



Mundelein

BUSINESS INCENTIVE GRANT (BIG)
PROGRAM & APPLICATION



BIG PROGRAM

BUSINESS INCENTIVE GRANT PROGRAM



I. PURPOSE AND GOAL:

The program intent is to support property enhancements to the non-residential building stock of the Village and to further support job creation, job growth, and vacancy reductions. The purpose of the Business Incentive Grant (BIG) is to provide financial assistance to business owners and property owners in: (a) replacing existing non-conforming pole or cabinet box signs within the Village with new signs which conform with the Village's new Sign Ordinance; (b) making improvements to the exterior appearance of existing buildings and property that are visible from the public right-of-way; and (c) making improvements to the interior of a building such as mechanical, electrical, plumbing, and kitchen hood and duct systems. A high priority of the program is to foster new growth, attract new businesses, and fill vacant non-residential spaces in the Village.

The BIG Program is a reimbursement program only and approval of a grant must take place prior to the costs being incurred by the business. Completion of an application does not guarantee funding: only those eligible expenses included in the grant application AND approved by the Village Board are eligible for reimbursement.

II. PROGRAM DESCRIPTION:

A Sign Replacement Projects within the Village: Approved replacement of existing non-conforming pole or cabinet box sign(s) within the Village with sign(s) which conform with the Village's new Sign Ordinance will be eligible to receive up to a 50% matching grant not exceeding \$5,000 for each business or property. All eligible projects must involve a new sign(s) costing at least \$1,000. The Village may offer a matching grant in an amount exceeding \$5,000 if the Village Board, in its sole discretion, finds that the specific Sign Replacement Project to be of exceptional value to the community. The replacement of existing signs, which already conform to the new Sign Ordinance, are not eligible.

B Exterior Improvement Projects: Approved improvement(s) to the building facade and exterior appearance of existing buildings and property that are visible from the public right-of-way will be eligible to receive up to a 50% matching grant not exceeding \$25,000 for each business location. All eligible projects must involve a new improvement(s) costing at least \$1,000. The Village may offer a matching grant in an amount exceeding \$25,000 if the Village Board, in its sole discretion, finds the project to be of exceptional value to the community.

C Interior Building Improvement Projects: Approved improvements to the interior of a building, including but not limited to, mechanical electrical, plumbing, kitchen hood, and duct systems will be eligible to receive up to 50% matching grant not exceeding \$25,000 for each business location. All eligible projects must involve a new improvement(s) costing at least \$1,000. The Village may offer a matching grant in an amount exceeding \$25,000 if the Village Board, in its sole discretion, finds the project to be of exceptional value to the community. Painting, decorating, carpeting, other floor coverings, furniture, furnishings, and similar items are not eligible.

III. GENERAL PROGRAM REQUIREMENTS:

A Issuance of a building permit cannot precede a grant application.

B Applicants must own an existing business, be in the process of buying or starting a new business, or own the property. Applicants must own the subject property or have written consent from the property owner. Only nonresidential taxable or mixed-use properties qualify.

C Grants will be available for Applications submitted in accordance with Ordinance 21-04-28, as may be amended. There shall be no retroactive grants.

D All new sign(s) or improvement(s) subject to grants shall be substantially completed within 12 months of the date the Application is approved by the Village Board. Any new sign(s) or improvement(s) not substantially completed within that time frame shall not be eligible for reimbursement of project funds.

E If the Applicant fails to comply with the requirements of the Program and Rules implementing the Program and all other Village ordinances, codes, rules, and regulations applicable to the project, the Village shall have no obligation to make a grant for any of the costs thereof.

F | No Applicant shall be eligible for a grant if he owes an outstanding balance with respect to any fees or charges due the Village, has any Code violations or notices, or is in litigation with the Village. The business or property must be in located in the Village of Mundelein.

G | The Village Board shall have the sole authority to: (1) adopt Rules implementing the Program, (2) determine the annual amount of funding, (3) fix time frames for submitting applications, (4) determine the types of signs and improvements to be given priority for funding, (5) determine the eligibility of Applicants for participation, and, if appropriate, prioritize them, and (6) determine the Applicant's compliance with the requirements of the Program, the Rules implementing the Program and the applicable Village ordinances, codes, rules, and regulations.

H | Financial participation of the Village in the Program is limited to funds budgeted for the Program in any fiscal year. The Program shall be evaluated as part of the Village's annual budgeting process and the Village may change or eliminate the Program and may change the Rules implementing the Program at that time. Also, funding levels may be changed and/or the Program eliminated based on the Village's periodic review of the Program.

