



Revitalization Incentive Grant

2024 Program Information

What is the City of Littleton Revitalization Incentive Grant (RIG)?

The RIG is an incredible opportunity to make new improvements to your business or commercial property with funding assistance! The goal of this program is to encourage private investment in improvements to business storefronts in a way that makes revitalization efforts affordable, creative, and improves the aesthetic of the entire community.

Littleton City Council approved \$100,000 for the 2024 RIG to be administered by the Economic Development Department. RIG applications will be accepted on a first come, first served basis from owners of commercial properties as well as business owners occupying commercial spaces and offers up to \$20,000 in matching funds for qualifying projects. Larger projects with extensive renovations may be considered at a higher total award.

How does the application process work?

- RIG applications must be received and approved before project construction begins.
- Applicant meets with Economic Development and Planning staff to discuss the project and review application.
- Within 15 working days of a complete RIG application submittal, the Grant Review Committee (GRC) will review the RIG application and supporting materials to accept, accept with conditions, or deny the application.
- In some cases, an applicant may be asked to present the project to the GRC, and in those cases, the GRC will decide on the application within 15 working days following the presentation.
- The applicant is notified within ten working days of the GRC decision.

For Denied Applications: The GRC will provide the reason(s) for denial, and a new application may be submitted anytime while funds are still available. Any new RIG application for the same property that was previously denied should be substantially different than the denied application and/or demonstrate how specific denial comments were addressed in the new proposal.

Who can apply for funding?

Any commercial building owner or commercial space tenant with authorization from the building owner can apply for the RIG. The project site must be within Littleton city limits and tenants must have at least two years remaining on their lease or an option to renew consisting of a written confirmation from the landlord and tenant. Before the city reviews a RIG request,

the applicant must meet with the city to ensure plans will meet zoning and code regulations. Properties having more than one owner must have the proposed improvements approved by all property owners.

Applicants may receive RIG funds for one project within a two-year period. It is understood that the construction of some projects may carry over into a subsequent calendar year depending on the scope and timing. Any work completed before RIG review and project selection will not be eligible for RIG funding.

Are there any design guidelines?

- All qualifying improvements must be made to areas visible from the public right-of-way.
- Any proposed improvements and/or signage must conform to all aspects of the city’s Unified Land Use Code (ULUC).
- Meet with city staff to verify whether any design standards exist for the specific location being considered for application.
- Proposed designs should be context-sensitive and appropriate and seek to enhance the property and city aesthetic generally.

We are looking for projects that:

- Result in substantial upgrades to private property that help to improve the quality and attractiveness of the built environment in Littleton.
- Propose an appropriate “wow factor” and will create a meaningful design enhancement to the property.
- Intend to positively promote a business to drive additional sales activity.

What types of improvements are eligible?

- Architectural and engineering design costs
- Building façade and/or additions
- Landscaping
- Parking area hard surface when combined with other improvements
- Exterior lighting
- Americans with Disabilities Act (ADA) exterior improvements
- Signage when proposed with other improvements

*Any work completed before RIG review and project selection is not eligible for RIG funding.

How is a project selected for funding?

- Awards will be determined administratively by a committee staffed by City of Littleton employees based on their compatibility with the vision and goals of the City of Littleton.

- Projects may be awarded up to 50% of eligible project costs, up to \$20,000 maximum reimbursement.
- Funds are awarded on a rolling basis. Not all projects will be funded and there is no guarantee of full funding being awarded.

What happens after a project is selected?

Projects selected for RIG funding must be completed within one year of approval unless an extension is granted in writing by the Economic Development Department. Furthermore, the applicant agrees to:

- Complete any requisite Planning processes.
- Obtain all necessary building permits and any other required permits.
- Maintain the property and the improvements awarded by the RIG.
- Allow the City of Littleton to promote an approved project by various means, including but not limited to: a display of a city sign or sticker at the site during and/or after construction, using photographs, and description of the project in city communications and other materials.
- Grantee must execute an agreement with the City outlining the terms and conditions of the grant prior to release of any grant funds. The Grantee will be subject to the agreement executed with the City, which will include information regarding any necessary documentation on proof of payment for disbursement of the Grant funds.

Upon completion, grant recipients must send the following to the grant coordinator to receive the grant award check:

- Final invoices and copies of canceled checks; and
- Photographs of the completed project.

May I apply for more than one city-sponsored grant?

There are separate applications and funds for each city-sponsored grant. If applying for more than one, be sure to have separate budgets and bids for the segments of work that you are requesting to be funded by each grant fund. If more than one city grant is awarded to your property, you will also need separate invoices and payment receipts for submittal, and note that different grants may also have different grant coordinators.

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