

LDDA Grant Check List

- Completed/signed application
- Detailed description of project on application or attached
- Property owner signature/approval, if applicable
- Proof of property taxes paid/current
- Proof of sales/use tax paid/current
- 2 complete professional contractor bids – itemized
- Professional architectural drawings, if applicable
- Professional design drawings (materials, colors, size, etc.), if applicable
- Pictures of project area
- If \$10,000 or more requested, last 2 years of business financial documents, as determined by the LDDA Board
- Additional design items (optional)
- Meets Downtown Master Plan goals and strategies

Reimbursement requirements

- Paid invoices with proof of payment (canceled check, credit card receipt, paid info on invoice, etc.)
- Pictures of completed project

Grant Application Procedures and Policies

Grant applications submitted to the Longmont Downtown Development Authority (LDDA) will be reviewed by LDDA staff to ensure compliance with the grant procedures and policies.

Applications may be approved as outlined below by staff or by the Board with a presentation by the applicant.

Grants eligible for staff approval include: Façade Renovation Grant (DIP), Signage Grant, Residential Grant and Alleyscape Grant.

Grants needing Board approval include: Retail Conversion Grants, Façade Improvement Grants (FIP) and redevelopment agreements.

Grants Under \$5,000	Approved by staff. Included in LDDA Board packet as information item.
Grants \$5,000 & above	Recommendation by staff. Approval by LDDA Board with presentation by applicant.

1. The LDDA staff will review grant applications and supporting documentation in accordance to the LDDA-City of Longmont IGA (intergovernmental agreement) and/or Board criteria for each grant program.
2. The applicant will ensure that all necessary items have been submitted for a complete application. No incomplete applications will be reviewed by staff or scheduled on a Board agenda.
3. The applicant will submit financial documents, as set by the Board, for any grants \$10,000 or above. Those documents will be forwarded for review by the Finance Committee.
4. After grant approval, applicants may start construction. If needed, staff can permit applicant to begin work before a formal board presentation. This will not negatively impact Board approvals or Board action.
5. If applicants receiving grants under \$5,000 would like to make a formal presentation to the Board, they are welcome to present their project at the Board meeting during 'Public Invited to Be Heard' for up to 5 minutes.
6. If staff deems necessary, upon approval from the Board Chair, they may forward any applicants for presentation and approval by the full Board.