



**City Center Special Service Area
Emergency Retailer/Restaurant Grant Guidelines
PHASE II**

The Emergency Retailer/Restaurant Grant is intended to provide financial relief from the COVID-19 pandemic for City Center businesses. This grant provides funding directly to retailers or restaurants who are renting or leasing space within the Special Service Area. This grant is not intended for property owners. The use of funds is flexible in nature and is intended to assist businesses to pay employees or other operating expenses. The grant applicant shall identify specific uses for the money. *Phase II grants are open to businesses that received a Phase I grant.*

PROGRAM DETAILS

- Grants shall be a maximum amount of \$5,000.
- Grants shall be awarded for up to 50% of total eligible expenses and shall not exceed \$5,000.
- If business received a Phase I grant, the maximum grant amount will be \$5,000 less the previous grant amount.
- Business owner/applicant is required to commit to operation for a period of not less than one (1) year from the date of grant disbursement. If the owner or business fails to meet this standard, a pro-rata reimbursement of grant funds to the CCP will be required.

ELIGIBILITY & CRITERIA

- Applicant must operate a brick-and-mortar establishment within the City Center Special Service Area that was in operation on March 15, 2020.
- Applicant's business must generate sales tax.
- Application must be complete.
- Applicant and business must be in good standing with City of Joliet zoning, ordinances, and all applicable regulations.

ELIGIBLE EXPENSES

- Payroll for the time period of April 18th, 2020 to September 14th, 2020.
- Other operating expenses for the time period of April 18th, 2020 to September 14th, 2020.

APPLICATION AND GRANT DISBURSEMENT PROCESS

- Applicants must submit the completed application form to the City Center Partnership via email to lauren.las@jolietdowntown.com.
- Grant applications are due **SEPTEMBER 30, by 5PM.**
- Applications will be evaluated by a review committee, and awards shall be based upon the above criteria.
- Grant recipients will be notified by October 2nd.
- Disbursement of grant funds is expected to occur within one - two weeks after recipient is notified of award.

Determination of funding eligibility shall be at the sole discretion of the Joliet City Center Partnership.



City Center Special Service Area Emergency Retailer/Restaurant Grant Application

The Emergency Retailer/Restaurant Grant is intended to provide financial relief from the COVID-19 pandemic for businesses within the City Center Special Service Area. Please see the attached guidelines for more specifics.

Business Name: _____

Applicant Name: _____

Business Address: _____

Email Address: _____

Phone Number: _____ **Date Submitted:** _____

ELIGIBLE EXPENSES

Please provide proof of eligible expenses up to \$10,000 for the following:

- Payroll for the time period of April 18th, 2020 to September 14th, 2020.
- Other operating expenses for the time period of April 18th, 2020 to September 14th, 2020.

Describe the intended use of funds:

Explain the plan to keep your business open, or to reopen:

Total eligible expenses for the time period: _____

Business owner/applicant is required to commit to operation for a period of not less than one (1) year from the date of grant disbursement. If the owner or business fails to meet this standard, a pro-rata reimbursement of grant funds will be required.

Your signature below acknowledges and affirms that all information on this form is correct and complete, that you understand the program requirements, and that your business was in operation on March 15, 2020.

Print name: _____ Sign name: _____

Grant applications are due **SEPTEMBER 30, 2020, by 5:00 P.M.** to: lauren.las@jolietdowntown.com.

Applicants must submit a signed, current W-9 form along with this application.