Website Grant Application Instruction and Form

Thank you for your interest in applying for a website grant. The DDA understands that having a functional website is crucial for business visibility and attracting potential visitors to downtown Golden. Enclosed you will find eligibility requirements, guidelines, application and funding process, and the application form.

The DDA has allocated $5,000 for this grant program in 2017. The DDA will match 50% percent of the project costs up to $1,000 per grant

Website Grant Eligibility

- Businesses within the DDA boundaries are invited to apply
- Your project must be a large website design/redesign and e-commerce enhancement projects and not minor content management efforts
- You must submit written quotes from at least two different businesses and/or contractors
  - Priority will be given to applicants that intend to use businesses and/or contractors located within the City of Golden

Guidelines for Website Grants:

- Grants will be awarded on a reimbursement basis and does not apply to past work
- Completion of the project should take less than twelve months after funding approval barring any unforeseen circumstances
- Grants will not be awarded for personal use websites
- Improvements to the website must be appropriate for people of all backgrounds and ages
- All submittals become public once received by the DDA
- All recipient organizations must operate in an open and transparent manner with financial statements available for reasonable inspection
- The DDA will only provide financial assistance to programs and organizations that have a very strong nexus to Golden. Casual or infrequent use by Golden citizens is not enough connection in and of itself
- The DDA does not intend to become a regular, anticipated funding partner with any organization. We hope that our limited funding will enable worthwhile organizations to establish permanent funding sources; rise to new, higher levels of service; meet an urgent need or take advantage of a unique opportunity. Likewise, if we can help build a small or large improvement that will last for many years and contribute to life in Golden we are interested in making one-time or occasional contributions
- The DDA reserves the right to reject any and all applications and to waive minor irregularities in grant application
- If there might be a conflict of interest, you must clearly state the potential conflict in your grant application. If you do not disclose your potential conflict during the application process, the DDA has the right to revoke your grant if the DDA discovers a conflict after you or your business has been approved for funding
  - The DDA defines conflict of interest as it relates to the DDA grant funding program as follows:
    - Grant funds cannot be used on any other projects other than for the purposes stated in your grant application
    - Funding cannot be used to financially benefit a business or interest of relative(s)
    - DDA funding cannot be used to provide personal financial benefit
- All activities must comply with City of Golden ordinances and not break any laws
Application and Funding Process:

- Applications are accepted throughout the year
- All eligible applicants, as determined by the DDA staff, will receive a grant until funds are depleted for the program
- Once your complete application form and two written quotes have been submitted to DDA staff, you will be notified within five business days if you have been denied or approved for funding
- If awarded a grant you must agree to the terms listed in the grant contract
- After you agree to the grant contract, work has been completed and written proof of payment for your project has been submitted to DDA staff, you will be reimbursed within 4 to 6 weeks up to the grant award amount

Contact the DDA:
DDA@cityofgolden.net
303-384-8080
Name of applicant
___________________________________________________________________________________
Phone number and email of applicant ______________________________________________________
Name of business ________________________________________________________________
Business address ________________________________________________________________
Current Website address (if applicable) ________________________________________________
Grant request amount ______________________________________________________________
Please specifically list the enhancements you will be making to your current or new website

Please disclose any potential conflicts of interest

- Please attach the written quotes from at least two businesses and/or consultants
- By signing below, you agree that all the information provided in and attached to this grant application is correct.

Signature __________________________________________________________________________
Date ______________________________________________________________________________