

Chicago Recovery Plan Community Development Grant Application

Note: This application is for grants up to \$250,000. To apply for a grant larger than \$250,000, please use the Universal Financial Incentives Application and Developer Input form on the Community Development grant website. Applications will need to be submitted through the online portal which will go live in early January; this PDF has been shared as a reference so you can start to gather the necessary information.

Project Assessment

Thank you for your interest in community development grants. You must first complete and pass the following Project Assessment to apply for this program. Upon passing this Project Assessment, you will be allowed to proceed to the next portion of the application.

Please answer the questions below. We will ask you to provide evidence of your answers, so it is important to answer the questions honestly. **All questions are required.**

Applicant Information

First name:

Last name:

Business Name:

Email address:

Phone number:

1. Project Cost

It is critical to understand your project costs so you can organize your finances accordingly. Do you have a total project cost?

- Yes, I know my total project cost and I can provide it upon request.
- No, I do not know the total cost of my project, but I am working on it.
- No, I do not know my project costs.

2. Your Investment

Community development grants are a funding partnership, which requires the applicant to assume responsibility for the percentage of the total project cost not covered by the grant. For example, if your total project cost is \$100,000, and you qualify for a grant for 75% of your total project cost (\$75,000), you would be responsible for financing the remaining 25% of the total project cost (\$25,000). What percentage of your total project cost do you have available to invest in your project today, either through savings or available debt capital?

- I do not yet have funding for my project.
- 0-24 percent.
- 25-50 percent.
- 51-75 percent.
- More than 75 percent.

3. Credit Score

Do you know your credit score?

- No, I don't know my credit score.
- Yes, my credit score is under 600.
- Yes, my credit score is between 600-700.
- Yes, my credit score is over 700.

4. City Debt

To qualify for funding from the City of Chicago, you must have been cleared of any debts owed to the City of Chicago or entered into a payment plan. Examples of debt owed include, but are not limited to, the following: water bills, parking tickets, inspection fees, and others. Which of the following best describes your situation?

- I do not have any outstanding debts owed to the City of Chicago.
- I do not know if I have debts owed to the City of Chicago.
- I have some significant debts that may take some time to pay.
- I have some debts that will require me to start payment plans.
- I have some debt(s), but I am able to pay them.

5. Site Control

In order to begin your project, you must have control of the property or site for which you are applying. What type of site control do you have for the property/site?

- I do not currently have a lease for the property, but I intend to lease it.
- I do not currently own the property, but I want to purchase it.
- I have an executed Letter of Intent (LOI) to lease the property, and I can provide it upon request.
- I have an executed lease for the property, and I can provide it upon request.
- I have an executed Real Estate Purchase and Sale Agreement for the property, and I can provide it upon request.
- I own the property, and I can provide the deed upon request.
- I do not have site control.

6. Contractor Bids

The costs of construction are often greater than expected, so it is important to understand the scope of your project early in the planning process. Have you spoken to a contractor or architect about your project?

- No, I have not contacted or spoken to any contractors or architects about my project.
- Yes, I have spoken to a contractor and/or architect about my project.
- Yes, I have written bids from contractors for my project that I can provide upon request.

7. Construction Timeline

Applicants should have a strong understanding of what is involved in starting a construction project (hiring an architect and contractor, applying for and receiving a permit, and securing necessary funding), and how long this takes. Applicants should be able to begin construction of their projects when they apply. Given this information, when will you be able to begin construction on your project?

- In 3 months
- In 6 months
- In 9 months
- In 12+ months

Grant Application

This portion of the application will be available to applicants whose answers satisfy requirements of the Project Assessment.

Project/Business Name:

You may use the name you Do Business As (DBA) as your project name. In some cases, the DBA and legal business name are the same.

Section 1. Applicant Information

Non-profit organizations can use their office information here. Business owners should use their home information.

1.1 - Applicant Home Street Address:

1.2 - Applicant Home Street Address (Unit, Apt., #):

1.3 - Applicant Home City:

1.4 - Applicant Home State:

1.5 - Applicant Home Zip Code:

1.6 - Applicant Phone Number:

1.7 - Submission Owner's Role in Project*:

What is your role on the project? Are completing the application for your own business or building or are you helping a family member, friend, or colleague?

1.8 - What type of applicant are you?

- I am the property owner.
- I am the business owner.
- I am both the business and property owner.
- I am a non-profit organization.
- I am a non-profit organization and property owner.

Section 2. Project Description

2.1 - What is the core product or service you are selling or plan to sell at the project location? (free text)

Example: I will be opening a tamale shop in my neighborhood. I currently sell tamales and tacos at special events and 75% of my sales come from tamales.

