



VILLAGE OF GLENCOE

VILLAGE MANAGER'S OFFICE

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SMALL BUSINESS IMPROVEMENT PROGRAM APPLICATION

Project Location & Business Name: _____

Type of Business Activity: _____

Applicant Name: _____ Email: _____

Address, City, State, Zip: _____

Home Telephone: _____ Work Telephone: _____

If Other than Applicant, Property Owner's Name: _____

Address, City, State, Zip: _____

Home Telephone: _____ Work Telephone: _____

Description of Proposed Improvements (Use Additional Sheets, as Necessary):

Briefly Describe How the Proposed Improvements Will Advance the Goals of the Program:

Please submit the following materials with application at 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

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 Name

Applicant’s Signature

If the Applicant is other than the Owner of the building, the following must also be completed:

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’s Name

Property Owner’s Signature
