



RETAIL BUSINESS BUILD-OUT GRANT APPLICATION

Development Services Department

The Retail Business Build-Out Grant Program is intended to strengthen targeted retail business activity in the Village's shopping districts. Recipients can be eligible for reimbursement of up to 50% of the cost incurred to locate or expand a business within the Village (up to \$15,000). Participants must have a sales tax generating business and must install at least \$5,000 in eligible improvements.

Please complete the following in its entirety, provide the required documentation, and sign the statement below prior to submitting your application for consideration.

Property Owner Information			
Full Name	<i>Last:</i>	<i>First:</i>	
Owner Address	<i>Number, Street, & Unit:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
Contact Information	<i>Phone:</i>	<i>Email:</i>	
Company Name			
Property Information			
Property Address	<i>Number, Street, & Unit:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
PIN(s)			
Applicant Information (if different than property owner information)			
Full Name	<i>Last:</i>	<i>First:</i>	
Address	<i>Number, Street, & Unit:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
Contact Information	<i>Phone:</i>	<i>Email:</i>	
Company Name			

DESCRIPTION OF WORK:

Estimated Cost of Eligible Improvements (material and labor): _____

Requested Grant Amount: _____

Anticipated Project Start Date: _____

Anticipate Project Completion Date: _____

GENERAL SUBMITTAL REQUIREMENTS

- Completed Application
- Proof of Ownership, Executed Lease Agreement, or Letter of Intent
- [Affidavit of Owner's Consent](#)
- [Disclosure of Beneficiaries](#)
- Two Work Quotations from Qualified Contractors
- Business Plan

PLEASE READ THE FOLLOWING AND SIGN BELOW:

- a. The applicant is encouraged to schedule a [pre-application meeting](#) with the Village prior to submitting this application.
- b. The applicant confirms that they have reviewed and agrees to comply with the Retail Business Build Out Program Guidelines.
- c. The applicant acknowledges that this application is subject to review by the Economic Development Commission and approval by the Village Board.
- d. The applicant acknowledges that all grant awards are subject to funding by the Village Board during the budget process in each fiscal year. The Village Board reserves the right to discontinue the Retail Business Build Out Program at any time for any reason without notice.
- e. The applicant understands that if more applications are received than current funding levels can accommodate, the Development Services Department will prioritize them on the basis of the date of receipt of the completed application.

Printed Name of Applicant: _____

Signature of Applicant: _____

Date: _____