I | The overall project must be substantially consistent with the project proposed to the Village Board in accordance with the request for grant funds, including size, scope, finishes, number of fixtures, etc. Deviation from the approved plans may result in the loss of eligibility for grant funds if prior acceptance of changes is not received in writing from the Community Development Director. The Director must review the changes but is not obligated to accept said changes. In the instances where there is a disagreement on eligibility of grant funds, the Village Board will make the determination at the next available regularly scheduled Village Board Meeting.

J | Landscape projects must have a maintenance plan.

IV. ELIGIBLE COSTS FOR SIGN REPLACEMENT PROJECTS:

Eligible costs shall include demolition, labor, materials, and equipment needed for the replacement of existing non-conforming pole and cabinet box sign(s) with new sign(s) which conform to the new Sign Ordinance

V. ELIGIBLE COSTS FOR FACADE AND EXTERIOR APPEARANCE PROJECTS:

Eligible costs shall include structural demolition, labor, materials and equipment needed for the construction and installation of improvement(s) to the building facade and exterior appearance of existing buildings and sites which improvement(s) are visible from the public right-of-way of the subject property. Ideal exterior improvement projects will support the program's priorities of job creation, attracting new businesses, and reducing vacancies.

VI. ELIGIBLE COSTS FOR INTERIOR IMPROVEMENT PROJECTS:

Eligible costs shall include labor, materials, and equipment needed for the construction and installation of improvements to the interior of the building, such as mechanical, electrical, plumbing, kitchen hood and duct systems, relocation of new wiring and infrastructure, structural demolition, and ADA accessibility enhancements. **Reimbursed items must stay with the building or property upon sale or if business vacates property.** Ideal interior improvement projects will support the program's priorities of job creation, attracting new businesses, and reducing vacancies.

VII. INELIGIBLE COSTS FOR ALL PROJECTS:

The following costs shall be ineligible for reimbursement:

- Interior fixtures
- Exterior fixtures that are not upgrades
- Replacing windows and doors as they currently exist
- Floor coverings
- Furniture/Decor
- Property acquisition
- Working capital
- Routine maintenance and repairs
- Painting
- Permit costs
- Legal fees
- Architectural fees
- Consultant fees
- Signs (other than replacement of existing, non-conforming pole and cabinet box signs)
- Other substantially similar costs or fees
- Routine maintenance and repairs

VIII. APPLICATION REQUIREMENTS:

A | Photos of the sign(s) to be replaced or area to be improved. At least one photo must be taken from the public right-of-way with respect to Exterior improvements and sign replacement. All photos must be of good quality. A minimum of three photos is required to meet this requirement.

B | A schematic drawing with enough detail to depict the proposed sign(s) or improvement(s). This can include images of products/materials to be purchased from vendors.

C | Two (2) signed construction and/or vendor contracts/estimates with detailed costs for each proposed sign or improvement. If the proposed sign or improvement are to be constructed or installed by the Applicant (i.e. without third-party contractor), a detailed list of the costs and an explanation of how those costs were determined must be submitted.

D | Proof of ownership of the subject property or business. Possible forms of proof of ownership include copies of deeds, title insurance policies, real estate tax bills, IRS documents and Taxpayer Identification Numbers. If the business is already registered with the Village, proof of business registration will suffice.

E | A short, written description of the proposed sign or improvement is to be state on the Application Form.

F | A written description of the business' background.

G | Applicants in the process of starting a new business must submit their business license application prior to or with the Application.

H | If the Applicant is a tenant and not the owner of the subject property, **the property owner must sign** the written consent to the proposed sign or improvement on the Application Form.

Failure to fully complete the Application Form or submit all required documentation will result in a delay or denial of the Application. If any part of the Application requirements is unclear, please feel free to call Community Development at (847) 949-3282.

IX. APPLICATION PROCESS:

Approval of the Application by the Village Board is required prior to the start of any improvement(s) eligible for a grant under the Program. If any permits are required for the construction or installation of the proposed sign or improvements, they must be secured in conjunction with the Application for grant funds and the permit cannot be issued prior to the grant fund approval by the Village Board. The general process is outlined below:

A | Contact Community Development for additional Program information and to determine project eligibility.

B | Submit the Application with all required information and documents listed in the previous section by mailing or dropping the Application off at Customer Service in Village Hall.

C | Community Development and the Village Administrator will review the Application, advise the Applicant as to whether the Application meets the intent of the Program or not, and make a recommendation to the Village Board to approve or deny the Application. The Village Board has the final decision.

D | If necessary, the Village may contact the Applicant for clarification with respect to information contained in the Application and/or additional documents. Until all requirements are met, the application will not be considered complete.

E | The Applicant will be notified by preferred contact method (phone/email) of the decision by the Village Board.

