



City of Cortez
Cortez City Hall
123 Roger Smith Ave
Cortez, CO 81321
970 – 565 – 3402

CITY OF CORTEZ: COMMUNITY & ECONOMIC DEVELOPMENT

Date of Project Approval

Dear **Jo Smith**,

Your application for a City of Cortez Business Beautification Mini Grant, for **Very Cool Business**, located at **000 Main Street**, for a total estimated project cost of **\$6,000** has been approved! The City of Cortez will match **\$3,000** of your projected cost.

Please submit your completed IRS Request for Taxpayer Identification Number and Certification Form (W9), before and after photos of the project, and official receipts showing the total amount that you expended on the project, as soon as possible but no later than 5:00 PM on Friday, December 13, 2024 to receive reimbursement. Before you begin the project, we would also like documentation showing you are working with a local Montezuma County based contractor. This can be in the form of an official quote.

Please take a moment to review the Application criteria and disclaimer below;

- Cortez businesses and nonprofits must be in good standing with the state and city, located within Cortez city limits, and have a current **public-facing façade**. **Home based businesses are ineligible**.
- Applicant must obtain project approval prior to purchasing materials or hiring contractors, and will be reimbursed upon submittal of receipts and photos of improvements.
- Approved improvements apply to exteriors only.
- The maximum grant reimbursement consideration shall be \$3,000 total. Up to \$600 of city match can be used for flowers, potted bushes, vegetation, window cleaning, and temporary window painting.
- The program begins May 22nd, 2024 and closes December 13th, 2024.
- Beautification projects must be compliant with all city codes and regulations.
- All materials and vegetation must be purchased from Montezuma County businesses. Contractors must be licensed. Montezuma County contractors preferred, unless unavailable in County.
- Cannot be combined with other grants provided or managed by the City.
- Funds are limited. Qualifying requests will be considered on a first come, first served basis, while funding lasts.

Disclaimer: If you are not the property owner, please provide me with a copy of your lease agreement that contains authorization language, or separate written authorization from the property owner, that authorizes you to do the project. As a condition of your receipt of grant funds from the City, you acknowledge that you and your employees and contractors are not agents or employees of the City, and you agree to indemnify and hold harmless the City, its elected officials and employees, from and against all demands, claims, damages, and losses of any kind that arise out of or are connected with the project and your receipt of funding from the City.

Please feel free to reach out with any questions you may have throughout the process.



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Thank you for keeping Cortez Beautiful.

Sincerely,

City of Cortez

123 Roger Smith Ave.
Cortez, CO 81321
(970)900-7073
www.cortezco.gov



Protect our Night Sky

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