

VILLAGE OF GLEN ELLYN

Downtown Retail Interior Improvement Award 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**  
**Downtown Retail Interior Improvement Award Program**  
**As of June 12, 2017**

**Purpose**

The goal of the Village of Glen Ellyn Downtown Retail Interior Improvement Award Program is to strengthen the downtown shopping district by attracting new retail businesses, restaurants and by assisting existing retailers with eligible expansion plans in the downtown commercial district. Service businesses like art studios, fitness uses must include 25% of floor space of retail to be eligible. The program supports structural improvements and will not support decorative improvements. The Village Board reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

**Assistance Available**

Approved projects are eligible to receive Downtown Retail Interior Improvement Award in an amount not to exceed \$15,000, as determined by the Village Board. Awards will be formally issued after the interior improvements are completed and all requested documentation is received and reviewed by the Village to verify completion.

**Eligibility Requirements**

- Commercial property owners or retail business owners in the Central Business Districts (C5A or C5B) who are proposing a new or expanding business which meets the eligibility and application requirements are invited to submit applications.
- All new retail businesses that generate retail sales tax can be considered for the award. Existing retail businesses in the Village must expand in the downtown to receive assistance. For the purpose of this program, “expansion” is defined as significantly increasing the retail sales area, enlarging the square footage of the retail space to include expanding into an adjacent space or relocating to a larger space or building an addition on the interior or exterior of an existing building to be used as additional retail space.
- The space must have at a minimum a working fire alarm system in place to apply for this grant. If a fire alarm system is not currently functional and in place, one must be installed as part of this grant application process. Additional funding may be available via the Fire Prevention Award Program.
- Applicant must have a minimum of a 3-year lease.
- Projects must have a minimum budget of \$2,000.

- Financial awards are available to business owners or property owners, for no more than \$15,000 every 3 years, per building, per unit, and is paid based on the following award scale:

Investment			Award
Low		High	
\$ 2,000.00	up to	\$ 3,499.00	\$ 1,000.00
\$ 3,500.00	up to	\$ 4,999.00	\$ 1,750.00
\$ 5,000.00	up to	\$ 7,499.00	\$ 2,500.00
\$ 7,500.00	up to	\$ 9,999.00	\$ 3,750.00
\$ 10,000.00	up to	\$ 12,499.00	\$ 5,000.00
\$ 12,500.00	up to	\$ 14,999.00	\$ 6,250.00
\$ 15,000.00	up to	\$ 17,499.00	\$ 7,500.00
\$ 17,500.00	up to	\$ 19,999.00	\$ 8,750.00
\$ 20,000.00	up to	\$ 24,999.00	\$10,000.00
\$ 25,000.00	up to	\$ 27,499.00	\$12,500.00
\$ 27,500.00	up to	\$ 29,999.00	\$13,750.00
\$ 30,000.00	up to	+	\$15,000.00

- All contractors working on the project must be registered with the Village Planning and Development Department prior to building permits being issued.
- Award applicants will be reviewed on a case by case basis. Uses that have the potential to increase foot traffic and improve the pedestrian experience will be preferred.
- The determination of eligibility and priority for awards 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 awards up to \$15,000.

### Eligible Improvements

This program provides awards for permanent tenant and building code improvements necessary to open a new, or expand an existing, downtown retail or restaurant business. Eligible improvements must remain with the improved building to be considered permanent. Types of improvements include but are not limited to:

- Walls – as they are expanding the current available retail space or are in need of structural repair for the integrity of the building;
- Ceilings – restoring historic elements such as original tin ceilings or structural repairs for the integrity of the building;
- Accessibility improvements for handicapped persons;

- Significant energy conservation enhancements consistent with LEED standards;
- Electrical service upgrades;
- Fire Alarm systems;
- Fire sprinkler system installations or upgrade, including any needed water service improvements;
- Utility related improvements (heating, air conditioning, plumbing, electrical);
- Other extraordinary expenses related to improvements required by government codes or regulations.

Projects not listed above will be considered on a case by case basis. In general, changes to the project scope will not be considered for supplemental assistance after award approval is obtained. Unforeseeable changes will be considered on a case by case basis.

