



How to Apply

Applications are now open

2 Easy Ways to Apply:

Electronically:

Email completed application to
sharris@auburn.ca.gov

OR

In Person:

Bring completed application to Auburn City Hall Room 3 building during normal business hours

Application deadline:

August 31, 2023 at 4 PM

**Grant requests received after 4 pm on August 31, 2023 will be deemed late*

Grant funds must be used on or before February 5, 2024

For additional Information contact:

Shari Harris
(530)-823-4211 x113

Auburn City Hall
1225 Lincoln Way
Auburn, CA 95603

BUSINESS IMPROVEMENT GRANTS AVAILABLE

Available Grants of up to \$3,000 per Business for Qualified Applicants! Apply Now Through August 31, 2023*

The City of Auburn is pleased to announce the EDC Business Enhancement Grant Program. In support of the City's Economic Development Commission's (EDC) mission to support local businesses and boost the local economy, the Business Improvement Grant Program has been established. The object of this grant is for the EDC to partner with its businesses and commercial property owners to improve store fronts and façade.

While the below list is not exhaustive, examples of improvements that could be funded under this grant are:

- Façade Improvements - signs, visual treatments (paint, stucco, windows, etc.), awnings, landscaping, non-movable decorative items
- Technical Assistance - web design, virtual storefronts, subscriptions to online payment services (one-time initial payment only), technology used to capture images of products, items used in the shipping of products
- Manufacturing - tools, equipment and items used in the manufacturing, compounding, or development of products
- Business Fixtures - tables and chairs used to expand the number of seats available at a restaurant, retail display items used to better market materials, display lighting, point of sale machines

Economic Development Commission Grant Program

Business Improvement

Purpose ♦ Policy ♦ Process

***Business must be located within the boundary outline on the attached map to be eligible.*

- **Who can apply?**

The Economic Development Commission of the City of Auburn receives funding from the City of Auburn to award grants for Business Improvement.

The object of this grant is for the EDC to partner with its businesses and commercial property owners to improve store fronts and façade.

- **What kind of project qualifies as Business Improvement?**

- a. Façade Improvements- signs, visual treatments (paint, stucco, windows, etc.), awnings, landscaping, non-movable decorative items.
- b. Technical Assistance- web design, virtual storefronts, subscriptions to online payment services (one-time initial payment only), technology used to capture images of products, items used in the shipping of products.
- c. Manufacturing- tools, equipment and items used in the manufacturing, compounding, or development of products.
- d. Business Fixtures- tables and chairs used to expand the number of seats available at a restaurant, retail display items used to better market materials, display lighting, point of sale machines.

- **When and Where can I apply for a Business Improvement Grant?**

You can apply for a Business Improvement Grant now until August 31, 2023.

Applications are available on the City of Auburn website:

<https://www.auburn.ca.gov/615/Grants-Incentives>

You can also pick up an application at Auburn City Hall, Room 3, during regular business hours.

- **What else do I need to know before I apply for one of these grants?**

You must obtain the necessary approvals for your project, such as a use permit, an encroachment permit, an easement, etc. before you can receive grant funding for your project

- **What is the maximum dollar amount for a Business Improvement grant?**

A Business Improvement Grant cannot exceed \$3,000 per project and the applicant(s) must provide a matching value of at least 50% of the grant amount. You must submit a project budget that shows you have the funding necessary to complete your project in addition to grant funds.*Your project may be paired with other City funding or from other agencies, groups, clubs, etc..

How will you provide funds to complete your entire project including a match of funds or in-kind value that equals at least 50% of your grant request?

Additional notes for applicants: The EDC may require additional information or documents, e.g. nonprofit docs, business license, or actions to be taken, e.g. provide written permission from property owner for proposed project, before a final recommendation is determined.

The AAC may give weight to proposals submitted by applicants who have not previously received a grant under this Grant Program.

The AAC may give weight to proposals submitted by applicants who have not previously received a grant from the City of Auburn for a project.

Any aspect of this grant program may be modified at any time by the EDC or the City Council. Submitting a proposal as allowed by this program does not create any rights for the applicant. The EDC is not obligated to approve any proposal that is submitted and it is possible that all funds allocated for any fiscal year may not be approved for distribution. The EDC has sole discretion whether to recommend funding of any proposal to the City Council. The Auburn City Council has final discretion whether or not funds will be granted to any applicant for any proposal. Funding for this grant program is at the sole discretion of the Auburn City Council and allocations may be rescinded during the fiscal year. Funding for any proposal is not guaranteed to any applicants and no grant of funds is final until approved by the Auburn City Council.

❖ To apply for a Business Improvement Grant go to: www.auburn.ca.gov

for a fillable form application – complete and email to sharris@auburn.ca.gov, or

Print an application and mail to: Shari Harris, Auburn City Hall /1225 Lincoln Way, Auburn, CA 95603 **or**

Print and drop off at Room 3 in Auburn City Hall at 1225 Lincoln Way, Mon – Fri between 8am and 5pm

EDC

Business Improvement Grant Application

***Business must be located within the boundary outline on the attached map to be eligible.*

Applicant(s): _____

Contact person: _____

Phone: _____ **Email:** _____

U.S. Mail address: _____

Additional Applicant info: *Add pages as needed.*

1. Is the Business located within the boundary lines on attached map?

Yes _____ **No** _____

**If No Business is ineligible for Business Improvement Grant*

2. Describe the business:

3. Describe the improvement you hope to fund with this grant and timeframe for having the improvement complete.

4. Will the grant help you to directly or indirectly:

a. Create or retain jobs? _____

b. Help or create a business? _____

c. Help you retain a business? _____

d. Help you develop a business? _____

5. If you answered "Yes" to any of the questions above, please describe the circumstance:

6. Have you applied for and received an EDC Grant before and if so, when and what was the grant for?

7. How do you propose to provide the 50% match required for the grant (in-kind services, cash, other)?

8. Describe how you calculated your match value?

9. Does the proposed improvement require a permit or other form of authorization from the City and, if so, has a permit or approval been received?

10. Is this improvement able to be funded by the business without EDC funding?

Budget	
Request from EDC	\$
Value of Match (50% of Request)	\$
Total	\$
*Total request of EDC not to exceed \$3000	

Total Budget	
Total EDC Grant	\$
Funding Already Obtained*	
<u>Source</u>	<u>Amount</u>
	\$
	\$
	\$
	\$
	\$
Funding Still Needed*	
<u>Anticipated Source</u>	<u>Amount</u>
	\$
	\$
	\$
	\$
	\$
Total Budget	\$
*Attach additional sheet if necessary	

Attachments:

1. Site plan showing event area, parking and sanitary services
2. Copy of City Event Permit (if applicable)
3. Business/non-profit documents (e.g., City Business License, Non-profit registry, etc.)
4. Insurance Cert
5. Additional Budget Sheets (if applicable)

Applicant Signature: _____ Date: _____

Central Commercial Core

