



RARE SMALL BUSINESS SUPPORT GRANTS

Rules for Applying

RARE, which is an acronym for Retain, Attract, Rebuild and Expand, is a grant program funded through the Office of Economic Development and International Trade (OEDIT) and the Office of Just Transition (OJT) for community economic development. The 3-year Small Business Support Grant Program is organized through Rangely's Urban Development Agency, Rangely Development Agency (RDA).

The RARE program is divided into two sections, one being a Pitch Competition for local entrepreneurs and the other being a 3-year Small Business Support Grant Program. The Small Business Support Grant Program is designed to incentivize business growth that creates high-paying or essential jobs.

The grant program is capable of funding 8 to 10 businesses, up to \$40,000 per grant. Grant funds can be utilized for existing small businesses in Rangely for retention, rebuilding, sustainability and expansion purposes.

Business Technical Assistance will be supplied to applicants by the Small Business Development Center ("SBDC"), at no cost to the applicant. **Who is Eligible:**

1. Businesses must exist within the Town of Rangely limits.
2. Eligible entities include for-profit small businesses or nonprofits who provide childcare services. **Cultural/Social/Welfare nonprofits and churches are excluded.**
3. Businesses must have been in business for one year.

Eligible Use of Grant Funds:

Grant funds can be utilized for:

- a. New supplies, equipment and software that supports business growth.
- b. New product development.
- c. Property expansion which includes construction or renovation to expand the business, including design and engineering. Does not include the purchase of land.
- d. Marketing such as website development, business intelligence, etc.
- e. Internal space improvements are allowed on leased or owned property. Construction or rehabilitation of the exterior of a property is only allowed when the business owner owns the property. This does not include the purchase of land.

- f. Membership in business, professional, or technical organizations is allowed.
- g. Professional Development and certifications.

Unallowable, Ineligible, or Disallowed Expenses:

The following uses of award funds are strictly ineligible:

- Any expense not considered eligible per state law, policy or fiscal rules.
- Expenses that are unrelated or unnecessary to the scope of work per Fiscal Rule 2-1.
- Pre-award cost, expenses that were paid prior to the contract execution date.
- Purchases with no proof of payment.
- Lobbying activities, political contributions and political activities.
- Donations, sponsorships, or charitable contributions.
- Fundraising activities and events.
- Bad debts (debts which have been determined to be uncollectible), and related fees to obtain payment or recoup losses.
- Grants used for loan guarantees or to secure loans.
- Inventory or supplies to be sold for profit.
- Investment purposes and endowment contributions.
- Entertainment/entertainers, social events, amusement and hospitality activities. This includes hospitality suites, and other special facilities used in conjunction with trade shows and other special events.
- Alcoholic beverages, dispensary related expenses, and prescription or natural medicine.
- Food and beverages.
- Gift cards.
- Reimbursing staff or board members for personal expenses.
- Late fees, fines, penalties, damages and settlements.
- Government taxes and liens.
- On-going operational expenses (supplanting).
- Travel expenses.
- Contingency expenses.
- Royalties.
- Incentives to staff, participants, or volunteers, including promotional products, branded merchandise, and meals.
- Staffing costs.
- Vehicle and vehicle related purchases.
- Memberships in any civic or community organization (membership in business, professional, or technical organizations is allowed).

Process

1. Applicants are required to meet with an SBDC advisor as part of the application process. During this meeting, SBDC will conduct a confidential business health assessment and will provide suggested resources and learning pathways to support the business owner's goals. The grant committee will not receive the business health assessment or the confidential details of the conversation, but they will receive confirmation that the meeting took place and a summary of the topics that were of interest to the business owner for long-term business support. The business owner will review this document before it is shared with the committee. This SBDC meeting will be conducted virtually (by video or

phone call) and can be scheduled by visiting www.northwestsbdc.org or by calling 970328-3414. Please note that advisor schedules often book 1-2 weeks out, so applicants should contact the SBDC a minimum of one week prior to any deadlines.

2. Beyond the initial meeting requirement, the SBDC is also a free and confidential resource to support the grant application itself. SBDC advisors can help applicants with how to write a business plan or how to present the budget and financial projections. Advisors can also review the application and provide feedback to applicants before they submit it.
3. The Town of Rangely will provide a private space for applicants to meet with an SBDC advisor, if applicants require access to a computer.
4. Applications will be available at the Rangely Town Hall or can be emailed to applicants. Once completed they should be returned to jcaldwell@rangelyco.gov. The subject line for the e-mail should read "RARE Grant Application." Completed applications may also be mailed/delivered to Rangely Town Hall located at 209 E. Main Street, Rangely, Co 81648, to the attention of Jeannie Caldwell.
5. A committee of five members ("Committee"), organized by the RDA, will review each application for purposes of approval or denial. The Committee will meet once a month to review applications. Committee members will be required to complete the RDA's Conflict of Interest Disclosure Form as well as a Nondisclosure Agreement.
6. Applicants will be scheduled to appear before the Committee to respond to any questions about the application and to solidify their application. Applicants will be notified in advance of the meeting date and time.
7. Applicants will have 30 days after meeting with the Committee to submit additional documentation to committee members should additional information be required.
8. The Committee will meet with the RDA Board for final approval of applications. All required documentation must be submitted by the applicant prior to this meeting.
9. Applicants will be notified within 30 days after the RDA meeting of approval/denial of application.

Certification Forms – Required with Application:

Prior to receiving any grant funds, the following forms, which will be supplied by the RDA, must be signed and returned to the RDA. The forms must be signed by an owner, CEO, COO, CFO or equivalent.

1. Reporting Certification

The Reporting Certification Form requires that progress reports be submitted monthly on the fourth business day following the month end for all RARE Business Grants.

2. Legal to Work in the United States Certification

The Legal to work in the United States certification Form requires that all employers use the I-9, Employment Eligibility Verification form to verify the identity and employment authorization of all employees. Grantee must complete an I9 with the grant application.

3. Certification of Health, Safety, and Working Conditions.

The Certification of Health, Safety, and Working Conditions required that working conditions for employers have not had any violations of any Federal, State or Local Laws affecting the health, safety or working conditions of employees for the prior five years or the years the business has been in existence whichever is applicable.

4. Certifications Signature Form

A Certification Signature Form will be required.

5. Certificate of Good Standing with the Secretary of State.

A Certificate of Good Standing with the Secretary of State is required.

Disbursement and Reporting

Grantees must have a business banking account to receive the grant funds.

The grantee will submit a monthly report to the RDA on progress as well as submitting a monthly reimbursement request to the Rangely Town Treasurer. All disbursements are required to apply directly to the expenses detailed in the reimbursement request.

Reimbursement requests will be paid on the 15th or 31st of each month following receipt of reporting/reimbursement request based on when it is received and approved. Progress reports are required monthly regardless of whether a reimbursement request is necessary.

Business Goals

1. Approved business applicants shall:

- Create at least one FTE job or with wages at or above the median area income level for Rio Blanco County
- **OR** create essential jobs that preserve the heritage and quality of life for Rangely supporting both indirect and induced job creation.
- Increase sales for the business.

Additional Information

All RARE Small Business Grant recipients will be selected no later than June 30, 2027.

All RARE Small Business Grant funds must be expended no later than December 31, 2027.

All recipients of the RARE Small Business Grants must comply with all information requested by the Town of Rangely in order that the Town and recipient remain compliant with the State of Colorado rules and regulations.