



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
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www.villageofglencoe.org

Small Business Improvement Program Application

This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to info@villageofglencoe.org or print and mail, fax or deliver the form to the department listed at the end of this form.

Section A: General Information

Business Name: _____

Street Address: _____ Business Type: _____

Applicant Name: _____ Phone Number: _____

Address (City, State, ZIP): _____

Section B: Project Description

Please describe the proposed improvements in detail:

Please describe how the proposed meet Program goals:

Section C: Supplemental Documentation

Please submit the following materials at the time of submission:

- Financial statement indicating status as small business
- Architect's design drawings
- Cost estimates/quotations: In accordance with the Village's purchasing policies and procedures manual, it is recommended that three (3) written competitive cost estimates be obtained for all eligible expenditures proposed under this program

Section C: Acknowledgement and Signature

The Applicant _____ asserts that the preceding information is true, correct and will comply with all Village regulations applicable to this program. The applicant fully understands that the Village Manager's Office can make no variances to the guidelines or requirements, except as authorized in writing. The applicant fully understands that if his/her project at any time fails to meet federal regulations or municipal ordinances; he/she will be ineligible for a rebate and agrees to forfeit all rights pursuant to the acquisition or recovery of any claims or damages regarding those funds. The applicant also agrees to comply with the program guidelines in the Small Business Improvement Program (SBIP) program description. The applicant agrees that in the event of their breach of any condition or provision, as described in the Small Business Improvement Program, or whenever it is deemed to be in the best interest of the Village, the Village of Glencoe has the right to terminate this agreement, on thirty (30) days' notice and to cancel this agreement, without prejudice to any other rights or remedies of the Village. If the applicant is other than the owner of the property, written consent by the property owner must be provided below. The applicant understands that he/she must submit detailed cost documentation, including canceled checks, bills, copies of building permits and architectural drawings.

Applicant Signature: _____ Date: _____

I certify that I, the trustee and/or owner of the property at _____ give the above signed applicant authority to implement improvements at the above property, as may be required under the Small Business Improvement Program.

Property Owner Name (printed): _____

Property Owner Signature: _____

Please, e-mail, mail, fax or deliver this form with any supporting material to:

Village Manager's Office
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

Phone: (847) 835-4114 | Fax: (847) 835-1785 | E-mail: info@villageofglencoe.org