2.2a - How will your business or organization make money at the project site? (free text)

2.2b - Why will customers choose your product or service over other competitors? (free text)

Example: My tamales are very delicious and high-quality. People travel from the suburbs to buy my tamales. I sold \$5,000 worth of tamales working out of a shared kitchen in 2020. I can sell more tamales once I have my own kitchen and storefront.

2.3 - Use the section below to describe how your business will improve the block where it is located. (free text)

2.4 - Will you be creating any new jobs with your project? (select all that apply)

- Yes, I will be creating full-time jobs (35 or more hours a week).
 - If yes, how many full-time jobs will you be creating?
- Yes, I will be creating part-time jobs (Less than 35 hours a week).
 - If yes, how many part-time jobs will you be creating?
- Yes, I will be creating temporary jobs (Short-term worker).
 - If yes, how many temporary jobs will you be creating?
- No, I will not be creating any new jobs.

2.5 - Please use the table below to list all individuals who will have a 7.5% + ownership interest in the business and their respective primary residences.

	First Name	Last Name	Residential Address	Title/Position	Ownership Percentage
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

2.6 - If you have a business plan, please upload here. A resume showing prior experience may also be uploaded.

Section 3. Project Site Information

Applicants from all areas of Chicago are eligible to apply. Priority will be given for projects in areas that have experienced historic disinvestment as well as projects that build upon existing efforts, such as Mayor Lightfoot’s [INVEST South/West](#) initiative and community safety initiatives.

Please note that each application is specific to the address provided. If at any point site control is lost, the grant will be withdrawn and applicants must re-apply with the new address.

3.1 - Project Site Address:

Address cannot be a P.O. Box.

3.2 - Project Site Address (Unit, Apt., #)

Address cannot be a P.O. Box.

3.3 - Project City:

3.4 - Project State:

3.5 - Project Zip Code:

3.6 - What is your preferred mailing address?

- I prefer receiving mail at the applicant address.
- I prefer receiving mail at the project site address.

3.7 - What is the approximate square footage of the project site?

3.8 - Do you currently own the property/project site?

- Yes
- No

Having site control is not mandatory, but applicants demonstrating that they have it, or are making a concerted effort to obtain it, will be considered stronger.

You will be asked to provide documentation supporting your selection.

If you currently own the site:

3.8a - Who will be the business owner/operator once the project is complete?

- I will
- A lessee or tenant

3.8b - Please upload your deed to the property, if available.

If you own the site and plan to be the business operator:

3.8c – Please provide the Legal Entity and DBA (doing business as) names for the business.

If you plan to bring in a lessee or tenant:

3.8d – Please upload the tenants' executed Letter of Intent (LOI) or Lease, if available.

A Letter of Intent (LOI) is a preliminary agreement that is negotiated between a tenant and landlord or buyer and seller. The LOI or Letter of Intent states the basics terms of the lease.

If you **do not own the site**:

3.8e – Are you an existing tenant (lessee) at the property/project site?

- Yes
- No

If you are **an existing tenant at the site**:

3.8f – Please upload your current lease for the property/project site.

If you are **not an existing tenant at the site**:

3.8g - How are you securing site control for the project?

- I will be leasing the space from the landlord.
 - Please upload an executed LOI or lease for the project site.
 - Please provide writer confirmation from landlord authorizing the proposed construction work.

A Letter of Intent (LOI) is a preliminary agreement that is negotiated between a tenant and landlord or buyer and seller. The LOI or Letter of Intent states the basics terms of the lease.

- I will be purchasing the property.
 - Please upload an executed LOI or lease for the project site.

A Letter of Intent (LOI) is a preliminary agreement that is negotiated between a tenant and landlord or buyer and seller. The LOI or Letter of Intent states the basics terms of the lease.

- I am not sure.

3.9 – Please provide a Building or Site Photo.

3.10 - What is the current status of the property/project site?

- In-use
- Vacant
- Other, please explain

3.10a – If property/project site is in-use, what is the current use of the property/project site?

3.10b – If property/project site is vacant, approximately how long has this site been vacant?

- Less than 6 months
- 6 months - 1 year
- 1 - 5 years
- 5 or more years

3.11 - Are there delinquent property taxes for this property/project site?

You can look up the status of property taxes here:

<https://www.cookcountypropertyinfo.com> Note: You may need the PIN for your site in order to look up property taxes.

It is recommended that applicants resolve any delinquent property taxes before applying for this Program.

3.12 Are you aware of any significant physical and/or financial issues with the project site?

- Yes, I am aware of significant physical issues with the property.
 - Please describe the issues:

- No, I am not aware of any significant physical issues.

