

VILLAGE OF GLEN ELLYN

COVID 19 Support Grant Program
Application Packet



Village Manager's Office
535 Duane Street — Glen Ellyn, IL 60137 — Telephone 630.547.5345 — Fax 630.547.8849

VILLAGE OF GLEN ELLYN
COVID 19 Support Grant Program
As of September 28, 2020

Purpose

The goal of the Village of Glen Ellyn COVID-19 Support Grant Program is to supplement businesses with costs associated with COVID-19 business expenses incurred between March 1, 2020 through December 1, 2020. The Village Board reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

Assistance Available

Approved expenses are eligible to receive COVID-19 Support Grant funds in an amount not to exceed \$5,000, as determined by the Village Board. Grants will be formally issued after the purchases/improvements are completed and all requested documentation is received and reviewed by the Village to verify completion. All grants will be reviewed on a first come first served basis and the program will close on December 1, 2020 or when all funds for the program are dispersed, whichever comes first.

Eligibility Requirements

- Businesses located in commercial business districts within the corporate limits of the Village of Glen Ellyn are eligible for a grant.
- Bricks and mortar businesses need to have been open and in operation prior to March 1, 2020, within the corporate limits of the Village of Glen Ellyn and must still be in operation upon submittal of application.
- Applicant must have a minimum of a 1-year remaining on their lease.
- Expenses must have a minimum budget of \$2,000.
- Grant applicants will be reviewed on a case by case basis.
- The determination of eligibility and priority for grants is at the discretion of the Village Board, is subject to the scope of the work completed and is subject to funds availability. The Village Board may approve grants up to \$5,000.

Eligible Expenses

This program provides grants to supplement business owners' expenses incurred during the COVID-19 Pandemic. Eligible expenses include but are not limited to:

- Signage regarding COVID-19 safety procedures, including floor decals, wall signage and other necessary messaging;
- Safety partitions;
- Website/Point of Sale system upgrades and purchases related to enhancing or improving on-line/touchless sales;
- Purchase and/or rental of outdoor furniture, tents, heaters or other items to extend outdoor dining opportunities;
- Other purchases related to COVID-19 safety precautions (excluding Personal Protective Equipment (PPE)).

Items not listed above will be considered on a case by case basis.

Ineligible Expenses

Types of expenses not eligible in this program include but are not limited to:

- Cleaning materials;
- Personal Protective Equipment (PPE)
- Ongoing business expenses such as rent, payroll, consulting work, moving expenses, etc.;
- Day-to-day operational costs (e.g. utilities, taxes, maintenance, refuse);

Required Submittals With Application:

- Receipts of all expenses related to COVID-19;
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification;
- A narrative of expenses incurred.

Application and Approval Process

Submission and approval of a complete grant application is required. The applicant must submit all required documents as outlined on the first page of the application. Applicants should expect the review and approval process to take approximately 4 weeks. The application process is outlined below:

- Contact the Economic Development Coordinator for program information and to determine project eligibility.
- Submit a grant application, including all required submittals, to the Economic Development Coordinator.
- The Economic Development Coordinator will review the application and make a recommendation of approval, partial approval or denial of the award application to the

Village Board. Village staff will attempt to review applications within 2 weeks of submittal.

- The application will be considered by the Village Board. The applicant's attendance may be required at Village Board meeting as part of the application approval process. The Village Board typically meets on the 2nd and 4th Monday evenings of every month.
- Expenses must be incurred between March 1, 2020 and December 1, 2020.

Award Process

- Once grant is approved work is completed, applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks and/or credit card receipts), a signed Grant Request Certification form (attached) and Applicant's Affidavit for Grant (attached) as outlined in their final invoices submitted and paid to the Economic Development Coordinator.
- Check is distributed.

VILLAGE OF GLEN ELLYN
COVID-19 Support Grant Application

REQUIRED SUBMITTALS WITH APPLICATION:

- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
- A narrative or current Business Plan that addresses the following:
 - Description of your business why the purchases aided in your business.
 - Itemized list of expenses incurred

BUSINESS OWNER INFORMATION:

Business Owner Name: _____

Home Address: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Fax: _____

Home Phone: _____ Email: _____

DESCRIPTION OF COVID-19 EXPENSES

ITEMIZED COVID 19 INCURRED EXPENSES

COST

ITEMIZED COVID 19 INCURRED EXPENSES	COST
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

TOTAL PROJECT COST:

AMOUNT OF GRANT REQUESTED:

***Applicant MUST submit copies of all receipts showing that the purchases were made or quotes if purchases are going to still be made. Paid receipts will need to be submitted in order to receive the grant.**

APPLICATION CERTIFICATION

I, the undersigned, certify that I have read the program description and requirements for the Village of Glen Ellyn COVID-19 Support Grant Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Village of Glen Ellyn prior to the commencement of construction.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Village of Glen Ellyn and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my award application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees.

Applicant Name (PRINT)

Applicant Signature

Date: _____

*****Office Use Only*****

Application is: _____Approved _____Denied

Village President

Date

Economic Development Coordinator

Date

VILLAGE OF GLEN ELLYN
COVID-19 Support Grant
Grant Request Certification

SUBMITTAL FOR GRANT

Please submit the following information to the Economic Development Coordinator once the purchases are complete and the Village Board has approved the grant for payment:

- This signed Grant Request Certification
- Copies of invoices for purchases made
- Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- A signed and notarized Applicant's Affidavit for Grant form provided by the Village of Glen Ellyn

CERTIFICATION

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Village of Glen Ellyn are true at the time they were made and shall remain true at the time of submittal for Grant under the program. The Village of Glen Ellyn may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable Village Codes and Regulations.

Applicant Name (PRINT)

Applicant Signature

Date: _____

