

SUMMARY OF THE QUESTIONS IN THE ONLINE GRANT APPLICATION

<https://cocdpd.submittable.com/login>

Project Category: What are you requesting funds for?

Neighborhood Opportunity Fund

Community Development Grants

Equitable Transit Oriented Development

Climate Infrastructure Fund

I. Applicant Information

1.1 - Applicant Name*

II. Project Site Information

2.1 - Is this a vacant lot or building?*

2.3 - Does this project span across multiple addresses?*

III. Project Description

3.1 - Project Name*

3.2 - Provide a concise project description. *

Limit: 250 characters

Note: Provide a concise, three- to four-sentence summary of the proposed project including the activities / business services of your organization.

3.3 - Select all industries that your project would fall under.*

For example:

Manufacturing

Wholesale Trade

Retail Trade

3.4 - What type of construction will occur at the project site?*

Construction of a new structure OR building addition.

Rehabilitation of an existing structure.

Rehabilitation of an existing structure AND construction of a new structure or building addition.

3.5 - Select the category that best describes your role and status of site control:*

IV. Organization Information

4.1 – Provide your organization’s mission, vision, and values. *

4.2 – How old is your organization?*

4.3 – Provide your business license number *

4.4 – How would you classify your organization?* (similar to SIC categories)

4.5 – Please use the table to list your leadership names and addresses. For businesses, list all individuals who have at least a 7.5% ownership interest in the organization. For non-profits, list your board of directors and executive staff.*

4.6 – Upload your articles of incorporation/organization or partnership agreement.*

V. PROJECT SITE CURRENT CONDITIONS

5.1 - What is the total area in square feet of the property (land) that the project site CURRENTLY occupies?*

5.2 - What is the gross area in square feet of the buildings/structures that is CURRENTLY occupied by the proposed project*

5.3 - Select ALL uses currently occupying the project site. *

5.4 - Provide a detailed description of the project site's current physical conditions.*

Limit: 750 words

5.5 - Upload images of the current project site. *

Note: Please provide photos of the project site, including interior and exterior images of any buildings.

VI. PROJECT SITE FUTURE CONDITIONS

6.1 – Total Proposed Land (property) in square feet*

Note: This is the total square footage of the FUTURE project site and includes any land that you intended to acquire (if applicable).

6.2 – Total Proposed Building (structures) in square feet*

6.3 – Select ALL uses proposed for the project site.*

6.4 – Describe the proposed project.*

Limit: 1000 words

Note: This is your opportunity to provide a detailed description for your project. Be sure to address all aspects of:

Who: Who is the organization that will be conducting this work? Who is this service being created for?

What: What is work is being doing? What is it's intended purpose?

Where: Where will this project be located?

When: Give a generalized timeline of when you expect to start and finish this project.

6.5 – Do you have design and construction documents to upload at this time?*

Note: Design and construction documents refers, but are not limited to the following:

Site plans

Architectural elevations

Architectural renderings

Energy Assessments

Engineering Drawings

VII. PROJECT FINANCING

7.1 - Fill out the Project Budget Table*

Cost Category _____

Supported with contractor bid/estimate? (Answer "Yes" or "No")

(e.g., Design/Architecture Fees - Permitting Fees - Demolition/Site Preparation; etc.)

Total Construction Costs _____

Total Non-Construction Costs _____

Project Contingency (10%) _____

Total Project Cost

7.2 - Total Project Cost*

\$

USD

Note: Copy this number directly from the table above.

7.3 - Upload contractor estimates for the costs listed above. *

Note: Ensure that all estimates are conducted by qualified contractors.

7.4 - Fill out the Project Financing Table*

Funding Type

Are funds secured or anticipated? (Answer "Secured" or "Anticipated")

(e.g., Business Checking/Savings, Personal Checking/Savings, Loans from Financial Institutions, etc.)

Total secured or anticipated funding:

7.5 - How much of your project funding have you SECURED thus far?*

\$

USD

Note: Secured funding refers to money/capital that you can access right now. If you do not have any funding secured at this point, please enter "0".

7.6 - Upload documentation for any financing that has already been secured for this project.*

7.7 - Please indicate if you are currently pursuing or have pursued funding, specifically for this project, with government, private or philanthropic organizations?*

7.8 - Have you applied for or received grant funds from the City of Chicago in the last 3 years?*

7.9 - Provide your annual profit and loss statement for the last 3 years.

for-profit institutions are required to provide their annual profit and loss statements for the last 3 years. If you are a start-up and do not have sales and revenue from the past three years, you may provide 3 years of future projections.

