



**Wheeling Restaurant, Entertainment, and  
Retail Build-Out Grant Program**

**Program A - Sit-down Restaurant Grant**

**Program B - Food and Beverage, Retail, and  
Shopping Center Grant**

**Program C - Anchor Restaurant,  
Entertainment Venue and Retail Grant**



## **Program A – Sit-Down Restaurant Grant**

***This portion of the grant application only applies to applicants who are existing or new sit-down restaurants that meet the definition found on page 3. All other applicants should consider Program B or C.***

### **Introduction**

The Village of Wheeling understands that there are costs incurred when constructing and opening a new restaurant or to assist with remodeling existing sit-down restaurants. To assist with such projects, **the Village awards reimbursable grants to sit-down restaurants located in existing buildings on properties within the Town Center II TIF District and the North Milwaukee Avenue TIF District boundaries**, providing reimbursement on approved costs. Specifically, this grant can reimburse up to 50% of eligible materials and fixtures and up to 25% of labor costs associated with eligible improvements. More details are provided below.

The maximum award amount for *Program A* \$150,000 for a new or existing sit-down restaurant operator to remodel an existing commercial space. For other eligible types of businesses covered, see *Program B* and *Program C*. The Village strongly encourages applicants to utilize the grant funding toward upgrading façade elevations, add outdoor seating and to help improve the overall aesthetics and functionality of restaurant buildings within the Village.

To receive the maximum \$150,000 reimbursement grant, the applicant must spend at least \$300,000 in eligible costs for the sit-down restaurant. (Please see the Grant Policies and Procedures sections below for specific definitions and conditions. The Village’s Economic Development Director (Grant administrator) shall review and make a recommendation regarding project awards. All grant applicants recommended for approval by the grant administrator will be forwarded for consideration and approval by the Village Board before the grant is awarded. Additionally, any applicant who is leasing a space shall come to the Village Board with their respective landlord or another property decision maker when presenting the grant at the assigned Village Board Meeting.

### **Program A Qualifications**

The applicant must be a new or have an existing sit-down restaurant within the Town Center II or the North Milwaukee Avenue TIF Districts. (See Exhibit 1 - the attached map for the boundaries of these two TIF Districts) The sit-down restaurant space shall be at least 4,000 s.f. of Gross Leasable Space (GLA) in size and have at least 100 seats inside (not including any outdoor spaces or seating).. The applicant cannot relocate an existing business within 10 miles of the subject address to use this program per Illinois TIF laws. If the restaurant is or will be over 6,000 s.f. of GLA and over 125 seats (not inclusive of outdoor dining) then the applicant should consider and review the qualifications for *Program C*.

### **Eligible Improvements for Reimbursement**

Please note that new ground up construction is not eligible for reimbursement per Illinois TIF Law. The chart below lists items that are eligible for reimbursement for *Program A*:

<b>Eligible Items for <i>Program A</i></b>
Permanent kitchen infrastructure (no removable kitchen equipment will be eligible)
Permanent fixtures related to bar and prep spaces
Permanent walk-in cooler
Permanent seating fixtures (such as booths and tables mounted to the floor)
Permanent interior plumbing
Permanent interior electrical
Permanent interior HVAC equipment
Fire suppression systems
Permanent flooring materials
Bathrooms including ADA compliance modifications
Grease-traps
Exterior façade elements, including signage, awnings, and street-facing elevation materials (which are building elevations parallel to a public or private roadway). Roofing materials and roof-mounted equipment is not eligible. –
Permanent improvements to outside seating areas including concrete patios designated for outside seating, railings/fencing surrounding outside seating areas, and permanent outside seating fixtures
New parking lot lighting, permanent landscaping bed improvements, and new parking lot installation
Any other interior building improvement that is deemed permanent by the grant administrator

### **Grant Policies**

Eligible spaces that may receive the grant under *Program A*:

