

CITY OF HIGHLAND PARK FINANCIAL ASSISTANCE FOR RETAILERS AND RESTAURANTS GRANT PROGRAM APPLICATION

Purpose

The City of Highland Park, Illinois recognizes the importance of small retailers and restaurants to the City's vitality. The COVID-19 pandemic has created unprecedented hardships for retailers and restaurants. In quarters 1 and 2 of 2020, public health mitigations were implemented, closing in-person retail operations and only allowing carryout dining. While these steps very importantly saved lives, they created financial challenges for businesses. The purpose of the Financial Assistance for Retailers and Restaurants (FARR) grant is to provide funding to offset expenses related to providing a safe and comfortable environment for customers and employees in light of COVID-19 pandemic public health mitigation requirements and guidelines.

Eligibility

- The FARR grant is available to Highland Park small businesses, specifically retailers and restaurants. To be eligible as a retailer, the business' primary operation must be the retail sale of goods and merchandise. Service businesses with a retail component that is secondary to the principle services offered are not eligible for this program.
- A small business is defined as having a net worth of less than two million dollars and showing less than an average of two hundred thousand dollars in profit per year for two consecutive years after taxes.
- Business must be located in commercial property within the City of Highland Park, Illinois.

Program Goals

The program seeks to support its retailers and restaurants that have demonstrated resilience, flexibility, and creativity as they weathered pandemic restrictions and developed new service models to adapt to rapidly changing conditions. By making a financial investment in those businesses that avail themselves of the FARR Grant program, the City will strengthen its business community and assist with offsetting eligible expenses to continue operating within the business landscape caused by COVID-19.

Grant Description

The City's contribution is a 50/50 matching grant in the form of a rebate. Payment shall only be made after the equipment is installed, supplies have been received, services have been provided, and paid receipts are submitted to the City Manager's Office, and disbursement is approved by the City Manager.

- Program honors eligible business expenses from August 15, 2020 through December 31, 2021, or sooner if funds are depleted.

- Retailers may request reimbursement of 50% of eligible expenses to a maximum of \$5,000.
- Restaurants may request reimbursement of 50% of eligible expenses to a maximum of \$10,000.
- Businesses may apply for additional grants for subsequent costs incurred until they reach the maximum and City grant funds are still available.
- If an application is approved, the applicant is responsible for the future maintenance of the eligible equipment.
- The applicant agrees to repair any damage to any public right-of-way that may be caused by or connected with the installation of the eligible equipment.

If a business is the recipient of the City grant and moves out of Highland Park to another location, the following pay back schedule will apply:

Term of Grant Expired	Less than 1 Year	1 - 2 Years	More than 2 Years
\$ Repaid to City	66%	33%	0%

Eligible Expenses

- COVID-19 related business expenses incurred during the period of August 15, 2020 through December 31, 2021.
- All business expenses must be related to providing a safe and comfortable environment for customers and employees in light of COVID-19 pandemic public health mitigation requirements and guidelines, and additional marketing expenses incurred during COVID-19.
- Payroll, rent, financing, interest, legal, credit card processing, insurance, licensing, advertising, costs of goods sold, building maintenance, utilities, office supplies, taxes, and travel expenses are ineligible for the FARR Grant program.
- Eligible expenses include commercial-grade equipment and supplies purchased by the business including:
 - Hand Sanitizer
 - Hand Sanitizer Dispenser
 - Cleaning Equipment
 - Barriers
 - Commercial Air Purification and Filtration System
 - Tent/Canopy

Outdoor Furniture (tables, chairs, umbrellas)

Heater

Fire Pit

Heating Fuel

Signage

Touchless electronic or plumbing fixtures

Marketing Expenses

- Determinations of qualifying eligible expenses submitted as part of the FARR Grant application will be made solely at the discretion of the City of Highland Park.

Application Review and Approval Process

Please submit your completed application form and W9 form (attached) along with copies of purchase orders, itemized invoices, itemized receipts, and proof of payment. There are two ways to submit your application packet.

1. Drop Box: 24 Hours a day, 7 days a week; Box is located on Hazel Avenue, adjacent to City Hall. Payments are collected the next business day.

2. Mail to:

City of Highland Park
Office of Business Development
1707 St. Johns Avenue
Highland Park IL 60035

Staff will review applications in an expeditious manner and notify the applicant via email if the grant is approved or denied.

Payment

Payment will be made to the grantee after all itemized receipts and proof of payment are submitted to the City Manager's Office and reviewed and approved by the City Manager.

**CITY OF HIGHLAND PARK
FINANCIAL ASSISTANCE FOR RETAILERS AND RESTAURANTS
GRANT PROGRAM APPLICATION**

Business Name: _____

Business Address: _____

Business Phone: _____

Applicant's Cell: _____

Does the business have a net worth of less than two million dollars, and show less than an average of two hundred thousand dollars in profit after taxes per year for two consecutive years? Yes _____ No _____ Is the Applicant a Corporation? Yes _____ No _____

<u>Eligible Equipment and Supplies</u>	Number of Units	Unit Cost	Total
Check all that apply			
<input type="checkbox"/> Hand Sanitizer	_____	\$_____	\$_____
<input type="checkbox"/> Hand Sanitizer Dispenser	_____	\$_____	\$_____
<input type="checkbox"/> Cleaning Equipment	_____	\$_____	\$_____
<input type="checkbox"/> Barriers	_____	\$_____	\$_____
<input type="checkbox"/> Air Purification/Filtration System	_____	\$_____	\$_____
<input type="checkbox"/> Tent	_____	\$_____	\$_____
<input type="checkbox"/> Canopy	_____	\$_____	\$_____
<input type="checkbox"/> Outdoor Furniture (tables, chairs, umbrellas)	_____	\$_____	\$_____
<input type="checkbox"/> Heater	_____	\$_____	\$_____
<input type="checkbox"/> Fire Pit	_____	\$_____	\$_____
<input type="checkbox"/> Heating Fuel	_____	\$_____	\$_____
<input type="checkbox"/> Signage	_____	\$_____	\$_____
<input type="checkbox"/> Touchless devices such as plumbing fixtures and electronic payment systems	_____	\$_____	\$_____
<input type="checkbox"/> Other: _____	_____	\$_____	\$_____
<input type="checkbox"/> Other: _____	_____	\$_____	\$_____

Total FARR Grant Eligible Expenses: \$_____

Grant Amount Requested (Equal to 50% of eligible expenses): \$_____

Please submit documentation of expenses (purchase orders, proof of payment, itemized invoices, and itemized receipts) along with the application. Partial applications will not be accepted.

The Applicant (business name)_____ asserts that the preceding information is true, correct, and will comply with all City regulations applicable to this program. The applicant fully understands that the City 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 equipment 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 Financial Assistance for Retailers and Restaurants Grant Program Description. The applicant agrees that in the event of their breach of any condition or provision, as described in the Financial Assistance for Retailers and Restaurants Grant Program Description, the City of Highland Park has the right to reject the application and/or deny payment, without prejudice to any other rights or remedies of the City. The applicant understands that he/she must submit itemized cost documentation, including but not limited to purchase orders, proof of payment, itemized invoices, and itemized receipts.

Business Owner Name

Business Owner Signature

Date

Submit Completed Application Along with scanned copies of purchase orders, itemized invoices, itemized receipts, and proof of payment to cityhp@cityhpil.com with “FARR Grant Application” in the subject line of the email.

Questions: cityhp@cityhpil.com or 847.926.1000