X. ISSUANCE OF REIMBURSEMENT:

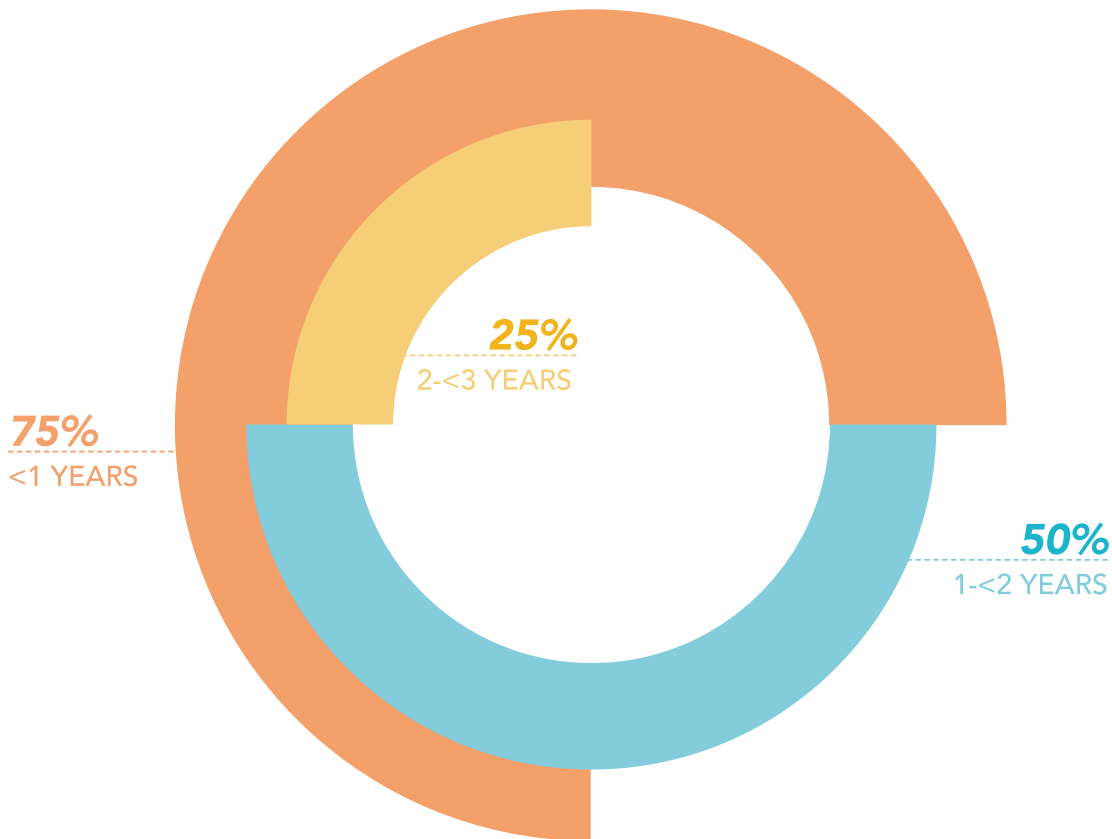
Grants from the Village will only be paid upon completion of the proposed improvements and submission and approval of the Grant Payment Request Form, Agreement and Affidavit (on the Form provided by the Village) and all documentation required therewith. The Village will inspect the completed project to ensure that it has complied with all requirements of the Program, the Rules implementing the Program, and all other applicable Village ordinances, codes, rules, and regulations. Applicants must submit copies of lien waivers, paid invoices, receipts, cancelled checks, and credit card statements as proof of payment. Please see the Grant Request for Payment Form, Agreement, and Affidavit for specific requirements. Final reimbursement will be made upon final inspection, issuance of a Certificate of Occupancy (if applicable), and business opening (if applicable).

The BIG Program is a reimbursement program. The Village of Mundelein grants the reimbursement of certain costs incurred by a business owner or property owner to enhance properties within the Village. All work must be paid for ahead of time and proof of payment provided as described herein. After inspections and review of payment documents, funds will be formally remitted back to the applicant through the Village bill pay process. Loans may be available to applicants through local financial institutions. For a list of interested banks and credit unions, please contact Community Development.

XI. PAYBACK PROVISION:

If the business closes or moves out of the Village of Mundelein within three (3) years after the Village issues a check for the reimbursement amount, the Applicant shall repay the Village an amount equal to the percentage shown in the following schedule within ninety (90) days following the date on which the business closed or moved out of the Village. The Village may under certain circumstances waive the application of the Payback Provision.

In the event that the Applicant is a tenant, the Owner of the Subject Property shall be jointly and severally liable with the tenant for the above Payback Provision.



BIG FUNDS PAYBACK TERMS

A percentage of the BIG funds must be repaid to the Village of Mundelein if the business closes or moves out of the Village within four years.