- Sit Down Restaurants shall only receive one grant award over the life of the program. No exceptions shall be granted. For the purpose of this grant program, a sit-down restaurant shall be defined as a for-profit establishment that serves food and beverage items to customers, the subject space must be at least 4,000 square feet (GLA) in size and contain at least 100 seats inside (not including any outdoor spaces) for dining patrons. Additionally, the subject space must be in an existing building within the two TIF Districts. All other food-and-beverage-based businesses that do not meet this definition may be eligible for consideration under *Program B*.
- Applicants must spend at least \$10,000 in eligible costs to participate in this grant program. The minimum grant awarded through this program will be \$5,000.
- The Village of Wheeling will only reimburse for the materials and permanent fixtures associated with the eligible improvements. Additionally, 25% of the labor associated with the eligible improvements can be reimbursed through this grant program.
- This grant program cannot be used to address municipal code violations for existing businesses or properties. However, the funds from this grant program can be utilized to voluntarily modernize a building/property and bring an existing business/property up to modern building standards. If a property owner applies for this grant program and there are open local municipal code violations (“Code Violations”) either at time of applying for a grant or prior to releasing payment for a grant, and the Village has provided

written notice to the property owner of said Code Violations, then the Village reserves the right to hold off on reviewing the grant application or withholding payment of a previously approved grant until all municipal code violations have been addressed to the satisfaction of the Village.

- As part of the grant submittals, the applicant shall provide evidence of the following:
  - o The eligible business owner must have either a signed or contingent lease for a minimum of a five-year period or owns the subject property. (Proof of a lease or property ownership is required.
  - o If applying for any grant amount above \$100,000, then the applicant shall provide proof that he/she has owned and operated at least one sit-down restaurant for a minimum period of five years. The proof shall be in a form approved by the grant administrator and include copies of previous business licenses, a copy of a lease, or copies of business incorporation documents that include the applicant's name.
  - o The applicant must also provide a written statement in the Project Narrative that a decision maker for the proposed business location will be stationed at the subject address on a full-time basis (40+ Hours per week). (See Step 2 under the Grant Application Steps and Submittal Requirements for more details). The professional background of the decision maker shall be provided in the business plan. (Details are also found in the Grant Application Submittal Requirements and Procedures section).
- Applicants who have been approved by the Village Board shall complete the entire build-out and open the business within 12 months of the date of the Village Board resolution approving the grant
- All grant awards are subject to available funding. The Village Board reserves the right to discontinue this program at any time for any reason.
- Grant approval by the Village Board does not constitute approval to start work. All work must receive all applicable permits and any other approvals. Any work done without proper approvals by the Village, or any other applicable entity may result in the termination of any approved grant.
- The Economic Development Director reserves the right and option to not approve or recommend a grant request to the Village Board after vetting each applicant and application. The Economic Development Director also reserves the right and option to amend the requested grant amount based on the review of the application, anticipation of grant applications, and available funding.
- Note that any work conducted by the applicant is **not** eligible for reimbursement. The installation of the eligible permanent improvements must be performed by hired professionals who are not related to the applicant or the building owner, either through familial relationships or from any other business partnership.
- This grant will not cover any expenses incurred prior to applying for and receiving a letter or resolution approving the grant request.
- No reimbursement will be issued until all steps have been satisfied by the applicant (see below).

### **Grant Application Steps & Submittal Requirements**

Any applicant interested in applying for the Grant Program **must** complete all steps listed below:

#### **Step 1 – Pre-Application Meeting**

Any prospective applicant must meet with the Economic Development Director to go over the application, the process, and general items. Prospective applicants must also thoroughly read all portions of the grant application to ensure that all conditions will be satisfied. The applicant is strongly encouraged to bring the project architect and/or general contractor to the pre-application meeting, since the application submittals require base drawings for the proposed improvements and a contractor quote for the estimated project costs. No application will be accepted until a pre-application meeting with the Economic Development Director has taken place. The Economic Development Director reserves the right to include staff members from other departments to help address zoning and permitting processes during this meeting.

