

Restaurant Conversion/Expansion Grant Program

The purpose of the Restaurant Conversion/Expansion Grant Program is to reimburse restaurant businesses for converting and upgrading previously non-restaurant properties in Downtown Grand Junction or for the expansion of existing restaurant space. Restaurants contribute a significant impact to our downtown by drawing tourists and locals alike to our district. This in turn benefits retailers and other downtown businesses by generating foot traffic and helping create vibrancy downtown. There is a significant cost to convert a non-restaurant property and that has discouraged more restaurants from locating downtown. The program will provide a grant up to 25% of eligible project costs (not to exceed \$50,000), from the Grand Junction Downtown Development Authority (GJDDA) for qualifying improvements to qualified applicants. Grants are subject to GJDDA approval prior to project commencement. If the project work is completed prior to grant approval, the grant application is forfeited and ineligible for funding. This grant is a reimbursement with funds disbursed after the project has been completed, paid, inspected, and retail sales tax collection has begun.

Grant funds can only reimburse legitimate eligible expenses used to make permanent improvements related to converting an existing non-restaurant space to a restaurant. All grant criteria must be satisfied prior to applicant requesting reimbursement.

Who May Apply

Applicants can be business owners, property owners, or a joint application with a business and property owner. The property must have a prospective signed lease by the business. Property owners can only apply for funding once every five years.

To be eligible for these funds:

1. The business is located within the City of Grand Junction at a physical location within the GJDDA district. Contact GJDDA if you are unsure of a specific location.
2. The business is licensed in the City of Grand Junction.
3. The building must be in compliance with all City codes and regulations.
4. The business is located in a storefront on the ground floor of a building with an outside entrance accessible to the public.
5. The business has met with the GJDDA to discuss the grant and project.
6. The business has provided architectural drawings and two professional, licensed contractor bids for the conversion project.
7. The business owner has prepared an acceptable business plan.
8. The business is active and generating sales tax revenue at the time of reimbursement.
9. Funding is not transferable. Other restrictions may apply.

Application Checklist Restaurant Conversion Grant

Below Items Are Required with the Grant Submittal

Only completed applications will be considered and accepted.

- FIRST STEP:** Eligibility meeting with the GJDDA (See contact information on application)
- Pre-application meeting with City of Grand Junction (Development Review Committee). Call (970) 244-1430.
- Completed Application (this form).
- Detailed description of project (use this form or attach additional pages as needed).
- City of Grand Junction Sales & Use Tax License (include copy or provide number on application).
- Proof that Real and Personal Property taxes are paid and up to date.
- Business Plan with specified core elements (see Attachment A).
- Before color photos of the conversion project space.
- A minimum of two licensed contractor bids for the proposed conversion improvements with itemized costs. Bids must be identical in scope of work.
- Professional architectural design renderings (include color choices, swatches and/or materials to be used).
- Signed lease with the property owner (if the business owner and property owner are different).
- Completed and signed W-9 form.
- Description of how Description of how the project is compatible with the Downtown Grand Junction Plan of Development (<https://downtowngj.org/business-hub-vibrant-together/>)
- Written approval from the landlord to make the improvements if applicant is not property owner. Email correspondence accepted.

Applicant must follow all City of Grand Junction Permit and Code Regulations when conducting their conversion.

Reimbursement Process

After the project is completed and all invoices paid in full to the contractor, applicant may request reimbursement.

- Applicant must submit pictures of completed project.
- Applicant must submit copies of paid detailed invoices along with proof of payment (canceled check, credit card receipt, bank statements of electronic fund transfers, etc.)

Reimbursement requests must be submitted within 12 months (1 year) of application approval date.

Eligible Improvements

The following are examples of eligible improvements under the Program

- Grease trap
- Commercial Cooking Hood System
- Expansion
- Fire suppression systems (e.g. sprinkler systems and monitored alarm systems)
- Utility upgrades

The following types of improvements are not eligible under this program

- Appliances
- Carpet/Flooring
- Fees, permits, licenses, insurance
- Furniture
- Paint
- Purchase of a business
- Signage
- Tenant finish of a vanilla shell
- HVAC
- Roofing

**Business Plan Core Elements
Attachment A
Restaurant Conversion/Expansion Grant**

Below is a guideline for your Business Plan that lists the core elements the Grand Junction Business Incubator looks for in reviewing your plan.

Section 1: The Business

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

Section 2: Supporting Documents (May include reference letters, facilities diagrams, letters of intent, purchase orders, contracts, etc.)

APPLICATION
Restaurant Conversion/Expansion Grant

Date application submitted: _____

Date of pre-application meeting with GJDDA: _____

City Sales & Use Tax License No: _____ Date issued: _____

No. of existing employees (in Grand Junction, and globally if applicable): _____

No. of additional employees added as a result of this project (if applicable): _____

Business owner/operator: (Please include names of all owners/partners of the business)

Business name (with dba if applicable): _____

Business address: _____

City/state/zip code: _____

Note: Only businesses located in the GJDDA are eligible for this grant program.

Year business was established: _____

Business phone: () _____ Alternate phone: () _____

Email address: _____

Description of type of restaurant:

Number of square footage to be occupied at conversion location: _____

Description of eligible improvements (attach additional sheets if needed)

Description of how the project is compatible with the Downtown Grand Junction Plan of Development (<https://downtowngj.org/business-hub-vibrant-together/>)

Total Project Cost (approximately): \$ _____

(Include all eligible grants costs and ineligible costs for the entire conversion project.)

If applicable, how much of this project cost is for equipment (approximately)? \$ _____

Total Restaurant Conversion/Expansion Grant Costs \$ _____

(Include only project costs eligible in the grant.)

Total Grant Request: \$ _____

(25% of eligible project costs, maximum \$50,000)

Business Owner Applicant Name (Print or Type): _____

Business Owner Signature: _____

Date: _____

If applicable:

Property Owner Applicant Name (Print or Type): _____

Property Owner Signature: _____

Date: _____

Submit completed application to the GJDDA. Incomplete applications will not be accepted.
Electronic submission required.

Brandon Stam, Executive Director
Grand Junction DDA
Email: brandon@downtowngj.org / Phone: (970) 255-4924