

## DEPARTMENT OF ECONOMIC DEVELOPMENT

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Development Services Center  
385 Kimbark St. / Longmont, CO 80501  
(303) 651-8403 / Fax # (303) 651-8696  
E-mail: [longmont.planning@ci.longmont.co.us](mailto:longmont.planning@ci.longmont.co.us)  
Web site: <http://www.ci.longmont.co.us>



Dear Business Owner:

Enclosed is an application for the Business Start-Up Grant Program. In addition to the completed application, the following documentation is also required:

1. A **copy** of your current City of Longmont sales and use tax license.
2. **Copies** of paid receipts totaling not more than \$2,000 of expenses you have invested in the start-up of this business. (Do not include deposits).
3. **Copy** of documentation and paid receipt (if applicable) for the business training course completed. (Program eligibility guideline #6 of the attached Application form).
4. **Copy** of a business plan that includes specified core elements. (Program eligibility guideline #7 of the attached Application form).

Following the submission of the items listed above, your eligibility for a grant will be determined. If a grant is awarded to your business, you will be notified as to when you may receive the grant. Submit all documents (copies only, no originals) to:

Attn: Doug Bene, Economic Development Manager  
City of Longmont Economic Development Department  
Development Services Center  
385 Kimbark Street  
Longmont, CO 80501  
(303) 651-8403

Businesses that opened in 2009 or 2010 are eligible to apply. Funding for the grant program is limited; please be aware that not all businesses that apply will be funded. If your completed application is not received and approved before December 31, 2010, your eligibility may be affected.

We are very excited that you have chosen Longmont for your business location and we want you to be successful. We encourage you to contact our office at (303) 651-8403 to learn about additional training, workshops, and other business assistance programs that may be helpful to you.

Sincerely,

Brad Power  
Economic Development Director