### **Ineligible Improvements**

This program does not support decorative/business specific improvement items such as paint, tiles, flooring or other items that would not be a permanent improvement. Types of improvements not eligible in this program include but are not limited to:

- Façade improvements (see separate Village of Glen Ellyn Retail Façade Improvement Award Program);
- Acquisition of land or buildings;
- Product inventory;
- Interior signage;
- Lighting fixtures;
- Hard surface materials for non-retail exterior space (parking lots, sidewalks, etc.);
- Display window enhancements (hanging grid system, lighting, display shelf, etc.);
- Media marketing and advertising ;
- Ongoing business expenses such as rent, payroll, consulting work, moving expenses, etc.;
- Day-to-day operational costs (e.g. utilities, taxes, maintenance, refuse);
- Exterminator services;
- Landscaping;
- Paint, tile or other design elements.

The Downtown Retail Interior Improvement Award is not a reimbursement or direct payment for the costs of interior improvements. Rather, the award is designed to encourage business to make their own investment into interior improvements. Awards are only valid if the interior improvement in question is completed within a year of the date of the Award approval. Written requests for time extensions may be considered by the

### **Required Submittals With Application:**

- Signed lease, committing to minimum of a 3-year lease term is required for all new and relocating businesses (if a lease has not yet been signed, disbursement of the approved funds will be contingent on the Village receiving a signed lease).
- Signed vendor contract(s) with detailed costs for each proposed improvement. Any selected contractor(s) must be registered with the Village's Planning and Development Department prior to beginning any work on site.
- Consent from the building owner for proposed improvements, by signature on the attached form.
- Digital photos depicting the interior areas where proposed improvements will take place.
- 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 and the related industry.
  - Features and advantages of your product and how improvements sought will improve the business and/or benefit Village.
  - List any unusual or unexpected difficulties faced in making the proposed improvements or completing the work.
  - Credentials and experience of business owner.
  - Market research and analysis including a definition of your current or anticipated customers and where they come from. May also include information on future customer markets as a result of interior improvements (i.e. will improvements attract new customers).

### **Application and Approval Process**

Submission and approval of a complete award application is required prior to the completion of any improvements eligible for assistance. 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 applicant must secure any required Village approvals, licenses or permits prior to starting improvements. The application process is outlined below:

- Contact the Economic Development Coordinator for program information and to determine project eligibility.
- Submit an award 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 is required at Village Board meeting as part of the application review process. The Village Board typically meets on the 2nd and 4th Monday evenings of every month.
- Proposed improvements must be completed and the business must be operational within one year of award approval by the Village Board.

**Award Process**

- Once 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 Award Request Certification form (attached) and Applicant’s Affidavit for Award (attached), a Contractor’s Affidavit that the work was complete as outlined in their final invoices submitted and paid to the Economic Development Coordinator.
- The Economic Development Coordinator along with the Planning and Development Department reviews completed project and work for conformance to the application and the Village Code.
- Check is distributed.

**Pay Back Provision**

The following pay back schedule will apply if an award recipient business closes or moves out of Glen Ellyn within 3 years of receiving a Downtown Retail Interior Improvement Award.

<b>Out of Business</b>	<b>&lt; 1 Year</b>	<b>1-2 Years</b>	<b>2-3 Years</b>
<b>% of Award Repaid to the Village</b>	<b>75%</b>	<b>50%</b>	<b>25%</b>

The applicant agrees to this provision when she/he signs the Application Certification and Award Request Certification.

**VILLAGE OF GLEN ELLYN**  
**Downtown Retail Interior Improvement Award**

**REQUIRED SUBMITTALS WITH APPLICATION:**

- Signed lease, committing to minimum of a 3-year lease term is required for all new and relocating businesses (if a lease has not yet been signed, disbursement of the approved funds will be contingent on the Village receiving a signed lease).
- Signed vendor contract(s) with detailed costs for each proposed improvement.
- Consent from the building owner for proposed improvements, by signature on the attached form.
- Digital photos depicting the interior areas where proposed improvements will take place.
- 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 and the related industry.
  - Features and advantages of your product and how improvements sought will improve the business and/or benefit Village.
  - List any unusual or unexpected difficulties faced in making the proposed improvements or completing the work.
  - Credentials and experience of business owner.
  - Market research and analysis including a definition of your current or anticipated customers and where they come from. May also include information on future customer markets as a result of interior improvements (i.e. will improvements attract new customers).
  - Describe or demonstrate why these improvements would not take place “but for” the award program.

