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New 2024 Business Registration Renewal Process

Thank you for your patience! The City of Highland Park recently launched a new licensing platform. Some business owners may have already received an automated communication via the new licensing platform from egnotify@cityhpil.com. The email was a generic notification automatically generated by the software and does not include any account-specific detail. The license renewal link included in the auto-generated email is active, and you may follow the prompts to create an account and renew your license(s). **Please note: your online account is linked to the email address that the City has on file for you. Be sure to use the email address to which the renewal message was sent when activating your account.**

Additional correspondence will be sent to all businesses today, **Wednesday, November 8**. This correspondence will include instructions on creating an online account, completing the 2024 Business License Renewal process online, and viewing/paying invoices. Businesses that did not provide an email address to the City will receive renewal instructions via USPS.

Seeking Early Voting Locations



The City of Highland Park is working with the Lake County Clerk's Office to find a location for early voting. Serving as an election day early voting site makes sure that people can cast their ballot in an accessible manner. We are seeking facilities that meet the following requirements:

Early voting site requirements:

1. Accessible parking
2. Working elevator (if voting area is in the basement or an upper floor)
3. Voting area should be adequate for four workstations, voting booths, and election equipment (recommended **minimum** square footage 700 SF)
4. Ability to secure voting equipment overnight during early voting period
5. Compensation may be negotiable with the venue

Hours for early voting

March 4-10:

- Monday to Friday: 9 AM to 5 PM
- Saturday: 9 AM to 2 PM
- Sunday: 10 AM to 4 PM

March 11-17:

- Monday to Friday: 9 AM to 7 PM
- Saturday and Sunday: 9 AM to 4 PM

March 18:

- Monday: 9 AM to 7 PM

October 21- 27:

- Monday to Friday: 9 AM to 5 PM
- Saturday: 9 AM to 2 PM
- Sunday: 10 AM to 4 PM

October 28 to November 3:

- Monday to Friday: 9 AM to 7 PM
- Saturday and Sunday: 9 AM to 4 PM

November 4:

- Monday: 9 AM to 7 PM

We welcome the opportunity to discuss further. Please contact City Manager, Ghida Neukrich at 847.926.1000 or via email: cityhp@cityhpil.com.

Home Sweet Home for the Holidays



The Downtown Highland Park Alliance is pleased to announce its Home Sweet Home for the Holidays series of events on four themed Saturdays: November 18, from 3-5 PM, and December 2, 9 & 16 from 2-4 PM. The public is invited to come out to celebrate the season throughout downtown Highland Park and get their holiday shopping done, while enjoying street entertainers, carolers, specials and treats!

November 18, 3-5 PM: Kicking off with the annual Sugar Plum Shopping Spree at participating downtown Highland Park businesses all day long, Port Clinton Square will be home to Santa and his elves, hot cocoa, cider, cookies, candy canes, and holiday carolers from 3-5 PM, leading up the City of Highland Park's Holiday Tree Lighting Ceremony at 5 PM.

December 2, 2-4 PM: Celebrate The Festival of Lights and enjoy klezmer music, sufganiyot (jelly donuts), a visit from Hanukkah Harriet and kids crafts in Port Clinton Square.

December 9, 2-4 PM: Downtown Highland Park will transform into a Candyland-themed wonderland with Lady Lollipop, Lord Licorice, the gingerbread man, holiday carolers, and a Candyland-themed scavenger hunt!

December 16, 2-4 PM: Hot Cocoa Crawl throughout participating downtown Highland Park businesses and Gingerbread House making located and

sponsored by Renaissance Place, with carolers and elves.

Visit [enjoyhighlandpark](http://enjoyhighlandpark.com) for more information!

Facade Grants Available to Eligible Small Businesses

The City of Highland Park's Small Business Facade Improvement Program (SBFIP) provides assistance and incentive to commercial property owners and local businesses within commercial business districts to improve the appearance and functionality of their property and place of business. The SBFIP is available for small business operators and commercial



property owners citywide. Eligible owners of commercial/retail buildings and small business owners operating within a commercial/retail building may apply for a City grant that may reimburse up to 50% of the approved eligible improvement(s) to a maximum of \$5,000 per project. A small business is defined as having a net worth of less than two million dollars, and as showing less than an average of two hundred thousand dollars in profit per year for two years after taxes. The following are a few examples of eligible expenses:

