If you are successful in receiving an award, you must then comply with all city, state and federal regulations related to your project. If your project requires any permits or licenses, those must be obtained *prior* to the commencement of any work. Projects that do not adhere to applicable regulations will become disqualified.

What types of businesses are eligible to apply?

Any *commercial* business in good standing with the City of Brighton is eligible to apply. Exclusions include: non-profits, home-based businesses & religious institutions.

When will I receive reimbursement for my project?

Businesses who have received an award will be reimbursed for the amount detailed in the award at the time of project completion and when all final documents are submitted to the Brighton EDC. Any costs that are incurred outside of the awarded amount are the responsibility of the applicant.

What if I am leasing, but don't own the property?

Businesses who are leasing space must have expressed written permission from the building owner in order to perform any improvements to the building (internally and externally). Businesses who do not have the approval of the building owner will not be eligible for the program.

How many times can I apply?

Eligible businesses may only receive one award each calendar year starting January 1st, 2018. Businesses can apply as many times as needed, but will only receive **one** award annually.

Who can I contact to determine what permits I need?

We encourage any applicant who is interested in interior and exterior improvements to contact the City of Brighton at **303-655-2000** or by email at 1stop@brightonco.gov in order to determine what permits, inspections and other services will be required for proper, successful completion of the project.



**BRIGHTON
INVESTMENT
PROGRAM**

2018 Brighton Business Investment Program Business Reinvestment Application Form

Applicant Information

Legal Business Name: _____ # of Full-Time Employees: _____

Owner(s) Names: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ Email: _____

Property Address (if different) _____

Type of Business: _____

Years in Current Location: _____ Total Years in Business: _____

Brighton Business License #: _____

Property Owner(s) Name (if different from applicant): _____

Name of Applicant: _____

Date of Application: _____

Please provide a brief background of your business:

Project Description (please describe your proposed project in detail):

Total Estimated Project Cost: _____

Estimated Project Completion Date: _____

I attest that the information provided on this page is accurate. Further, I understand that submittal of a completed packet does not guarantee acceptance of proposal.

Applicant Signature

Date

Application Check List*

- Completed Application Form
- W-9 Form
- Copy of signed lease (if applicable)
- Signed letter of approval from property owner (if applicable)
- Two detailed contractor bids for interior/exterior improvement projects
- Itemized copy of purchase estimates and/or other supporting documents for equipment purchases
- Current photo of project prior to any improvements
- Copy of Brighton Business License

*Please note that there may be additional documents requested in order to approve an award for projects.

