PROGRAM SUMMARY:
The Village of Tinley Park established a Retail Grant Program to assist owners of existing buildings, or businesses within them in upgrading their building. The goal of the Retail Grant Program is to assist start-up of small independent retailers with expenses generally associated with a move into new commercial space.

The Retail Grant Program provides a matching grant of 50% or a maximum of $35,000 per tax paying business. Funding is provided on a per business basis; if located within a multi-tenant center each business is eligible to apply. One site can use up to $70,000 in matching grants per year. A site is not eligible for grants if they received an incentive over the past 10 years.

Grants will be awarded on a first-come, first-served basis contingent on available funds and eligibility. Property owners/tenants receiving grants must meet the Downtown Tinley Design Guidelines and the Village’s Legacy Signage Code regulations. A written agreement (Retail Grant Program Agreement) between the business owner/property owner (if tenant is leasing) and Village is required; tenants must provide an executed lease; the grant application is reviewed by the Economic Commercial Commission and the Economic Development & Marketing Committee prior to Village Board approval. This program is not eligible for non-property tax paying entities.

The Village will determine the appropriate level of funding available for the Retail Grant Program during the annual budget process; applications will be accepted by the Community Development Department beginning May 1 each year. The grant will be paid on a reimbursement basis once the proposed project has been completed and receipts for eligible expenditures have been verified.

ELIGIBILITY:
The Applicant must be located along a public street within the Legacy District. The grant is for code improvements only; design costs of the improvements are not eligible expenses. A grant may not be awarded to any business, individual or property which is currently in violation of Village codes or ordinances or is overdue in any payments to the Village.
The following criteria would qualify a business for assistance under the Retail Grant Program:

a) Viable business plan

b) Commitment to extended hours which are perceived as “customer friendly:”
   - Open until at least 7PM one night a week Monday – Friday
   - Saturday until 5 PM
   - and Sunday noon to 5 PM

c) Serving an under-served business segment.
   - Sales tax producing
   - Music oriented retail and services:
     - Instruments and Sheet Music
     - Recording Studio
     - Vinyl Record Store
     - Music School
     - Dance Studio
   - Book store
   - Boutique Grocer
   - Coffee Shop
   - Downtown lodging – boutique-style hotel
   - Independent restaurants: International, American Classics, Seafood
   - Indoor music venue
   - Microbrewery
   - Microdistillery
   - Movie theater
   - Specially retailer such as:
     - Specialty foods (Cheese, Olive Oil/Vinegars, Spices)
     - Butcher shop
     - Kitchen wares / Cooking Classes
     - Wine retailer or wine co-op store

d) Improving the Village’s economic base (through enhanced property values or sales tax creation)

e) Businesses can be either new to Tinley Park or expanding within the Village. If expanding, the net new size of the sales floor area shall be at least 20% larger.

f) Consultation with the Governors State Community College Small Business Development Center or a SCORE Counselor is available at no cost. It is recommended that candidates meet with the SBDC or SCORE before submitting their business plan.

In the case of competition for funding greater than funds available, the following factors shall be taken into consideration to rank businesses:

a) Presence of extraordinary development/redevelopment costs such as remodeling/demolition, environmental remediation, infrastructure expansion costs.

b) Proposed increase in employment.

c) Quality of development and overall aesthetics which are in excess of current code requirements.
ELIGIBLE EXPENSES:
A grant will not be considered for work performed prior to the submittal of a complete application. Any work performed prior to grant approval by the Village is performed at the applicant’s own risk. Eligible expenses include:
- Interior or exterior lighting
- Utility service upgrades
- Tenant improvements

INELIGIBLE EXPENSES:
The following are unacceptable expenditures:
- Vehicles
- Inventory
- Incorporation and Organization Expenses, Financing or Legal Fees (i.e. loan packaging fees, application fees)
- Building/Site acquisition
- Rent
- Working Capital
- Moving Expenses
- Building mechanical systems (HVAC, electrical, plumbing)
- Life safety/sprinkler installation and upgrades
- Machinery & Equipment

REPAYMENT:
A tenant lease shall be filed with the Village that provides for the business to remain in the space at least three (3) years after occupancy or the adoption of the resolution approving the grant, whichever is later (commitment date). If the tenant should close the subject business before the aforementioned three (3) year term has expired, the business shall repay the following percentage of the grant funds awarded:
- 100% of grant funds if the business is closed before one (1) year has passed from the commitment date
- 75% of grant funds if the business is closed after one (1) year has passed but before two (2) years from the commitment date
- 50% of grant funds if the business is closed after two (2) years from the commitment date but before three (3) years from the commitment date
PROCESS:
The applicant must submit a completed application to the Community Development Department. The following steps will occur after staff has reviewed a completed application:

1. **Pre-Application Meeting**
   The applicant is encouraged to meet with Community Development Staff to discuss the feasibility of the proposal.

