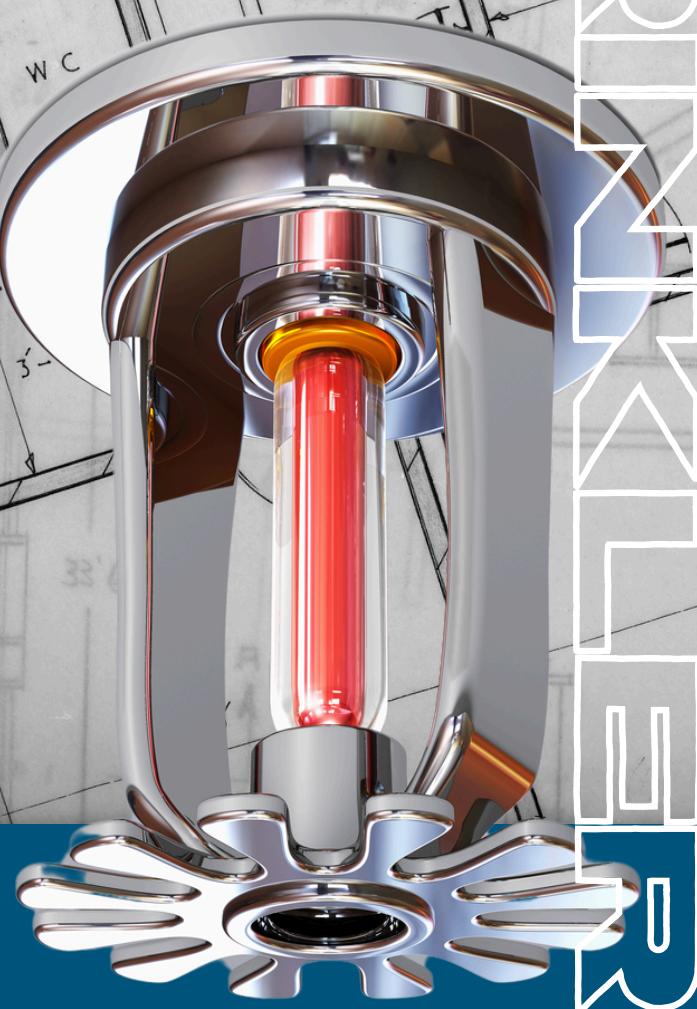


# DESIGN GRANT

SUBMISSION  
GUIDELINES



2025 RULES AND  
APPLICATION FORM

# PROGRAM RULES



## Purpose

The Fire Sprinkler Design Program is a reimbursement grant program provided to a business and/or commercial property owner to assist with the costs of designing a sprinkler system within an existing building in order to meet current fire safety codes and law. The Downtown Corridor will receive priority consideration. However, the grant is open to eligible commercial buildings located on other adjacent and designated business zoned areas. Applications will be considered for funding until April 30, 2025, or until available budgeted funds have been committed. If available funding exists after that date, grant requests will be considered on a case-by-case basis.

## APPLICATION SUBMISSION

**Submit completed application & signed W-9 to:**

**Sandy Engle/Economic Development Specialist**  
**sandy.engle@cityoffortmorgan.com**  
**110 Main Street, Fort Morgan, CO 80701**

## Grant Specifics

- Grants may be awarded for up to 100% of the total cost of a qualified fire sprinkler design with a maximum grant award of up to \$5,000.
- All applicants must currently own or be leasing the property at the time of the application and have permission from the owner (if applicant is not owner).
- Grants will be awarded to a business and/or property owner who intends to expand the use of an existing building and where by expanding the use of the property, a fire suppressant system would be required.
- Applicant is responsible for contacting the planning, zoning & building department for applicable permits and inspections. Applicant is responsible for contacting the Fire Marshal and adhering to all fire safety codes and law. Applicant must adhere to all City codes and design standards.
- Grants will be awarded on a reimbursement basis once the Applicant submits all required documentation. Grants will not be revised once approved due to changes in the scope of work or costs.
- The City of Fort Morgan retains discretionary authority to deny any application.
- There are not grant "carry-overs" into a different fiscal year. All projects must be completed and reimbursement paperwork submitted by **November 30, 2025**, in order to receive approved reimbursement.



## Process

- The applicant will complete an application and submit to the City's Economic Development Department.
- The applicant will be contacted by the program administrator to arrange an onsite meeting to discuss concept of the project. The onsite meeting will include staff from various City departments.
- If approved, the applicant will receive a Letter of Commitment specifying amount of grant and time frame in which work must be completed. The City aims to fund as many projects as possible and will not tie up funds with applicants who are not completing their projects. Projects that began before the Letter of Commitment was issued will be disqualified from the grant program.
- The applicant is responsible for contacting the program administrator once the work is completed. The applicant must provide proof of payment for the fire sprinkler design and a certified copy of the design. If work is deemed in compliance, the applicant will receive grant funds via a check within 30 days of submitting required paperwork.

## ELIGIBLE EXPENSES

Only interior design of a fire sprinkler system within an existing building where the intended use is housing and/or commercial is eligible.

Costs can include, but are not limited to, the following:

- Consultant fees
- Labor (by contractor, architect, or designer)
- Fees for certified copies of the fire sprinkler design

## INELIGIBLE EXPENSES

- All other services or work performed by the contractor, architect, or designer that are not required to complete a fire sprinkler design.
- Any work completed by the applicant

# GRANT APPLICATION



## CONTACT INFORMATION

**APPLICANT NAME:**

Building Owner \_\_\_\_\_

Building Tenant \_\_\_\_\_

Is Applicant (please select one):  the owner  the tenant  both**APPLICANT PHONE:** \_\_\_\_\_**APPLICANT EMAIL:** \_\_\_\_\_

## PROPERTY/BUSINESS INFORMATION

**BUSINESS NAME:** \_\_\_\_\_**PROPERTY ADDRESS:** \_\_\_\_\_**MAILING ADDRESS** (if different) \_\_\_\_\_

## CRITERIA

Are you in the historic downtown corridor?  Yes  No

Property owner (if different from applicant)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have permission from the owner?  Yes  NoAre repairs front facing?  Yes  No

If no, explain location of proposed improvements: \_\_\_\_\_

Have you received grant funds for this property previously?  Yes  No

If yes, explain grant type, date, and amount received: \_\_\_\_\_

Grant amount requested \_\_\_\_\_ Proposed improvement completion date: \_\_\_\_\_

Do you intend to expand the use of the use of the property?  Yes  No

If yes, what is the intended use once expanded? (i.e. housing, restaurant, etc.): \_\_\_\_\_

# GRANT APPLICATION Continued



## Fire Sprinkler Design Costs

Please list and describe all eligible expenses and estimated costs below. Attach recent estimates of project work to be performed.

## Associated Costs:

**TOTAL IMPROVEMENT COST:**  
**GRANT AMOUNT REQUESTED:**

*By signing below, I certify that I have read and understand the grant regulations. I agree to abide by the conditions set forth in this and other associated grant documents.*

Signature