**BUSINESS OWNER INFORMATION:**

Business Owner Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If tenant, what is the expiration date of your current lease? \_\_\_\_\_

If buyer under contract or tenant, who is the property owner? \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Property Owner Fax: \_\_\_\_\_

Property Owner E-mail: \_\_\_\_\_

**DESCRIPTION OF PROPOSED IMPROVEMENTS**

---

---

---

---

---

---

---

---

---

---

**ITEMIZED ACTIVITY DESCRIPTION**

**COST**

ITEMIZED ACTIVITY DESCRIPTION	COST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL PROJECT COST:** \_\_\_\_\_

**AMOUNT OF AWARD REQUESTED:** \_\_\_\_\_



**APPLICATION CERTIFICATION**

I, the undersigned, certify that I have read the program description and requirements for the Village of Glen Ellyn Downtown Retail Interior Improvement Award 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. I further understand all eligible improvements identified in support of the award are permanent fixtures and will remain with the building.

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. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the award packet.

\_\_\_\_\_  
Applicant Name (PRINT)

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_

**CONSENT FROM PROPERTY OWNER (Required if different from Applicant)**

\_\_\_\_\_  
Property Owner Name (PRINT)

\_\_\_\_\_  
Property Owner Signature

Date: \_\_\_\_\_

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

Application is: \_\_\_\_\_Approved \_\_\_\_\_Denied

\_\_\_\_\_  
Village President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Economic Development Coordinator

\_\_\_\_\_  
Date

**VILLAGE OF GLEN ELLYN**  
**Downtown Retail Interior Improvement Award**  
**Award Request Certification**

**SUBMITTAL FOR AWARD**

Please submit the following information to the Economic Development Coordinator once approved work is complete for award payment:

- This signed Award Request Certification
- Copies of invoices stamped “PAID” from all contractors, companies, individuals
- Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- Digital Photos of all building facades visible from the public right-of-way.
- A signed and notarized Applicant’s Affidavit for Award form provided by the Village of Glen Ellyn
- Contractor’s Affidavit for Award (attached)

**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 Award under the program. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the award packet. 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 award program or applicable Village Codes and Regulations.

\_\_\_\_\_  
Applicant Name (PRINT)

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_

**APPLICANT'S AFFIDAVIT FOR AWARD**

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF DUPAGE        )

TO:   The Village of Glen Ellyn

The undersigned, \_\_\_\_\_ (Name), being duly sworn, deposes and says that he or she is the Owner/Tenant (strike one) of the property located at \_\_\_\_\_ (the "Premises") and has applied for a Downtown Retail Interior Improvement Award from the Village of Glen Ellyn, in the amount of \$ \_\_\_\_\_, for interior improvements to the following commercial structure: \_\_\_\_\_(the "Work.").

The attached proof of payment is true, correct, and genuine, and delivered unconditionally and the work set forth in said proof of payment has been completed and/or the materials set forth in the attached proof of payment has been used in connection with the Work in the Premises.

Upon payment of \$\_\_\_\_\_ from the Village of Glen Ellyn, there shall be nothing due or to become due from the Village of Glen Ellyn in connection with the disbursement of the approved award amount from the Village of Glen Ellyn based on the documentation submitted to the Village of Glen Ellyn for the Work set forth in said proof of payment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

SUBSCRIBED AND SWORN to  
before me this \_\_\_\_day of  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

**CONTRACTOR’S AFFIDAVIT FOR WORK COMPLETED**

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF DUPAGE     )

TO:   The Village of Glen Ellyn

The undersigned, \_\_\_\_\_ (Name), being duly sworn, deposes and says that he or she is the Owner/Employee (strike one) of \_\_\_\_\_ Construction Company (the “Contractor”) and has completed work for \_\_\_\_\_, (the “Applicant) recipient of the Village of Glen Ellyn Downtown Retail Interior Improvement Award Program.

The attached proof of payment is true, correct, and genuine, and delivered unconditionally and the work set forth in said proof of payment has been completed and/or the materials set forth in the attached proof of payment by the Contractor for the Applicant.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

SUBSCRIBED AND SWORN to  
before me this \_\_\_\_day of  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public