### Step 2 – Submit the Application

Submit your fully completed application to the Economic Development Director (second floor of Wheeling Village Hall).

A fully completed application shall include the following items:

- Application form filled out (attached)
- Project Narrative describing the business, the concept, and the proposed scope of work. A copy of a signed lease shall be provided. The name and entity on the lease shall match the name on the application page.
  - If the applicant owns the subject property as well as the subject business, then a copy of a deed or title showing proof that the applicant is the building owner and business owner shall be provided.
- Detailed floor plans showing the proposed scope of work to build out the proposed business.
- A detailed cost estimate broken down to separately show the permanent interior and exterior improvements, which must match the scope of work shown in the submitted floor plans. The cost estimate must come from a general contractor not related to the business applicant or the property owner (either through familial relationships or from any other joint-venture partnership). The cost estimate should separate out the cost of labor, as this grant will only reimburse 25% of labor associated with eligible installation.
- A detailed business plan that must include the following:
  - An executive summary
  - Background on the business concept and offerings
  - Background on the key decision-makers who will be based at the prospective business location. (This should include their years in the industry, any certifications or licenses that they hold, and any specialized training received in their career)
  - An organizational chart
  - Marketing strategy and marketing plan details
  - A detailed list of the offerings based out of the proposed business (provide a menu and/or a list of products sold)
  - Projected sales, profits, and losses for a minimum of five years
- A consent form to conduct a background check on the applicant and have the Economic Development Director review financial information related to the proposed project (attached).
- Proof of owning or operating a restaurant for at least five years.

*The Village highly recommends that the applicant apply for any special approvals and/or building permits immediately after submitting the application to assist with the entitlement and permit review timeline. The decision for this grant application may be withheld if an Appearance Review Application is required for exterior changes. A decision on the grant application will occur once an Appearance Review Application is approved by Village Board and may be done so simultaneously.*

### Step 3 – Staff Review and Formal Approval

The Economic Development Director will review the application for completion, and may request additional

documentation. During this step, the Village will conduct a background check on the applicant(s) and review all requested financial information. The review of the financial information can occur in person with the applicant. After all submitted items have been reviewed and determined to be satisfactory, in the discretion of the Economic Development Director, the Director will provide an approval letter and date when the grant request will be reviewed by the Village Board. If the Village Board approves the request, the Board will pass a resolution to that effect which will be provided with the approval letter.

#### **Step 4 – Build Out the Space, Open to the Public, and Submit for Reimbursement**

After the applicant receives the approval letter from the Economic Development Director and the Village Board resolution approving the grant request, the applicant has 12 months from the date of the approval letter/resolution to complete the following:

- Complete the construction buildout.
- Close out all permits by passing all final inspections.
- Finish paying all vendors and contractors.
- Obtain a Certificate of Occupancy and open to the public.

Once Step 4 has been completed, the applicant can submit the documentation for reimbursement to the Economic Development Director. The documentation needed for consideration of the reimbursement includes:

- All receipts and paid-in-full invoices covering eligible expenses (copy or original)
- A notarized Final Waiver(s) of Lien (completed by contractor and all subcontractors)
- A completed IRS W-9 form
- An executed reimbursement agreement
- Setting up new vendor process with the Village's Finance Department

Prior to submitting the reimbursement request, the Economic Development Director will review all submitted documentation and confirm that all permits have been closed out, that no litigation is pending or active, and that no liens are recorded against the property. Note, if the final expenditures come in under the initial cost estimates provided for the grant application, then the reimbursement amount issued under the grant will be less than the amount that was approved by the Village Board. If all reimbursement documentation is in order, the reimbursement request will be included on the next Village Board warrant register.