Examples of significant physical issues with the project site would be fire damage, a collapsed roof, court-ordered building code violations or environmental remediation. Examples of significant financial issues with the property would be unpaid property taxes, mechanic liens or City inspection fees.

Section 4. Business/Organization Information

4.1 - What is the legal name of your business/organization?

In some cases, the DBA and legal business name are different. The legal name may also be the same as the name you DBA.

4.2 - What type of service is your business/organization currently offering, or plans to offer?

- Construction
- Wholesale
- Retail
- Transportation and Warehousing
- Information and Media
- Finance and Insurance
- Real Estate and Rental and Leasing
- Professional, Scientific, and Technical Services
- Waste Management and Remediation Services
- Educational Services
- Health Care and Social Assistance
- Arts, Entertainment, and Recreation
- Accommodation and Food Services
- Public Administration
- Manufacturing/Industrial
- Place of Worship
- Multi-use, including some residential
- Other Services

Social services (such as a daycare), fully residential and workforce programs are ineligible uses. Projects associated with places of worship are only eligible if the primary use is commercial, and it is available to the public.

4.3 - What is your Business Ownership Structure?

- Corporation
- Limited Liability Corporation (LLC)
- General Partnership
- Limited Partnership
- Non-profit organization
- Sole proprietor/Individual

4.4 - Upload your articles of incorporation/organization or partnership/agreement certificate.

Acceptable documents include: Articles of Organization, Articles of Incorporation, Certificate of Limited Partnership, Limited Partnership Agreement, Certificate of Limited Liability Partnership, or Limited Liability Partnership Agreement. Non-profits can upload their incorporation documents.

4.5 - Does your business or organization have sales or revenue?

- No, my business or organization does not have revenue.
- Yes my business has revenue but I can't provide last year's tax return.
- Yes, my business or organization has revenue and I can provide last year's tax return.
 - Please upload last year's tax return for your business or organization.

4.6 - What is your City of Chicago Business License Number, if applicable?

4.7 - Which of the following describes the project/business location?

- This is the first, physical (brick and mortar) location of this business.
- This is a remodel of an existing location for this business.
- This is a new location of this business.
- This is an expansion (additional location) of this business.

4.8 - If you have a website for your business or organization, please enter it here.

Section 5. Project Budget and Finances

The community development grant can cover up to 75% of eligible project costs for renovations to an existing building or for new construction. The remaining project costs will need to be covered by the applicant through other sources of funding.

5.1 - Project Costs

Use this table to itemize and outline general costs (not exhaustive) you anticipate for your project. Itemize your costs according to the following categories:

Hard Costs: costs associated with renovations or new construction (e.g. mechanical systems, electrical and plumbing work and roofing).

Soft Costs: costs associated with project planning services (e.g. architectural and engineering services).

Acquisition Costs: costs associated with purchasing the project property.

Cost category	Dollar amount	Additional Notes	Supported with contractor bid (Yes/No)
Design/Architecture fees			
Permitting fees			
Demolition/Site Preparation			
Roofing			
Walls			
Floors			
Windows			
Doors			
Masonry			
Plumbing			
HVAC/Mechanical			
Electrical			
Carpentry			
Building security system			
Outdoor landscaping/signage			
Finishes and fixtures			
Other construction costs (please describe in additional notes)			
Total construction costs			n/a
Furniture and Equipment			
Other non-construction costs (please describe in additional notes)			
Total non-construction costs			n/a
Project Contingency (10%)			n/a
Property Acquisition Cost			n/a
Total Project Costs			

5.2 - Total Project Expenses:

Note: This number must match the Total at the bottom of your Expenses table in question 5.1

5.3 – Project Financing:

Funding Type	Dollar amount	Addtl Notes (optional)	Are funds secured or anticipated?
Business Checking/Savings:			
Personal Checking/Savings:			
Loans from Financial Insitutions:			
Loans from Individuals:			
Securities (Stocks and Bonds):			
Gifts from Private Individuals:			
Gifts/Grants from Institutions outside of NOF:			
Crowd-Funding:			
Other Funding Sources:			
Total:	0		

5.4 – Total Project Financing:

Note: This number must match the Total at the bottom of your Financing table in question 5.3

5.5 - Upload the supporting documents for the source(s) of financing shown in questions 5.3 and 5.4

5.6 – Have you applied for or received grant funds from the City of Chicago in the last 3 years?

Examples of City of Chicago grants include the Small Business Improvement Fund (SBIF), Neighborhood Opportunity Fund (NOF), and Tax Increment Financing (TIF) grants. You do not need to report city contracts here.

- Yes
 - Which program did you apply to?
 - What is the status of your application?
 - Project is completed
 - Project is in progress
 - I applied and my application is being processed
 - I applied and did not receive funds
 - Other
- No

Section 6. Project Implementation Plan

6.1 - Please describe the construction work you are planning to do.