VIII. PROJECT READINESS

8.1 - What stage is the project in?*

Early Stage: We are still designing our project.

For example, the project is in pre-development, and some of the following activities may be planned: economic and market feasibility analyses, preliminary schematic designs, site due diligence, and community engagement and coordination.

Mid Stage: We are ready to start constructing our project.

For example, the pre-development activities are in progress. These activities may include: economic and market feasibility analyses, preliminary schematic designs, site due diligence, and community engagement and coordination. The project is being prepared for steps like zoning approval and permit review.

Late Stage: We have already started construction on our project.

For example, the project has already been submitted for zoning approval and permit review, and site acquisition and/or construction is in progress or is scheduled to begin.

8.2 - Please briefly describe where you are in your project timeline and anticipated next steps. *

8.3 - Use the table below to outline your project timeline. *

Please enter the Status as one of the following: completed, pending, not started or NA

Please provide anticipated start or end dates for any row identified as pending or not started.

Status

Starting Month/Year (mm/yyyy)

Ending Month/Year (mm/yyyy)

Concept/Visioning

Business Needs Assessment/Final Plan

Project Feasibility

Financing

Pre-Development

Site Acquisition

Construction Bid(s)

Contractor Selection(s)

Pre-Design

Schematic Design

Design Development

Construction Documentation

Bid Letting

Permitting

Procurement/Purchasing of Goods

Construction/Installation

Ground Breaking

Rough Inspections

Final Inspections

Construction Close Out

Business Operations

Inventory & Staff Training

Grand Opening

8.4 - What is the status of your building permit application?*

(Building Permit is not required for this project)

8.5 - Aside from funding, what types of support will this project need from City departments or other technical experts? *

Note: Examples include, but are not limited to, community engagement, zoning relief, permits, licenses, energy assessments, or incentives.

8.6 - Are you working with a general contractor?*

8.7 - Are you working with an architect?*

IX. PROJECT IMPACT

9.1 - Please describe your project's impact*

Limit: 1500 words

Consider the following (if applicable):

Which community or groups of people will this Project serve?

How does the Project meet their needs?

Does the Project contribute to similar uses in the vicinity or provide uniquely different offerings for the community?

Does the Project leverage existing or planned development in the vicinity?

9.2 - Has the project secured any community support?*

Note: Consider all stakeholders such as local groups, residents, or other community leaders. Please specify which community-based organizations, officials, and/or additional local stakeholders have expressed support for the project. Please also indicate if there are any community members who are actively opposed to the project, and why (this will not negatively impact your application).

9.3 - Upload any letters of support that demonstrate your involvement with the community.

Note: Letters of support are not required but may not strengthen your application. These letter may be drafted by local groups, residents, or other community leaders.

9.4 - As a recipient of this grant you are expected to incorporate the Department of Planning and Development's Neighborhood Design Guidelines. **Use the space below to explain how your project incorporates these 5 guidelines.***

Note: Describe how your project incorporates the Department of Planning and Development's Neighborhood Design Guidelines (2020):

Equity & Inclusion (i.e., achieving fair treatment, targeted support, and prosperity for all citizens)

Innovation (i.e., implementing creative approaches to design and problem solving)

Sense of Place (i.e., celebrating and strengthening the culture of our communities)

Sustainability (i.e., committing to environmental, cultural, and financial longevity)

Communication (i.e., fostering design appreciation and responding to community needs)

Please address each of the five guidelines above.

XII: Demographic Questions

DISCLAIMER:

This information is for reporting purposes only and is not used in the review or decision making process. In fact, this information is hidden from reviewers. You may choose to opt out of question by selecting the "prefer not to answer" response in each question.

How did you hear about this program?*

Social Media (Instagram, Facebook, Twitter, etc.)

Email or Newsletter

Search Engine

Word of Mouth

In-Person Event

City of Chicago Website

Other

This information is used to improve the resources/support we provide applicants. Responses to this question will not impact your application.

Did anyone help you fill out this application?

No, I filled out this application myself.

Friend or Family Member

Consultant

Community Partner/Organization

Other

I prefer not to answer.

Note: This information is used to improve the resources and communications we provide applicants. Responses to this question will not impact your application and is concealed from reviewers.