#### **Allowed Exceptions to Program A**

If the applicant finds that the project cannot be completed within 12-months, then the applicant can request an exception to this timeframe to extend it for an additional six months. This request shall be submitted in writing and presented to the Village Board for consideration and approval no later than the first day of the 12<sup>th</sup> month following the date of the resolution or letter approving the grant. The applicant may request additional funding up to the maximum funding of \$150,000 allowed under *Program A* if special circumstances exist. For consideration under special circumstances, the applicant will need to provide written documentation detailing the compelling reason for the request and provide justification that “but for” the additional funding, the project would not be feasible to move forward. If the Economic Development Director determines and recommends additional funding is necessary, then that financial consideration will be up to the Board for final approval. Under no circumstances may the applicant receive any additional funding once a resolution or grant approval has been given by the Board. All other

policies identified in *Program A* cannot be waived or amended. If there is uncertainty with the application, then the Economic Development Director will review the inquiry and report suggested edits, additions, or omissions to the Village Board for consideration and approval. Any edits approved by the Village Board will be promptly made to the Application.



## **Program B –Wheeling Food and Beverage, Retail and Shopping Center Grant**

*This portion of the grant application only applies to applicants who are new or existing restaurants not applicable to Program A, as well as new and existing retailers, tenants, and shopping center owners.*

### **Introduction**

The Village of Wheeling understands that costs are incurred when constructing and opening a new restaurant or retail space or when updating a shopping center. To assist with such projects, the **Village awards grants for those properties and businesses located within the Town Center II and North Milwaukee Avenue TIF District boundaries.** Program B can reimburse up to 50% of eligible materials and fixtures, and up to 25% of labor costs associated with the improvements. The maximum award amount for Program B is \$50,000. To receive the maximum \$50,000 reimbursement, the applicant must spend at least \$100,000 in eligible costs. Please see the Grant Policies and Procedures sections below for specific definitions and conditions.

The Village’s Economic Development Director (Grant Administrator) shall review and make recommendations regarding project awards. All grant applicants recommended for approval by the Grant Administrator will be forwarded for consideration and approval by the Village Board for grant approval. Additionally, any applicant who is leasing a space shall come to the Village Board with their respective landlord or another property decision maker when presenting the grant at the assigned Village Board Meeting.

### **Program B Qualifications**

The applicant must propose a new or have an existing food, beverage, or retail business, or be an existing commercial shopping center within the Town Center II or North Milwaukee Avenue TIF Districts. (See Exhibit 1 – the attached map for the boundaries of these two TIF Districts). The applicant cannot be relocating an existing business within 10 miles of the subject address to use this program per Illinois TIF laws.

### **Eligible Improvements for Reimbursement**

Please note that new ground up construction is not eligible for reimbursement per Illinois TIF Law. The chart below lists items that are eligible for reimbursement under Program B:



<b>Eligible Items Under <i>Program B</i></b>
Permanent kitchen infrastructure (no removable kitchen equipment will be eligible)
Permanent fixtures related to bar and prep spaces
Permanent walk-in cooler
Permanent seating fixtures (such as booths and tables mounted to the floor)
Permanent interior plumbing
Permanent interior electrical
Permanent interior HVAC equipment
Fire suppression and alarm systems
Bathrooms including ADA compliance modifications
Permanent flooring
Permanent store fixtures such as countertops, retail shelving and changing rooms
Grease trap improvements
Exterior façade elements, including signage, awnings, and street-facing elevation materials (which are building elevations that are parallel to a public or private roadway). Roofing materials and roof-mounted equipment is not eligible.
Permanent improvements to outside seating areas including concrete patios designated for outside seating, railings/fencing surrounding outside seating areas and permanent outside seating fixtures
New parking lot lighting, permanent landscaping bed improvements and new parking lot installation
Any other interior building improvement that is deemed permanent by the grant administrator

### **Grant Policies**

Eligible projects that may receive the Grant under *Program B*:

- Shopping centers may only apply for one grant award for the life of the program. No exceptions shall be granted. For this grant program, a shopping center shall be defined as “a building or buildings under common ownership that contains at least two commercial spaces and that includes at least one retail or restaurant operation as a tenant.” The maximum grant amount for a shopping center is \$50,000.
- Retail businesses that apply for this grant program shall have at least 50% of the entire floor area dedicated to the sale of goods at the subject address, be open to the public, and must also fall under the Wheeling zoning ordinance as permitted or special use for retail. Any applicant that cannot meet the 50% retail floor area requirement will **not** be eligible for the grant.
- For this grant, any food and beverage business that does not meet the definition of a sit-down restaurant as identified under *Program A* or *Program C* shall be defined as a non-sit-down restaurant, and the maximum reimbursement allowed from this grant is \$50,000. Any applicant applying for this grant as a food and beverage use must be open to the public including pickup or delivery options (e.g. catering only businesses will not qualify).
- In instances when a property owner applies for a grant to improve a shopping center, the eligible individual tenants may also submit their own respective grant requests subject to the policies and procedures defined in this document.
- Applicants must invest at least \$10,000 in eligible costs to participate in this grant program. The minimum

grant awarded through this program is \$5,000.

- The Village of Wheeling will only reimburse for up to 50% of the cost of materials and permanent fixtures associated with the eligible improvements. Additionally, 25% of the labor associated with the eligible improvements can be reimbursed through this grant program.
- This grant program cannot be used to address municipal code violations for existing businesses or properties. However, the funds from this grant program can be utilized to voluntarily modernize a building/property and bring an existing business/property up to modern building standards. If a property owner applies for this grant program and there are open local municipal code violations (“Code Violations”) either at time of applying for a grant or prior to releasing payment for a grant, and the Village has provided written notice to the property owner of said Code Violations, then the Village reserves the right to hold off on reviewing the grant application or withholding payment of a previously approved grant until all municipal code violations have been addressed to the satisfaction of the Village.
- As part of the grant submittals, the applicant shall provide evidence of the following:
  - o The eligible business owner must have either signed a contingent lease for a minimum of a five-year period or own the subject property. (Proof of a lease or property ownership is required).
- Applicants who have been approved by the Village Board shall complete the entire build-out and open the business within 12 months of the date of the Village Board resolution approving the grant.
- All grant awards are subject to available funding. The Village Board reserves the right to discontinue this program at any time for any reason.
- Grant approval by the Village Board does not constitute approval to start work. All work must receive all applicable permits and any other approvals. Any work being done without proper approvals by the Village, or any other applicable entity may result in the termination of any approved grant.
- The Economic Development Director reserves the right and option to not approve or recommend a grant request to the Village Board after vetting each applicant and application. The Economic Development Director also reserves the right and option to amend the requested grant amount based on review of the application, anticipation of grant applications, and available funding.
- Note that any work conducted by the applicant is **not** eligible for reimbursement. The installation of the eligible permanent improvements must be performed by hired professionals who are not related to the applicant or the building owner, either through familial relationships or from any other business partnership.
- This grant will not cover any expenses incurred prior to applying for and receiving an approval letter or resolution approving the grant request.
- No reimbursement will be issued until all steps have been satisfied by the applicant (see below).

### **Grant Application Steps & Submittal Requirements**

Any applicant that is interested in applying for the Grant Program must complete all steps listed below:

#### **Step 1 – Pre-Application Meeting**

Any prospective applicant must meet with the Economic Development Director to go over the application, the process, and general items. Prospective applicants must also thoroughly read all portions of the grant application to ensure that all conditions will be satisfied. The applicant is strongly encouraged to bring the project architect and/or general contractor to the pre-application meeting, since the application submittals require base drawings for the proposed improvements and a contractor quote for the estimated project costs. No application will be accepted until a pre-application meeting with the Economic Development Director has taken place. The Economic Development Director reserves the right to include staff members from other departments to help address zoning and permitting processes during this meeting.