2. **Submittal of Complete Application**
   - Completed application (attached)
     - Tax Identification Numbers
     - Property owner and business owner contact information
   - Proposed Plans shall be folded not to exceed 8 ½” x 14” in area
   - Amount of assistance requested
   - Itemized list of eligible expenditures
   - Applicant Affidavit of ownership or proposed lease agreement terms
   - Business Plan (if start up)

3. **Staff Review**
   Once Staff verifies the application is complete, an inspection of the subject property will be scheduled to ensure the property/structure is in compliance with Village Codes. After all deficiencies have been identified the Staff Review Committee will evaluate the application based on the following criteria:
   - Applications will be reviewed on a first come, first served. If requests exceed the amount of available funds, priority will be given to applications from businesses that best complement targeted business categories. Preference will be given to businesses that fill a particular niche and do not compete directly with existing Tinley Park businesses.
   - Applicant demonstrates preparedness to move forward with the proposal by providing proof of lease or purchase; preparation of a business plan, sign proposal, and all non-conforming zoning and building issues addressed.
   - The proposed sign(s) meets the standards of the **Downtown Tinley Design Guidelines**.
   - Property owner/tenant has verified that there is no outstanding debt due to the Village.

4. **Commission/Committee Review**
   Upon Commission/Committee review, revisions to the application may be requested. Please note that the Commission/Committee is advisory and only the Village Board has the final authority to approve or deny an application. When the required revisions have been made, the application will be forwarded to the Village Board.

5. **Village Board Action**
   The Village Board will conduct a public review of the application. Upon the conclusion of the public review, the Village Board will make a determination on the grant amount and authorize the execution of the Retail Grant Program Agreement.

6. **Reimbursement**
   The grant will be paid on a reimbursement basis once the proposed project has been completed, all outstanding violations have been corrected and receipts for eligible expenditures have been verified.
Retail Grant Program

Further Information: For more information regarding the Amplify Tinley Park Retail Grant Program, please contact:

Patrick Hoban  
Economic Development Manager  
(708) 444-5110  
phoban@tinleypark.org
A. **Applicant Information**

*If Applicant is not the owner of the subject property the owner must sign this application (below) signifying they are aware of the improvements proposed as part of this grant application.*

- **Name:** 
- **Mailing Address:** 
- **City, State, Zip:** 
- **Phone Number:** 
- **Fax Number:** 
- **Email Address:** 

B. **Property Information**

- **Property Owner(s):** 
- **Mailing Address:** 
- **City, State Zip:** 
- **Property Address:** 
- **Permanent Index No. (PINs):** 
- **Existing land use:** 
- **Zoning District:** 
- **Lot dimensions and area:** 

C. **Application Information**

*Description of proposed project (use additional sheets or attach a Project Narrative if necessary):*

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Is the applicant aware of any Variances required from the terms of the Zoning Ordinances? ☐Yes ☐No

If yes, explain (note that a separate Variation application will be required to be submitted):

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Is the applicant aware of any Village Code deficiencies of the property or structure? ☐Yes ☐No

If yes, explain:

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The Applicant certifies that all of the above statements and other information submitted as part of this application are true and correct to the best of his or her knowledge.

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Signature of Applicant ____________________________ Date ____________________________
By signing below (next page), the owner of the property, (if not the Applicant) is aware of the Applicant’s proposed improvements and approves of the Applicant’s request for funding under the Village of Tinley Park’s Oak Park Playbook Incentive.

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<tr>
<th>Signature of Owner</th>
<th>Date</th>
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**Application Requirements**
A complete application for approval consists of the following items submitted in a comprehensive package:

1. The application form, completed and signed by the Applicant and/or property owner(s) of record.

2. A written project narrative describing the general nature of the project and outlining specific aspects of the proposal and matching grant funds requested.

3. Plans and any other information pursuant to the Submission Checklist (below).

An application will not be accepted or processed until all of the items above have been submitted.

**Checklist for Retail Grant Submission**

- One completed Build-Out Interior Remodel Permit Application.
- One completed Commercial/Industrial Permit Application, including all contractor/subcontractor information (included in Build Out Interior Remodel Permit Application).
- One completed emergency information sheet (included in Build Out Interior Remodel Permit Application).
- Letter of intent describing new occupant’s business practice.
- A letter defining scope of work.
- Four (4) sets of architecturally stamped and signed plans, showing any building, HVAC, electric, plumbing work. **If water meter is already installed, please indicate placement. If water meter is required, please indicate placement and size of the water meter.**
- Please indicate placement of fire sprinkler heads. If heads will be relocated, fire protection plans are required. Three (3) copies of engineered plans of any fire suppression/protection system plans with completed permit application submitted to the Fire Department at 17355 S. 68th Court. **Build-out/Remodel permits will not be released until the fire suppression/protection system permit is submitted.**
- Four (4) copies of a floor plan and layout of furniture/shelving/table, etc., placement must also be submitted.
  - Provide calculations for occupancy load and door width capacities.
  - Provide calculations/documentation for aisle widths areas adjacent to seating.
- At the Building Officials discretion, architectural stamped and signed plans may be required depending on the extent of work involved.