



Applefest Business Grant Program

The Town of Cedaredge Economic Development Department is accepting applications for the Applefest Business Grant. Grant funds are available on a first come first serve basis and the Town makes no guarantee of the availability of funds.

Eligibility Criteria

- Business must be located within the municipal boundaries of the Town of Cedaredge or have been an active sponsor or partner for Applefest in the last 2 years.
- Businesses must have an active and valid Town of Cedaredge business license for 2023.
- The business is still in business and is working to remain open/stay in business.
- Only one request per business will be authorized. Duplicate funding is not available. When applying, select the option that will best benefit your business needs.

Eligible Reimbursements

- Purchases must have been made between March 1, 2023, to November 1, 2023.
- Reimbursements can only be made with a receipt showing the date and an itemized accounting of what was purchased.

New Marketing Areas

All grants awarded in this category MUST be for a marketing platform you have not used in the last 5 years. Grants in this category are a 50/50 cash match, up to \$2,500.

- **Social Media:** Set up a new social media business account and receive up to \$100 for creating the new platform and marketing your business on it.
- **Print Advertising:** Place an advertisement in any print media that your business has not utilized.
- **Media Videography:** Have a videographer make a short video about your business that you can use in marketing. The video must be posted publicly to be eligible.
- **Radio:** Advertise your business on the radio.
- **Website Development:** Learn how to make and maintain your business website. The website must be created and show a maintenance schedule for at least 12 months after the implementation.

Business/Employee Training Courses

All grants in this category will be reimbursed after successful completion of the training programs.

- **Business Plan:** Learn how to write a business plan or update your current business plan with [Region 10 Business plan course](#); region10.net. Upon successful completion and submittal of costs, the Town will reimburse the \$85 course fee.

- **Employee Training:** Send an employee to the [One Delta County Positive Employee Training](#) and the Town will reimburse the \$315 cost of sending one employer to the employer training and one employee to the employee training class.

Storefront Signage

The signage **MUST** be placed at the primary location of the business.

Grants in this category are a 50/50 cash match, up to \$1,500.

- Purchase and install a new storefront sign. The sign must adhere to the Town Sign Code in Municipal Code 16.10.

What is NOT reimbursable

- Sign application fees
- Wages
- Rent/mortgage, insurance or taxes
- Expenses not related to the grant
- Expenses already reimbursed or covered with other local, state or federal funds
- No other expenses not explicitly listed above

Application Process

- Complete and return attached application.
- Complete and return attached W9.
- Complete and return attached expense report. Provide proof of purchase and payment for reimbursable requests. An itemized receipt, showing the date of purchase and payment method, or a copy of the invoice and check/credit card statement used for payment.
- Attach all certificates or course literature stating that the training was successfully completed.
- If you have chosen to develop and maintain a website, you must submit your contract with a maintenance company showing that the site will be maintained for at least 12 months.

This is a rolling grant application and will close when the funds are expended. All applications must be turned into the Town of Cedaredge between March 1 and October 1, along with all supporting documentation for the grant. If all documentation is not received by the designated time, then businesses will not be eligible for this round of grant funding.

*****If you have questions, please ASK before you submit! Contact: Town Clerk/Economic Development Coordinator Jess Shelton jshelton@cedaredgecolorado.com | 970-856-3123 ext. 111**



Applefest Business Grant Program Application

Please submit completed form and all applicable documentation to: Cedaredge Town Hall, 235 W Main Street; PO Box 398, Cedaredge CO 81413; or via email to jshelton@cedaredgecolorado.com.

Contact Jess Shelton Town Clerk/Economic Development Coordinator, for questions or information, at 970-856-3123 ext. 111

Requested Amount: \$_____

Applicant Information

Name of Business/Organization: _____

Business/Organization Physical Address: _____

Business/Organization Mailing Address (if different than above): _____

Contact Person/Owner: _____

Phone: _____ E-Mail Address: _____

Tax ID/EIN number: _____

*Do you have a 2023 Town of Cedaredge business license? ____ Yes ____ No

**Required for for-profit businesses located within Cedaredge town limits*

How many years has your business/organization been in existence/operation? _____

Number of employees: Full-time ____ Part-time (less than 30 hours/wk) ____

Attestation

I hereby acknowledge that I have completed this application truthfully and accurately to the best of my knowledge. I understand all the conditions of this funding. The monetary value that the Town has set forth to assist in these programs will not cover all the costs the business may incur. The Town will not schedule or set up the courses, marketing, or contractors; each business will have to coordinate those tasks on their own.

There is no guarantee of reimbursement and funds are based on the applicability of the expense to the Applefest Business Grant guidelines. The applicant may not be reimbursed for expenditures and in this case, the applicant understands that they shall be solely responsible for the item(s) cost. The Town Staff have the final say on program eligibility and application acceptance. Grant funding is non-transferable.

Signature _____ Date _____

Town of Cedaredge Economic Development Grant Program Expense Report

Date of Expense	Invoice, Billing or Receipt Number	Description	Amount

*****Town use only:**

Expense Report received by: _____ Date Received: _____

Expenses approved by: _____ Date of Approval: _____

Reimbursement check mailed to:

Date check mailed: _____

Grant process successfully completed: _____ Yes _____ No

Notes:

