

Downtown Upper Level Activation Grant

The Downtown Upper Level Activation Grant is designed for internal code renovation (upper story only) to add more commercial and residential uses that enhance the value of the building or property located within the boundaries of the Grand Junction Downtown Development Authority (GJDDA). **This grant is a reimbursement with funds dispersed after the project is complete and inspected and has received Certificate of Occupancy. Work may not begin until grant has been approved or applicant has received staff acceptance.** The maximum grant is 25% of total costs, not to exceed \$50,000 and is contingent on available funds and Board approval.

The applicant is required to meet with GJDDA staff to discuss project details prior to starting the project and applying for the grant. The applicant must submit a completed application, including all applicable checklist items. No incomplete applications will be reviewed. Fully completed applications will be reviewed by staff and DDA Grants Committee prior to Board Consideration. The Board reserves the right to make funding recommendations at their discretion.

Completed applications must be submitted electronically to Brandon Stam at brandon@downtowngj.org.

Upon approval, the applicant has **six months to begin** their project. Extensions may be accepted in writing explaining the reasons for the delay. Project must be **completed within one year** of date of approval. Failure to do so will forfeit the grant. If final project costs exceed the overall project cost reported in the application, the applicant is only eligible for reimbursement of costs that were submitted and approved with the grant. Projects may take up to two months for Board review and decision depending upon the scale of the project.

Application Checklist

The following items must be included with your application:

- Completed and signed grant application form (include detailed description of project).
- Proof that real and personal property tax payments are up to date for the property and the business applying for the grant.
- Proof that sales tax payments are up to date if the applicant is an existing Downtown business.
- Two professional contractor estimates with an itemization of the renovation costs. Estimates must be of identical work for an accurate bid comparison.
- Professional architectural design renderings if relevant (include color choices, swatches, and materials to be used). If these designs don't exist, a photo and mock-up of the renovations may be accepted in lieu of professional renderings.
- Project narrative that includes information about future uses, size of the space, number of commercial/residential units that will be added and any additional economic benefits such as job creation and economic impact of the project.
- Current color photos of the building or property
- Written approval of the project from building/property owner, if leasing
- All projects must follow City of Grand Junction codes and regulations

Grant Reimbursement Criteria:

- Applicant must submit pictures of the completed project and the work done as well as any relevant info regarding the project outcome.
- Applicant must submit copies of paid project invoices along with proof of payment (canceled check, credit card receipt, paid info on invoice, etc.)
- If final project costs exceed the overall project cost reported in the application, the applicant is still only eligible for reimbursement of costs that were submitted and approved with the grant.

Eligibility Criteria

The following expenses are eligible for grant funding:

- Interior code updates (example: electrical, fire suppression system, ADA accessibility) to convert underutilized upper story space to residential or commercial space.
- New plumbing installation

Criteria not eligible for grant funding:

- Roof repair or replacement
- HVAC systems
- Landscaping

APPLICATION
Second Story Activation Grant

Date application submitted: _____

Date of pre-application meeting with GJDDA: _____

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

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

Applicant: (Please include names of all owners/partners of the business)

Property Owner (If different from applicant): _____

Business address: _____

City/state/zip code: _____

Note: Only buildings/properties located in the GJDDA are eligible for this grant program.

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

Email address: _____

Brief Description of Project:

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

Description of eligible conversion 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 project.)

Total Improvement Costs \$ _____

(Include only project costs eligible in the grant.)

Total Grant Request: \$ _____

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

Applicant Name (Print or Type): _____

Applicant 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