### Step 2 – Submit the Application

Submit your fully completed application to the Economic Development Director (second floor of Wheeling Village Hall).

A fully completed application shall include the following items:

- Application form filled out (attached)
- Project Narrative describing the business, the concept, and the proposed scope of work.
- A copy of a signed lease shall be provided. The name and entity on the lease shall match the name on the application page.
  - If the applicant owns the subject property as well as the subject business, then a copy of a deed or title showing proof that the applicant is the building owner and business owner shall be provided.
- Detailed floor plans showing the proposed scope of work to build out the proposed business.
- A detailed cost estimate broken down to separately show the permanent interior and exterior improvements which must match the scope of work shown in the submitted floor plans. The cost estimate must come from a general contractor not related to the business applicant or the property owner (either through familial relationships or from any other joint-venture partnership). The cost estimate should separate out the cost of labor, as this grant will only reimburse 25% of labor associated with eligible installation.
- A detailed business plan that must include the following:
  - An executive summary
  - Background on the business concept and offerings
  - Background on the key decision-makers who will be based at the prospective business location. (This should include their years in the industry, any certifications, or licenses that they hold, and any specialized training received in their career).
  - An organizational chart
  - Marketing strategy and marketing plan details
  - A detailed list of the offerings based out of the proposed business (provide a menu and/or a list of products sold)
  - Projected sales, profits, and losses for a minimum of five years
- A consent form to conduct a background check on the applicant and have the Economic Development Director review financial information related to the proposed project (attached).
- Proof of owning or operating a restaurant for at least five years.

*The Village highly recommends that the applicant apply for any special approvals and/or building permits immediately after submitting the application to assist with the entitlement and permit review timeline. The decision for this grant application may be withheld if an Appearance Review Application is required for exterior changes. A decision on the grant application will occur once an Appearance Review Application is approved by Village Board and may be done so simultaneously.*

### Step 3 – Staff Review and Formal Approval

The Economic Development Director will review the application for completion and may request additional documentation. During this step, the Village may conduct a background check on the applicant(s) and review all requested financial information. The review of the financial information can occur in person with the applicant. After the submitted items have been reviewed and determined to be satisfactory in the discretion of the Economic Development Director, the Director will provide an approval letter and date when the grant request will be reviewed by the Village Board. If the Village Board approves the request, the Board will pass a resolution to that effect which will be provided with the approval letter.

**Step 4 – Build Out the Space, Open to the Public and Submit for Reimbursement**

After the applicant receives the approval letter from the Economic Development Director and the Village Board resolution approving the grant request, the applicant has 12 months from the date of the approval letter/resolution to complete the following:

- Complete the construction buildout.
- Close out all permits by passing all final inspections.
- Finish paying all vendors and contractors.
- Obtain a Certificate of Occupancy and open to the public.

Once Step 4 has been completed, the applicant can submit the documentation for reimbursement to the Economic Development Director. The documentation needed for consideration of the reimbursement includes:

- All receipts and paid-in-full invoices covering eligible expenses (copy or original)
- A notarized Final Waiver(s) of Lien (completed by contractor and all subcontractors)
- A completed IRS W-9 form.
- An executed reimbursement agreement
- Setting up new vendor process with the Village’s Finance Department

Prior to submitting the reimbursement request, the Economic Development Director will review all submitted documentation and confirm that all permits have been closed out, that no litigation is pending or active, and that no liens are recorded against the property. Note, if the final expenditures come in under the initial cost estimates provided for the grant application, then the reimbursement amount issued under the grant will be less than the amount that was approved by the Village Board. If all reimbursement documentation is in order, the reimbursement request will be included on the next Village Board warrant register.

