

City of Englewood – Business Acceleration Grant

The purpose of the Business Acceleration Grant is to support existing businesses and provide funding assistance that allows for the expansion or improved operation of qualified Englewood businesses. The program provides grants up to \$5,000 for capital investments in support of an expanding Englewood small business. Successful grant applications will demonstrate that City grant funding will yield an increase in the number of employees at the business or an increase in sales revenues as a result of the City's funding. Grant funding may be used for any valid purpose in support of the expanding Englewood business.

The business owner must have an up-to-date business plan and current financial statements, which will be confidentially reviewed by experts at the Small Business Development Center. The entrepreneur is encouraged to participate in a business planning workshop through one of Englewood's economic partners. A physical storefront presence in a commercial or industrial district is required.

Businesses open in Englewood for a minimum of two years are eligible to apply. Funding for the grant program is limited; please be aware that not all businesses that apply may be funded.

How do I apply for this assistance?

As a first step, please contact the City of Englewood's economic development staff to learn more about the program. ecodev@englewoodco.gov or 303.762.2599

To be considered for Englewood's Business Acceleration Grant, the following documentation is required:

1. A completed grant application.
2. A copy of your current City of Englewood's sales and use tax license.
3. A letter from the business owner describing how the City's grant funding will support the expansion or improvement of your operation. This is demonstrated by increasing employment, increasing sales revenues, or other demonstrated expansion of the business.
4. A copy of the business plan that includes specific core elements. See Addendum A for information about the key elements of a business plan.
5. The City's economic development staff will work with the business applicant and the Small Business Development Center's (SBDC) small business consulting team to review the proposed investments at the business. Consultation by the SBDC is provided on a confidential basis and not disclosed publically.

Following the submission of the items above, your eligibility for a grant will be determined. If a grant is awarded to your business, you will be notified in writing and will be required to submit copies of all receipts for grant reimbursement.

Business Acceleration Grant Application

Business Name: _____

Name of business owner applying for the grant: _____

Business Address: _____

Business Phone: _____ Email: _____

Business Website: _____

Brief description of the business and products/services provided: _____

Number of full time employees: _____ Number of part time employees: _____

Please attach the following:

- A copy of your current City of Englewood’s sales and use tax license.
- A copy of your up-to-date business plan and financial statements that includes specific core elements. See Addendum A
- A letter stating the desired use of the City’s grant funds and if these funds will be matched by the business. This letter should indicate how the City’s support of capital improvements will support the expansion or betterment of operations for your business by increasing the number of employees or increasing sales revenues.
- A letter of support from one of Englewood’s economic partners supporting your Business Acceleration Grant request is helpful, but not required for grant eligibility. See Addendum B

Please initial each statement acknowledging that you have read and agree with each statement.

- _____ I affirm that my business has operated in Englewood for a minimum of two years.
- _____ I affirm that I have completed an approved small business planning workshop.
- _____ I affirm that I am in good standing with the City of Englewood with respect to taxes, fees, loans, building and fire codes, or other obligations to the City.
- _____ I affirm that my business has a physical storefront in an Englewood commercial or industrial district.
- _____ I affirm that I will obtain all necessary permits from the City for any project requiring such action.
- _____ I affirm that businesses that are provided a grant may be used in promotional materials for the City of Englewood.

_____ Applicant Signature/Title	_____ Date
FOR CITY OF ENGLEWOOD USE	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Grant Amount: _____	
_____ City of Englewood	_____ Date

Addendum A

An eligible small business plan is modeled on the following key elements:

Section 1: The Business

- Description of Business
- Products/Services
- Market Analysis
- Marketing Plan
- Location
- Competition
- Management and Operations
- Personnel
- Application and Effect of Loan or Investment

Section 2: Financial Data

- Projected Financial Statements, including income statements cash flow statements, balance sheets, assumptions to projected financial statements
- Break-even Analysis
- Sources and Uses of Funds

Section 3: Supporting Documents

These documents may include historical financial statements, tax returns, resumes, reference letters, personal financial statements, facilities diagrams, letters of intent purchase orders, and/or contracts.

Addendum B

Englewood's Economic Partners:

- [Aurora-South Metro Small Business Development](#)
- [Greater Englewood Chamber of Commerce](#)
- [South Metro Denver Chamber of Commerce](#)
- [Denver South Economic Development Partnership](#)
- [U.S. Small Business Administration](#)

Please contact Englewood's economic development staff to initiate this grant

Darren Hollingsworth, Economic Development Manager

City of Englewood - Community Development Department

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