



# Small Business Capital Grant Application & Agreement

The Village of Gurnee is proud to offer the Small Business Capital Investment Grant. For details about the program, visit [www.gurnee.il.us/smallbusinessgrant](http://www.gurnee.il.us/smallbusinessgrant). 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).

The Village of Gurnee now offers two types of grants:

- Transformational Grant - proposed projects over \$100K; 1:1 match up to \$50K; application period is once annually. Two grants of this size will be awarded.
- Impact Grant- Any project size; rolling application period. Grants will be awarded until funds have been fully exhausted.

Please select the grant to which you are applying:

**Transformational Grant**

**Impact Grant**

<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 (xxx-xxx-xxxx): Email:	
<b>Property Information</b>	Address of Project for which Grant is Sought	PIN#(s)
	If multi-tenant center, the improvements are for:  <input type="checkbox"/> common area <input type="checkbox"/> 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>	<p>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 cost and scope of the Capital Project proposed for grant funding. Attach a separate sheet if necessary. Transformational Grant Applicants can submit an optional 5-minute video describing the project they are submitting.</p>	
<b>Proposed Capital Project Description</b>	<p>Current/Prior Conditions:</p>	
	<p>Description of Proposed Capital Project/Scope of Work:</p>	
	<p>Total Project Budget (<i>must match below</i>):\$ _____</p> <p><i>Attach all proposal estimates, contracts, or written documentation supporting or verifying estimated cost of project.</i></p>	<p>Grant Amount Requested:\$ _____</p> <p><i>Request cannot exceed more than 50% of total eligible costs of Capital Project, up to a maximum grant amount of \$10,000.</i></p>
	<p>Please describe how Project advances the goals of the Small Business Capital Grant Program:</p>	
	<p>Work already completed?</p> <p><input type="checkbox"/> Yes Date of Completion (<i>mm/dd/yyyy</i>): _____</p> <p><input type="checkbox"/> N Proposed Start Date (<i>mm/dd/yyyy</i>): _____ Proposed Completion Date (<i>mm/dd/yyyy</i>): _____</p>	



## Small Business Capital Grant Application

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

#### Reimbursement Process:

- If Applicant is awarded funds from the Small Business Capital Investment Grant Program, the Applicant must submit paid receipts of substantial completion for the scope of the approved project OR 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 business applying for the grant will provide a W-9 upon notification of grant award.

#### Each applicant ensures:

- The property or entity applying have confirmed no contractor liens exist on the proposed location prior to or upon completion of the grant-funded project.
- Must not be 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 notification.

Applications for the Small Business Capital Investment Grant will be accepted until funds are fully expended.

I, Applicant, attest that the statements on this form are true and complete. I understand that if 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 or private grant funding for the Project listed herein.

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Applicant Signature

Date (mm/dd/yyyy)

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.

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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).**