

City of Zion

Business Retention Grant Program

In the interest of encouraging businesses to locate, expand and grow in Zion, the city is offering limited grant assistance for exterior building improvements. The objective of this partnership is to provide safe, clean, inviting shopping, dining, service and employment opportunities for our community. **All applications must be delivered to the Office of Economic Development at Zion City Hall, 2828 Sheridan Road, Zion, IL.**

All Applicants must meet and agree to the following conditions for grant consideration:

- Applicant **MUST** be an established business within the Zion city limits with legitimate tax and licensing records available for review, if requested.
- Business must **NOT** be located in an existing TIF District. To confirm TIF boundaries, please contact our office at (847) 746-4015.
- Business **MUST** have proper zoning for all its operations and be in substantial compliance with city codes and ordinances before any funds can be disbursed.
- **NO** home-based or Internet companies are eligible for this offering.
- Applicants who received any city funding during the last five years are **NOT** eligible for this offering.
- Applicant accepts that this is a reimbursement program only. All receipts, waivers and inspections must be completed and submitted for repayment within six months of the project being approved by the City Council.
- Applicant understands that the Business Retention Grant provides for 50% of the total approved project costs or up to \$10,000, whichever is less.
- Grant funds **CANNOT** be used to pay for lender application fees or interest charges.
- All work **MUST** be approved by the city and completed by registered, licensed contractors, unless Building, Engineering or Fire codes allow otherwise.
- Applicant represents that the information contained in the application and attached data is a true and factual representation of their business and project.
- Any failure by the applicant to meet these conditions will forfeit any and all claim to any reimbursement unless otherwise provided by City Council action.
- Applicant acknowledges that the City of Zion has no obligation to provide any grants or direct financial assistance to businesses; however, it is the city's desire to encourage and support businesses that provide a strong tax and employment base, thereby contributing to the overall economic health of our community.

APPLICATION FORM: Business Retention Grant

NAME OF BUSINESS: _____

WHAT TYPE OF BUSINESS (corporation, DBA, Sole Proprietor, etc.):

ADDRESS OF BUSINESS OPERATIONS:

NAME(S) OF BUSINESS OWNER:

PHONE(S):

E-MAIL:

DO YOU OWN OR LEASE THE PLACE OF BUSINESS?

IF LEASED, PLEASE PROVIDE THE NAME OF THE BUILDING OR SPACE OWNER:

HOW LONG HAVE YOU BEEN IN BUSINESS AT THIS LOCATION?

IF LESS THAN THREE YEARS, PLEASE PROVIDE PRIOR ADDRESS:

GIVE A BRIEF DESCRIPTION OF YOUR COMPANY'S HISTORY?

WHAT TYPE OF PRODUCT OR SERVICE DO YOU PROVIDE?

WHAT TYPE OF BUSINESS IS THIS (corporation, DBA, Sole Proprietor, etc.):

HOW MANY EMPLOYEES, INCLUDING YOU, ARE FULL-TIME? _____

HOW MANY EMPLOYEES, INCLUDING YOU, ARE PART-TIME? _____

WHAT ARE YOUR HOURS OF OPERATION? _____

WHOM DO YOU CONSIDER YOUR MARKET OR CLIENT?

WHAT DO YOU CONSIDER YOUR COMPANY'S GREATEST ASSET?

WHAT DO YOU CONSIDER YOUR COMPANY'S GREATEST LIABILITY?

WHAT IMPROVEMENTS ARE YOU PLANNING TO MAKE IF A GRANT SHOULD BE APPROVED FOR YOUR BUSINESS?

WHAT IS THE TOTAL ESTIMATE OF COSTS FOR THIS PROJECT?

PLEASE PROVIDE NAME(S) OF THE LICENSED CONTRACTOR(S) FOR THIS PROJECT:

HAVE YOU MET WITH CITY STAFF TO REVIEW YOUR PLANS? IF SO, WHEN?

HAVE YOU APPLIED FOR FINANCING, AND IF SO, PLEASE GIVE THE NAME OF THE LENDER?

HAS YOUR BUSINESS RECEIVED ANY FINANAIAL ASSISTANCE OR INCENTIVE FROM THE CITY OF ZION DURING THE LAST FIVE (5) YEARS? IF SO, PLEASE PROVIDE DETAILS:

Please attach the following items:

- Drawing of all planned improvements and their location on the subject property
- Architectural plans, if warranted by scope of work
- Written list of all planned improvements in approximate order of completion
- Letter from Building and Fire Departments that the subject property is in substantial compliance with all city codes and ordinances, including zoning
- Letter or other proof from your lender that this project is fully funded since this is a reimbursement program only. If approved, your lender will receive notification of your grant amount and terms to support the loan.

RETURN COMPLETED GRANT APPLICATION TO DEPARTMENT OF ECONOMIC DEVELOPMENT AT ZION CITY HALL .

I understand this is a reimbursement program and that I must obtain financing and complete the work within six months of being approved to receive any grant funds from the City of Zion. I understand the completed work must be inspected and found to be in substantial compliance with city codes and ordinances in order to receive any reimbursement payment. I understand the maximum grant is \$10,000 or up to 50% of the total project costs, whichever is less. I understand I am responsible for obtaining permits and hiring licensed contractors, if required, to perform all work described above. I understand that any late or rejected grant application will be returned and I am NOT eligible to reapply in the same fiscal year. I understand that all paperwork, plans and application must be delivered in a single packet to Zion City Hall. I understand the City Council has sole authority over the final determination of which projects will be funded, if any, and only the City Council can grant an extension and then only under the harshest of circumstances.

Applicant Printed Name: _____

Applicant Signature: _____

Dated this _____ day of _____, 20_____

City Acknowledgement of Receipt:

_____ Date _____