Example 1:

We are planning a demolition of the space and lot of interior work including rough framing, exterior doors, alarm system, new HVAC system, rough plumbing, rough electrical, new insulation, drywall repair and taping. In addition to this, we will add new interior doors, a concrete floor, a newly built out kitchen, and café bar. We are working with an interior designer to create an eco-friendly and modern space.

Example 2:

This will be a comprehensive three-phase buildout, described in detail below:

Phase I: Site preparation will commence the first week, followed by demolition. The excavation and pouring of the footing will take place next. Three weeks will be allowed for this to fully cure and stabilize, while the rough plumbing work is underway.

Phase 2: The foundation will then be constructed, with the slab and repair/reinforcing taking place. Exterior walls will be constructed. Roof framing will commence, overlapping with HVAC and electrical work. Brick veneer, interior partitions, built-up roofing, windows/doors, and ceiling systems will also be completed.

Phase 3: The windows, doors, and plumbing will continue as the roof is built up. This will overlap several tasks, including the built-ins and walk-in coolers. The kitchen equipment and front of house (FOH) equipment installation will be among the final tasks to complete, along with all the building finishes.

6.2 - Are you planning to work with a design professional (licensed architect or interior designer) on this project?

- Yes, I am working with a design professional.
 - Please list the name of your architect:
- Yes, I am planning to work with a design professional
 - Do you need assistance in identifying a design professional?
 - Yes
 - No
- No, I am not planning to work with a design professional.

6.5 – How are you approaching the design or “visual appeal” of your business and why? Please address one or more of the Department of Planning and Development (DPD) Design Excellence principles listed in the instructions below. (Limit 500 words)

This program has adopted new Design Excellence guidelines to celebrate and enhance Chicago's unique architectural and urban design legacy. You can read more about the guidelines here: https://www.chicago.gov/city/en/depts/dcd/supp_info/design-excellence.html

DPD’s Design Excellence principles include commitments to:

1. **Equity & Inclusion:** Achieving fair treatment, targeted support, and prosperity for all citizens
2. **Innovation:** Implementing creative approaches to design and problem solving
3. **Sense of Place:** Celebrating and strengthening the culture of our communities
4. **Sustainability:** Committing to environmental, cultural, and financial longevity
5. **Communication:** Fostering design appreciation and responding to community needs

6.6 - Construction Plan

Please identify the current status for each of the construction project steps. Options are: COMPLETED, PENDING, NOT STARTED, or NOT APPLICABLE.

	Please enter the Status as one of the following: completed, pending, not started, or N/A	Please provide anticipated start or end dates for any row identified as "pending" or "not started"	
	Status	Starting Month/Year	Ending Month/Year
Concept/Visioning			
Business Needs Assessment			
Project Feasibility			
Financing			
Pre-Development			
Site Acquisition			
Pre-Design			
Schematic Design			
Design Development			
Construction Documentation			
Bid Letting			
Permitting			
Construction			
Ground Breaking			
Rough Inspections			
Final Inspections			
Construction Close Out			
Business Operations			
Inventory & Staff Training			
Grand Opening			

6.7 – Upload documentation that supports your construction plan (optional).

Applicants may choose to upload documents that support their construction plan and/or demonstrate progress on these plans. These documents may include a project timeline, contracts with architects or general contractors, contractor bids, architectural drawings, construction documents, or design documents.

Applicants who provide documentation are evaluated more positively.

6.8 - Additional Documents (optional)

You may upload any additional documents you feel will strengthen your application here.

SCOFFLAW REQUIREMENTS: All awardees of the program will undergo a check by the Department of Finance to see if they owe debt to the City of Chicago. Any awardee with outstanding debt owed to the City, and/or property owners (if the awardee owns the property) who are behind on their property taxes, are required to fully pay the debt(s) or enter into a payment plan for it in advance of any payment of the community development grant.

The City of Chicago offers a variety of debt repayment plans for business owners and individuals. For more information, visit the websites below.

- Business Recovery Payment Plans: https://www.chicago.gov/city/en/depts/fin/supp_info/BusinessRecoveryPaymentPlan.html
- Parking and traffic violation payment plan options: <https://parkingtickets.cityofchicago.org/PaymentPlanWeb/FrequentlyAskedQuestions>
- Utility billing relief: <https://chicago.docugateway.com/main/guest/>.

Applicant certifies that the information provided in this Application and any supplementary materials provided are true and correct. Applicant further certifies that they understand the scofflaw requirements (outlined above) for the program. False information may result in forfeiture of eligibility.

Applicant Signature: