



Town of Del Norte
140 Spruce St.
Del Norte, CO 81132
Bernadette Martinez
719-657-2708

Western SLV Rural Roadmaps Team
WSLV Small Business Micro Grant
Guidelines and Process

GRANT PROGRAM OVERVIEW:

The WSLV Small Business Micro Grant program is designed to provide financial assistance to eligible businesses and entrepreneurs in the areas of Center, Saguache, Del Norte, and La Jara. This fund provides small grants to support local small businesses and entrepreneurs with innovative and impactful projects to help them grow their businesses, build capital, and retain and/or create jobs. The funds are made available through the Rural Technical Assistance Program from the Department of Local Affairs with Federal Funding. Respondents are encouraged to apply with specific projects that are predicted to enhance their business, increase jobs and retention, gain business capital (equipment, software systems, etc ...), and positively impact our local community.

FUNDING CRITERIA:

The recommended request range for any application is \$500 to \$2,000. Lower grant award requests may be more competitive. Please note that applicants may be awarded grants at a lower level than what they applied for based on fund availability.

POSSIBLE PROJECTS:

Some examples of eligible projects include, **but are not limited to:**

- Purchasing a display cooler to allow a restaurant or food store to sell packaged, prepared, or refrigerated goods.
- Developing a website to enable a business to sell goods or services online.
- Implementing business services software to streamline business processes and support business growth.
- Piloting a new part-time staff position in a new part of your business to enable expanded operations.
- Enhancing the energy efficiency of your business, reducing costs and allowing the business to direct money to expansion and staff members.

ELIGIBILITY REQUIREMENTS:

- The business must be located in the town limits of Del Norte
- The Business must have been in operation for at least 6 months (since Sep. 1st, 2023)
- Employ 25 people or less.

- Must be in good standing with the Colorado Secretary of State.
- Must have a current (2024) Town of Del Norte Business license.

TIMELINE:

Feb. 29th at 5:00 PM MST: Application Due **(No late entries accepted)**

Mar. 14th by 5:00 PM MST: Grant Awards Announced

May 15th by 5:00 PM MST: Grant Awards Spent and Reporting Document is Submitted **(All proof of expenses submitted to the Del Norte by this date)**

APPLICATION PROCESS:

Application may be submitted through:

1. Email - please email the application form and attachments to Town Administrator Bernadette Martinez at delnorte1860@outlook.com
2. Hard Copies can be dropped off at Town Hall at 140 Spruce St., Del Norte, CO 81132 or mailed to Town of Del Norte at PO Box 249, Del Norte; CO 81132

If you have any questions, please reach out to:

1. Bernadette Martinez, Town Administrator of the Town of Del Norte at 719-657-2708 or by email at delnorte1860@outlook.com

FINAL NOTE:

We encourage your businesses to be creative and think about how these funds can help expand your business and its impact. Grant requests to pay for traditional operating costs, such as rent, utilities, etc ..., need extended descriptions as these may not be as competitive to receive grant funds as those that go beyond existing costs. Priority will be given to projects that are proposed to significantly support business growth, capital formation, job creation/retention, or positively impact the community.



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Western SLV Rural Roadmaps Team
WSLV Small Business Micro Grant
Application Form

Application Due by February 29th, 2024

Scoring based on possible 15 points

Section 1: Contact Information

Name: _____
Phone: _____
Email: _____

Section 2: Business Information

Business Owner/Entity Name: _____
Doing Business As: _____
Physical Address: _____
Mailing Address: _____
Business Type (restaurant, hair salon, bar, auto shop): _____

Business Ownership: Is your business minority-owned, woman-owned, or veteran-owned? (Please check the applicable box(s))

- Minority-Owned
- Woman-Owned
- Veteran-Owned
- Not Applicable

Section 3: Eligibility

Current number of employees: _____

Has your business been in operation for at least six months (circle one): Yes No

Date business operations began: _____

Project Name where applicable: _____

Expected Project Completion Date: _____

Section 4: Narrative (attach additional pages if needed) - 4 points/

Project Description:

(A) Please describe *the specific project for which you are seeking funding*. Include

details on how the project will help your business grow, retain or create jobs, increase revenues, reduce costs, and/or allow you to make capital investments (equipment, machinery, software, physical space improvement). •

(B) Please describe the timeline and detailed plan for completing this specific project.

Section 5: Metrics - (6 points/

(A) Community Impact:

If applicable, please describe how the specific project for which you are seeking funding will benefit this community.

Expense	Cost	Narrative
<i>Example: Cooler</i>	<i>\$500</i>	<i>A cooler will enable us to sell cold beverages and pre-made food</i>

Budget Narrative:

Please use this space to add any additional details on how you plan to spend the money to complete your project.

Please note: Grant amount may be awarded on a lower level based on availability.

Section 7: Summary and attachments – (2 points).

Attachments:

- Certificate of Good Standing or equivalent (or driver's license for Sole Proprietorship)
- Proof of cost estimates for project costs - any relevant contractor estimates, bids, product, or equipment costs, if available.

If your business is awarded a grant. you must provide:

- Completed form IRS W-9
- Proof of money spent on the project (receipts, check stubs, proof of payment) - this will be due by May 15, 2024

Section 8: Timeline

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Section 9: Submission Instructions

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Section 10: Affirmation and Signature

I certify and affirm that my answers are true and complete to the best of my knowledge. I understand these are federal funds and misrepresenting any information on this application form would be classified as fraud. I confirm that my business does not partake in gambling, lobbying, or marijuana. If approved, I understand that I must use the awarded funds in accordance with all applicable laws and guidelines for this program.

Signature

Date

Printed Name