

VILLAGE OF GLEN ELLYN

**Downtown Beautification Award Program**



Village Manager's Office

535 Duane Street — Glen Ellyn, IL 60137 — Telephone 630.547.5345 — Fax 630.547.8849

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**VILLAGE OF GLEN ELLYN**  
**Downtown Beautification Award Program**  
**As of October 25, 2022**

**Purpose**

The goal of the Village of Glen Ellyn Downtown Beautification Award Program is to supplement downtown businesses with expenses associated with exterior improvements not covered by other existing award programs. Purchases made between September 1, 2022 and December 31, 2027 may be eligible. 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 Downtown Beautification Award funds in an amount not to exceed \$3,000, as determined by the Village Board. Awards will be formally issued after the purchases/improvements are completed and all requested documentation is received and reviewed by Village Staff to verify completion. All awards will be reviewed on a first come first served basis and the program will close on December 31, 2027.

**Eligibility Requirements**

- Businesses must be located within Glen Ellyn's Central Business District TIF District.
- Bricks and mortar businesses need to have been open and in operation prior to January 1, 2022, 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 total budget of \$1,500.
- Award applicants will be reviewed on a case-by-case basis.
- The determination of eligibility for awards is based on the eligible expenses list below and is subject to funds availability. Applicants may request up to \$3,000 one-time during the duration of the program.

**Eligible Expenses**

This program provides awards to supplement business owners' expenses incurred in beautifying their business. All improvements must still apply for and receive applicable permits from the Village's Community Development Department. Eligible expenses include but are not limited to:

- New or replacement awnings, including structure, fabric, and/or design;
- Concrete planters that meet Village's design codes and guidelines;
- Projecting signs;

- Decking materials, barricades and/or lighting for outdoor dining platforms;
- Material costs for murals.

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:

- Landscaping;
- Plants for planters;
- Labor costs for installation of decking or murals;
- 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;
- 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 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 Manager.
- Expenses must be incurred between September 1, 2022 and December 31, 2027.

### **Award Process**

- Applicant shall submit all paperwork with receipts of materials purchased, proof of payment (copies of canceled checks and/or credit card receipts) and any permits required from Community Development Department must be closed out.
- Check is distributed.

**VILLAGE OF GLEN ELLYN**  
**Downtown Beautification Award Program**

**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 aid your business.
  - Itemized list of expenses incurred

**BUSINESS OWNER INFORMATION:**

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

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

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

Address of Property: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

**DESCRIPTION OF EXPENSES**

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**ITEMIZED INCURRED EXPENSES**

**COST**

ITEMIZED INCURRED EXPENSES	COST
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**TOTAL PROJECT COST:**

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**AMOUNT OF AWARD REQUESTED:**

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**\*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 award.**

**APPLICATION CERTIFICATION**

I, the undersigned, certify that I have read the program description and requirements for the Village of Glen Ellyn **Downtown Beautification 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.

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 Manager

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**VILLAGE OF GLEN ELLYN**  
**Downtown Beautification Award Program**  
**Grant Request Certification**

**SUBMITTAL FOR AWARD**

Please submit the following information to the Economic Development Coordinator once the purchases are complete for payment:

- This signed Award 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 Award 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: \_\_\_\_\_

**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 (strike one) of the business located at \_\_\_\_\_ (the "Premises") and has applied for a **Downtown Beautification Award Program** from the Village of Glen Ellyn, in the amount of \$ \_\_\_\_\_, for purchases made to support my business.

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 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 grant 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