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BUSINESS INCENTIVE GRANT (BIG) PROGRAM & APPLICATION

I. APPLICANT'S BACKGROUND INFORMATION

Name: _____ Home Phone: _____

Home Address: _____ Cell Phone: _____

City: _____ State: _____ Zip Code: _____ Email: _____

Business Name: _____ Business Phone: _____

Business Address: _____ Business Email: _____

Business License # or Tax ID: _____ (Please indicate which one)

Applicant is: Owner Tenant

Preferred Contact: (Please check one)

Home Phone Home Cell Home Email Business Phone Business Email

How many jobs will be created? _____ Retained? _____

How did you hear about the program? Economic Development Commission Newsletter
 Newspaper Staff Other

II. DESCRIPTION OF PROPOSED NEW SIGN(S) OR IMPROVEMENT(S)

III. ITEMIZED ACTIVITY DESCRIPTION Eligible Costs

PROJECTED COST

III. ITEMIZED ACTIVITY DESCRIPTION Eligible Costs	PROJECTED COST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

IV. TOTAL ELIGIBLE COSTS:

\$ _____

TOTAL OVERALL PROJECT COSTS:

\$ _____

**All itemized costs and the total project cost are subject to review for eligibility under the Program guidelines and policy. Completion of this form does not guarantee funding.*

GRANT PAYMENT REQUEST FORM, AGREEMENT AND AFFIDAVIT

FOR NON-RESIDENTIAL BUILDING IMPROVEMENTS AND NON-RESIDENTIAL SIGN REPLACEMENTS UNDER THE MUNDELEIN ECONOMIC DEVELOPMENT INCENTIVE PROGRAM

I. APPLICANT'S SUBMITTAL FOR PAYMENT

Name of Applicant: _____

(PRINT)

Street Address of Subject Property: _____

(PRINT)

Eligible Costs for Completed New Sign(s) or Improvement(s): \$ _____

Payment Amount Requested: \$ _____

Attached hereto and submitted herewith are copies of the following documentation:

- Copies of paid invoices from contractors and receipts for labor, materials and equipment purchased
- Proof of payment
- Three photos of the completed new sign(s) or improvement(s)
- Lien waivers

This form and all required information and documentation must be delivered to Community Development at the Village Hall after the new sign(s) or improvement(s) have been completed.

II. APPLICANT'S REPRESENTATIONS, WARRANTIES AND AGREEMENT

For and in consideration of receiving payment of the amount requested above, the undersigned represents and warrants and agrees to the following:

A | I, the undersigned represent and warrant that the new sign(s) or improvement(s) have been completed and are in compliance with the requirements of the Program and the Rules implementing the Program and are in compliance with all other applicable Village ordinances, codes, rules and regulations.

B | I, the undersigned also represent and warrant that the eligible costs expended by the Applicant in completing the new sign(s) or improvement(s) are in the amount stated above and that the Applicant has not received funds to complete the new sign(s) or improvement(s) from any other public agency or program.

C | I, the undersigned further represent and warrant that the copies of lien waivers, paid invoices, receipts, cancelled checks and credit card statements submitted herewith represent the actual cost of labor, materials and equipment used in constructing and installing the new sign(s) or improvement(s).

D | I, the undersigned agree that the requested payment amount stated above accurately states the full amount to which the undersigned is entitled under the Program and, upon the receipt thereof, the undersigned agrees to release the Village of Mundelein and its officials, employees and agents from any further claims and/or liabilities with respect thereto and agrees to indemnify and hold the Village harmless from any claims by third parties regarding the project.

E | I, the undersigned further agree that, if the business located on the subject property closes or moves out of the Village of Mundelein within three (3) years after the date on which the Village issues its check for the payment amount, the undersigned shall repay the Village an amount equal to the percentage provided in the Program Payback Provision within ninety (90) days following the date on which said business closed or moved out of the Village. (If the Applicant is a tenant, the Owner of the Property must also agree to be jointly and severally liable for the Payback Obligation.

Applicant's Name: _____

(PRINT)

Applicant's Signature: _____

Date of Signing: _____, 20____.

The undersigned Property Owner agrees to be jointly and severally liable with the tenant for the above Payback Obligation.

Property Owner's Name: _____

(PRINT)

Property Owner's Signature: _____

Date of Signing: _____, 20____.

III. APPLICANT'S AFFIDAVIT

The undersigned, being first duly sworn under oath, states that the above information and the copies of paid invoices, receipts, cancelled checks and credit card statements submitted herewith are true, correct and complete to best of the undersigned's knowledge.

(APPLICANT'S SIGNATURE)

Subscribed and Sworn to before me this _____ day of _____, 20____.

Notary Public: _____

(NOTARY SIGNATURE)

My Commission Expires: _____