- Installing new awnings/signage
- Replacing, repainting, or restoring exterior doors
- Repairing or upgrading exterior lighting
- Painting building exterior

**Small Business Facade Improvement Grant
Program**

Illinois EPA : Electric Vehicle Rebate Program Funding



Illinois EPA Electric Vehicle Rebate Program Funding

[The Illinois Environmental Protection Agency](#) (Illinois EPA) is announcing that the next funding round for Illinois' Electric Vehicle (EV) Rebate Program will open Wednesday, November 1, 2023, and run through Wednesday, January 31, 2024. Individuals who purchase a new or used all-electric vehicle from an Illinois licensed dealer, meet all other eligibility requirements, and apply during the rebate cycle will be eligible for a rebate as long as funds are available. Questions about the EV Rebate Program may be submitted to EPA.EV@Illinois.gov.

Small Business Development Center: No-Cost Business Counseling



[Small Business Development Centers](#) (SBDC) are located throughout the state and provide information, confidential business guidance, training, and other free resources for start-ups and existing small businesses. If you need help with a business plan, marketing, financial bookkeeping, finding grants, starting and growing a business, click [HERE](#). To find a Center near you, click [HERE](#). Please note that many SBDCs do provide Spanish assistance. If you need help finding an SBDC that provides Spanish assistance, please contact Diana Alfaro at diana.alfaro@illinois.gov.

Community Navigator Business Support Program

[Community Navigators](#) is a support program to assist small businesses, particularly minority, women, rural, and veteran-owned businesses. They provide outreach to raise awareness on federal and state programs, and provide 1:1 technical assistance, etc. For more information, please click [HERE](#).

Hello Alice Small Business Grant Program



Discover small business grants for every stage of your small business adventure. Grant opportunities are recommended based on your unique profile and delivered to your inbox weekly. The search for free money doesn't get any easier! In partnership with the Global Entrepreneurship Network (GEN) and with funding from Etsy and Progressive, [Hello Alice](#) is a free online platform that helps businesses launch and grow through every step of their entrepreneurial journey. The Small Business Growth Fund provides small business owners with knowledge, funding, networking opportunities, and peer-to-peer connections with more than one million small business owners.

[Learn about Hello Alice funding opportunities.](#)

SCORE Mentoring at the Highland Park Public Library & Free Webinars

SCORE offers in-person or virtual sessions using phone, email, or video

All sessions are free and confidential. SCORE mentors are successful business professionals, some retired, some working, from all industries and experiences.



SCORE recently added a new [YouTube channel](#) where all previously recorded webinars can be accessed.

To schedule an in-person or virtual session, visit score.org/northchicago and register to "Find a Mentor". You will be asked to provide the nature of your business interest. Please include whether you prefer in-person or virtual mentoring (phone, email, video) and note the **Highland Park Public Library** even if you prefer a virtual session.

Upcoming November Webinars:

- **How to Start a Business Without Access to Capital**
November 9, 12pm CST / [Link to Register](#).
- **Surge Ahead with Artificial Intelligence: 5 Strategies for Business Success**
November 9, 6:30pm CST / [Link to Register](#)
- **Unlocking Growth - How to Scale Your Solo Business**
November 16, 12pm CST / [Link to Register](#)

Contacting the Office of Business Development

This newsletter is produced by the City of Highland Park's Office of Business Development. The City encourages business owners and managers to share information regarding upcoming events, promotions or news for possible inclusion in the City's marketing modalities, including [The Weekender](#), [Enjoy Highland Park](#), and [social media](#). Please send these items to the City via email to: businessdevelopment@cityhpil.com. The City reserves the right to edit and/or filter submissions.

For general business inquiries and assistance, contact Business Development Manager Carolyn Hersch at chersch@cityhpil.com or 847.926.1027.

Additional Resources

[Available Commercial Space](#)

[Business Directory](#)

[City of Highland Park Business Development Strategic Plan](#)

[Chamber Of Commerce](#)

[College of Lake County Small Business Development Center](#)

[Hello Alice](#)

[SCORE](#)

[SCORE YouTube Channel](#)

[U.S. Small Business Administration](#)

[Job Center of Lake County - Business Services](#)

[Illinois Department of Commerce & Economic Opportunity:](#)

- [Small Business Development Centers of Illinois](#)
- [Community Navigator Business Support Program](#)
- [Grant Opportunities](#)

[Visit Lake County](#)

[Women-in-Business Resources](#)

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