



## Small Business Capital Grant Application

On Monday, September 20, 2021, the Village Board approved \$250,000 for a Small Business Capital Investment Grant Program to assist small businesses who have been impacted by the COVID-19 pandemic. The purpose of this grant is to stimulate economic growth by helping small businesses make capital investments they may not have been able to do otherwise (and which have not already been paid for by other forms of government assistance).

The Small Business Capital Investment Program authorizes each qualifying applicant to be granted up to \$10,000 in 1:1 matching funds for capital projects, subject to funding availability. Grants will be paid in arrears upon submittal of paid invoices and a signed affidavit of completed project. Applications for the Small Business Capital Investment Grant will be accepted until funds are fully expended.

Please read the information and FAQ sheets for more details on this program. Fill out the required information below, sign, and submit applications along with required documentation to [smallbusiness@village.gurnee.il.us](mailto:smallbusiness@village.gurnee.il.us).

<b>Applicant Information</b>	Business Legal Name	Gurnee Business License #
	Business DBA Name	Federal Tax ID#/EIN# <i>Upon grant award, W9 required</i>
	Applicant (Business Owner or Authorized Agent) - please print:  Name: Title: Phone: Email:	
<b>Property Information</b>	Address of Project for which Grant is Sought	PIN#(s)
	If multi-tenant center, the improvements are for:  ____ common area ____ specific tenant spaces (suite #'s: _____)	
	Property Owner If different from Applicant – please print:  Name: Title: Phone (xxx-xxx-xxxx): Email:	



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<b>Required Documentation</b>	Please fill out the fields below with the requested information. Submit with this application all contractor quotes or invoices, receipts, drawings/renderings, plans, before/after photos, and/or other details the Applicant deems helpful to the grant review process, which set forth the <b>cost</b> and <b>scope</b> of the Capital Project proposed for grant funding.	
<b>Proposed Capital Project Description</b>	Current/Prior Conditions:	
	Description of Proposed Capital Project/Scope of Work:	
	Total Project Budget :\$ _____ <i>Attach all proposal estimates, contracts, or written documentation supporting or verifying estimated cost of project.</i>	Grant Amount Requested:\$ _____ <i>Request cannot exceed more than 50% of total eligible costs of Capital Project, up to a maximum grant amount of \$10,000.</i>
	Please describe how Project advances the goals of the Small Business Capital Grant Program:	
	Work already completed? __ Yes Date of Completion (mm/dd/yyyy): _____ __ N Proposed Start Date (mm/dd/yyyy): _____ Proposed Completion Date (mm/dd/yyyy): _____	



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## Applicant's Acceptance of SBCG Terms & Conditions, including:

### Reimbursement Process:

- If Applicant is awarded funds from the Small Business Capital Grant Program, the Applicant must submit receipts of substantial completion for the scope of the approved project and sign a provided affidavit of completed project within 60 days of completion. All required documentation, including pictures of completed project, must be submitted to [smallbusiness@village.gurnee.il.us](mailto:smallbusiness@village.gurnee.il.us). The Village will then provide the Applicant a one-time reimbursement for the approved amount. The Applicant applying for the grant will provide a W-9 upon notification of grant award.

### Each applicant ensures:

- No contractor liens exist on the proposed location prior to or upon completion of the grant-funded project.
- The business is not associated (including as a franchisee) with a brand of 20 or more locations, with one exception: business associated with national brand has changed locations within the Village of Gurnee during eligible period, incurring eligible expenses in so doing.
- Business associated with this application is not a grocery store, pharmacy, fuel station, packaged liquor, vape/smoke, body modification establishment, provide professional services or a hotel/motel.
- The business and contractor will obtain all necessary permits and comply with all Village permit requirements.
- The Applicant will complete the project within 18 months of award.

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I, Applicant, attest that the statements on this form are true and complete. I understand that if at any time my Project fails to comply with any applicable laws or regulations it will be ineligible for a Grant, and I agree to forfeit all rights pursuant to recovery of claims or damages. I attest that neither I, nor this Business, has received any federal, state, local grant funding for the Project listed herein.

Applicant Signature

Date (mm/dd/yyyy)

If request for grant for property not owned by applicant, property owner consent is required. I, Trustee or Owner of the property at the foregoing Address, grant Applicant authority to implement the improvements identified herein and attest to the absence of any contractor liens on this Address.

Property Owner Signature

Date (mm/dd/yyyy)

**Please submit completed application form with signatures and all required documentation to: [smallbusiness@village.gurnee.il.us](mailto:smallbusiness@village.gurnee.il.us).**