



May 20, 2020

RE: Town of Ridgway Business Grant Program

Dear Potential Applicant:

The Town of Ridgway is accepting applications from Ridgway businesses and organizations seeking funding to underwrite expenses associated with ensuring the health and safety of employees and patrons, including but not limited to personal protective equipment, commonly referred to as “PPE”.

The Town recently received approval from Colorado Creative Industries (CCI) to utilize a previously approved \$10,000 grant to assist local businesses with costs associated with the reopening phase in relation to the COVID-19 pandemic. Please refer to the information below to learn about how your organization can apply for funding, including application submission requirements, review criteria and the application schedule. More background on the CCI-approved grant can be found at the end of this document.

Eligibility

All businesses with a physical presence within Ridgway are eligible to apply. Eligible businesses include corporations, partnerships, sole proprietorships, individual contractors, LLCs, joint ventures and non-profits (government-owned entities are not eligible). Funding priority will be given to businesses listed as Creatives in the Town’s records, which is a large group of business types, including food establishments, producers, arts and entertainment, designers, and many more. Any request for funding must be associated with an obligated expenditure related to restarting your business operations. Eligible expenditures include PPE, no-contact thermometers for employees and customers, no-contact Point of Sale payment equipment, supplies and disinfectants to initially deep clean premises and for use on an ongoing basis, hand sanitizer stations, signage, and other one-time expenses associated with reopening or resuming normal operations. Please note that businesses will be required to verify funds were used for eligible expenditures and may be required to repay all or a portion of the grant if a business is found not in compliance with grant requirements.

Application Deadline

Applications will be received and reviewed on a rolling basis up until August 3, 2020. The funding is available on a first come, first served basis until the earlier of August 3rd or the \$10,000 runs out, whichever comes first.

How to Apply and Application Submittal Guidelines

To apply, an eligible business must complete the application below and submit it to Diedra Silbert, Community Initiatives Facilitator, via email at dsilbert@town.ridgway.co.us. The maximum award amount per business is \$350 and a formal invoice/receipt must accompany a completed application to justify the funding request. Only one application may be submitted per organization. Incomplete or late applications will not be considered.

Funding Decisions

Funding decisions will be based solely upon an organization's written application. An *Ad Hoc Review Committee*, comprised of the Town Manager, Town Clerk, Community Initiatives Facilitator and a member of the Town's Creative Advocacy Team, will review all applications and make funding decisions. Again, funding priority will be given to businesses listed as Creatives in the Town's records.

The information provided in this document is only a general summary of the program features and does not create any obligation by the Town of Ridgway to provide a grant to any applicant or potential applicant.

Background on the Funds

For FY2020, the Town of Ridgway was awarded \$10,000 from CCI, a division of the Colorado of Economic Development and International Trade, to support community creative placemaking projects in the Town. More specifically, the Town intended to apply the grant funding to the Heritage Park Improvements Project, which includes aesthetic and functional improvements to Ridgway's eastern gateway at the intersection of U.S. Highway 550 and State Highway 62. Last month, the Town only received one bid in response to a formal Request for Bids for the Heritage Park Improvements Project. Due to the fact that the bid amount came in substantially over the budgeted figure for the project, and also in light of the COVID-19 pandemic and its potential economic ramifications, the Town Council elected not to move forward with the project for the time being.

While CCI's project and technical assistance fund was designed to provide support to advance strategic goals in Certified Creative Districts around the state of Colorado, CCI has encouraged the Town to find a way to redirect this awarded grant funding.

If you have any questions, please feel welcome to contact Diedra Silbert at 970-626-5308 ext. 215 or dsilbert@town.ridgway.co.us.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Preston Neill', with a stylized flourish at the end.

Preston Neill
Town Manager

**TOWN OF RIDGWAY BUSINESS GRANT PROGRAM
APPLICATION**

1. Business Name _____

- Contact Person _____
- Title _____
- Phone _____
- E-mail _____
- Address _____

2. Dollar amount **requested** (up to \$350): \$ _____

3. Description of your business:

4. Description of the expenses your business has incurred associated with ensuring the health and safety of employees and patrons for which funding support is being requested:

5. Please attach invoice(s)/receipt(s) to justify the funding request.

I affirm that all of the information included in this application, its attachments, and its supplemental documents is true and correct to the best of my knowledge.

Authorized Signatory

Date

Printed Name: _____