



Retail Grant Program

PROGRAM SUMMARY:

The goal of the Retail Grant Program is to assist start-up of small independent retailers with expenses generally associated with a move into a new commercial space.

The Retail Grant Program provides a matching grant of 50% or a maximum of \$35,000 per tax paying business. One site can use up to \$70,000 in matching grants every 3 years. 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. 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 prior to Village Board approval. This program is not eligible for non-property tax paying entities. Work must not commence until grant approval is received. Should work commence prior to grant approval, the application will be null and void.

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 grant is eligible for applicants located along a public street within the Legacy District. 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
 - Open Saturday until 5 PM
 - Open Sunday 12 PM to 5 PM
- c) Serving an under-served business segment. Some examples include:
 - Music-oriented retail and services:
 - Instrumental Store
 - Recording Studio
 - Vinyl Record Store

- Music School
 - Dance Studio
 - Bookstore
 - Boutique Grocer
 - Coffee Shop
 - Downtown lodging – boutique-style hotel
 - Independent restaurants
 - Indoor music venue
 - Microbrewery
 - Microdistillery
 - Movie theater
 - Specialty retailer such as:
 - Specialty foods (Cheese, Olive Oil/Vinegars, Spices)
 - Butcher shop
 - Kitchenware / 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) If a strong business plan has not been developed, it is recommended that candidates meet with a Small Business Development Center 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.
- d) Viability of business model and strength of business plan.

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

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).

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

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 basis. 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 and addressing all non-conforming zoning and building issues.
- Property owner/tenant verifies that there is no outstanding debt due to the Village.

4. Commission/Committee Review

Grant applicant or an appointed representative will be required to attend the ECC meeting at which grant application is being reviewed. 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.

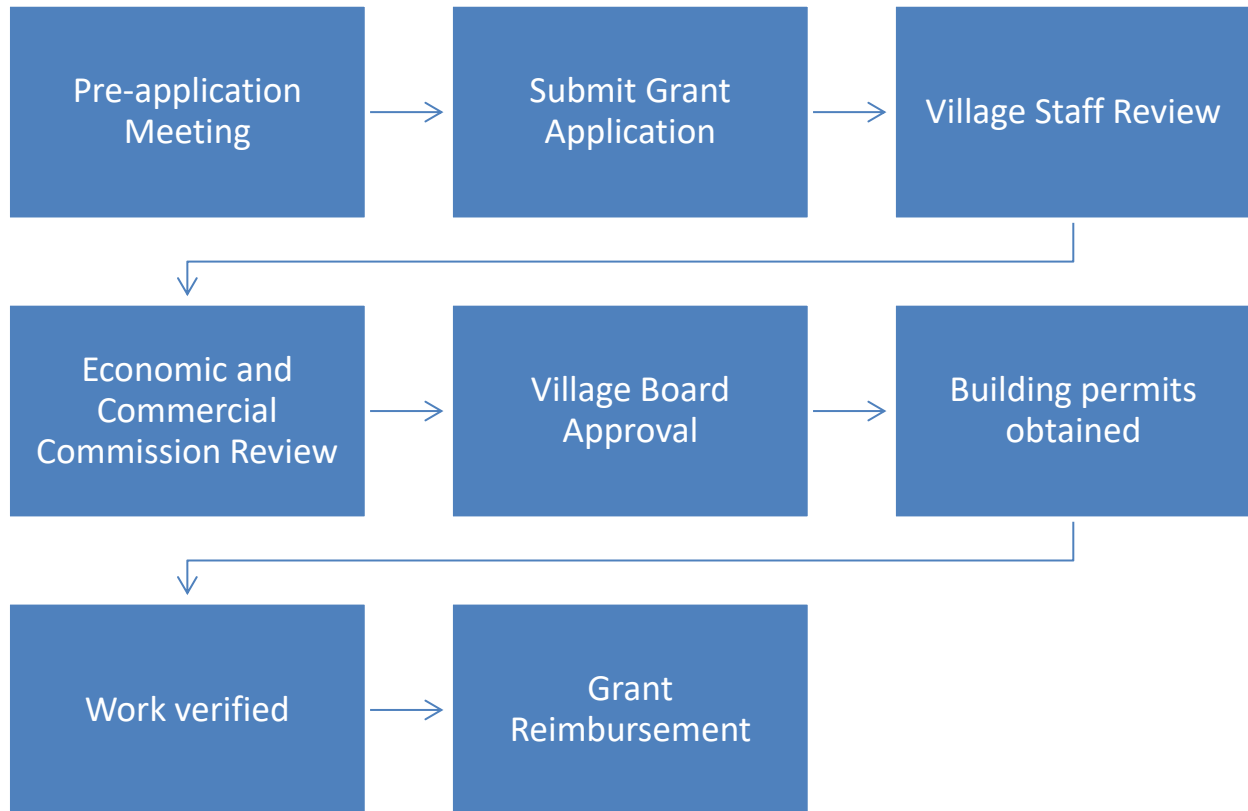
6. Reimbursement

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.

Grant approvals will be null and void if project is not completed within twelve months of grant approval.

A project timeline will be instituted as follows:

- a. Must submit a full set of plans within **three months** of grant approval;
- b. Must obtain building permit within **six months** of grant approval;
- c. Must complete project within **twelve months** of grant approval;
- d. Extension requests will require board approval.



For more information, please contact:

Michael J. Coleman
Community Development Director
mcoleman@tinleypark.org
(708) 444-5100

Carolyn Mitera
Marketing & Economic Development Specialist
cmitera@tinleypark.org
(708) 444-5170

Application Form

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. (PIN): _____
 Existing land use: _____

C. Application Information

Description of proposed project:

What is the total dollar amount being requested?

Please outline what the grant funds will be used for along with a breakdown of those costs. If additional space is required, please provide a separate attachment.

Use	Amount Requested

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

If yes, explain:

Retail Grant Program

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.

Signature of Applicant

Date

By signing below, 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 Retail Grant Program.

Signature of Owner

Date

Application Requirements

A complete application for approval consists of the following items submitted in a comprehensive package:

Checklist for Retail Grant

- ☐ Completed and signed grant application
- ☐ Business Plan (if start-up or less than two years in business)
- ☐ A project narrative describing the general nature of the project and outlining specific aspects of the proposal and matching grant funds requested
- ☐ One completed [Commercial/Industrial Permit Application](#)
- ☐ One completed [Build-Out Interior Remodel Permit Application](#)
- ☐ Two different contractor quotes for each item funded by grant (specific item must be broken out from the rest of the quote if multiple items quoted)

An application will not be accepted or processed until all of the items above have been submitted. If applications exceed the Village's funding budget, an application will not be considered complete until all items have been submitted.