



Revitalization Incentive Grant

2025 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 and creative while improving the aesthetic of the entire community.

Littleton City Council approved \$100,000 for the 2025 RIG to be administered by the Economic Development Department. RIG applications will be accepted starting February 21 through May 30. Owners of commercial properties as well as business owners occupying commercial spaces are eligible to apply. This grant provides matching funds up to \$20,000, with award amounts determined based on the scope and extent of each project. While every eligible project will be reviewed and considered, approval for funding is not guaranteed for all applications.

How does the application process work?

- RIG applications may be submitted either before project construction begins or retroactively for projects with a building permit issued within the last 12 months. Priority consideration will be given to applications for new projects.
- Applicants must provide the necessary documentation at the time of applying:
 - Signed W-9
 - Certificate of Good Standing
 - Bid(s)
 - Pictures of the project area
 - Written approval from the property owner (if applicable)
- Applicant must meet with Economic Development and Planning staff to discuss the project and review the application following its submission and prior to a funding determination.
- The Grant Review Committee (GRC) will review all RIG applications and supporting materials to accept, accept with conditions, or deny the application within one month of the application closing date.
- Incomplete applications will be deemed ineligible and automatically denied.
- Applicants will be notified of the GRC decision by July 1.

For Denied Applications: If denied, a new application may be submitted the following year. 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 owner of a commercial building or tenant of a commercial space - with authorization from the building owner - may apply for the RIG. Eligible properties are those used for typical commercial purposes, such as retail, office, or industrial activities, and must be within Littleton city limits. 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.

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).
- Applicants should 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.
- Aim to support revitalization throughout all areas of Littleton to enhance the city's overall appeal and economic vitality.

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

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.
- 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, whether for new or recently completed improvements, 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.
- Grantee agrees to comply with any requests for additional information needed for the department's annual incentives report.

Upon completion of the awarded project, 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.

Contact:

Jamie Crout, Economic Development Specialist II

[303-734-8094](tel:303-734-8094)

jcrout@littletongov.org