**Allowed Exceptions to Program B**

If the applicant finds that the project cannot be completed within the 12 months, then the applicant can request an exception to extend it for an additional six months. This request shall be submitted in writing and presented to the Village Board for consideration and approval no later than the first day of the 12<sup>th</sup> month following the date of the resolution or letter approving the grant. The applicant may request additional funding up to the maximum allowed under *Program B* under special circumstances. For consideration under special circumstances, the applicant will need to provide written documentation detailing the compelling reason for the request and provide justification that “but for” the additional funding, the project would not be feasible to move forward. If the Economic Development Director determines and recommends additional funding is necessary, that financial consideration will be up to the Board for final approval. Under no circumstances may the applicant receive any additional funding once a resolution or grant approval has been given by the Board. All other policies identified in Program A cannot be waived or amended. If there is uncertainty with the application, then the Economic Development Director will review the inquiry and report suggested edits, additions, or omissions to the Village Board for consideration and approval. Any edits approved by the Village Board will be promptly made to the Application.



## **Program C – Anchor Restaurant, Entertainment Venue, and Retail Grant**

***This portion of the grant application only applies to applicants who are existing or new Anchor Restaurants, Entertainment Venues and Retailer businesses as defined below. All other applicants shall consider Program A or Program B as applicable.***

### **Introduction**

The Village of Wheeling understands that there are costs incurred when constructing and opening new or renovating existing anchor restaurants, entertainment complexes, or retail establishments. To assist with such projects, ***the Village awards reimbursable grants to these establishments located or planning to locate in existing buildings or properties within the Town Center II TIF District and the North Milwaukee Avenue TIF District boundaries,*** providing reimbursement on approved costs. Specifically, this grant can reimburse up to 50% of eligible materials and fixtures and up to 25% of labor costs associated with eligible improvements. More details are provided below.

The maximum award amount under *Program C* is \$225,000. The Village strongly encourages applicants to utilize the grant funding toward upgrading the façade elevations, add or improve gathering spaces, projects that help increase sales and attendance by improving the aesthetics and functionality of these properties within the Village.

To receive the maximum \$225,000 reimbursement grant, the applicant must spend at least \$450,000 in eligible costs. (Please see the Grant Policies and Procedures sections below for specific definitions and conditions). The Village's Economic Development Director (Grant Administrator) shall review and make the recommendations regarding project awards. All grant applicants recommended for approval by the Grant Administrator will be forwarded for consideration and approval by the Village Board before the grant is awarded. Additionally, any applicant who is leasing a space shall come to the Village Board with their respective landlord or another property decision maker when presenting the grant at the assigned Village Board Meeting.

### **Program C Qualifications**

The applicant must be a new or existing Anchor Restaurant, Entertainment Complex, or Retailer within the Town Center II or the North Milwaukee Avenue TIF Districts. (See Exhibit 1 - the attached map for the boundaries of these two TIF Districts). The applicant cannot relocate an existing business within 10 miles of the subject address to use this program per Illinois TIF laws.

To qualify under *Program C*, the following parameters must be met and defined by the following uses:

***Anchor Restaurants:*** Existing or new sit-down, full-service establishments at least 6,000 s.f. of gross leasable area (GLA) with a minimum of 150 seats (including restaurant, bar, and entertainment spaces). Anchor restaurants must include a full-service bar area (with applicable liquor license) and may include gaming machines (with applicable approvals) as well as entertainment and event spaces. The Economic Development

Director will give initial non-binding guidance and clarification to the applicant prior to formal application submittal. Outdoor spaces are encouraged, but not calculated per the GLA. A capital investment of at least \$450,000 is required. These Venues must be open to the public.

*Entertainment Venues:* Existing or new buildings that encompass at least 15,000 s.f. of GLA and have the minimum capacity to host at least 200 guests. These venues must include a restaurant (full-service or limited service) as well as a full-service bar, which combined occupy at least 15% of the GLA. Entertainment Venues may include gaming machines (with applicable approvals). In addition to providing food and bar service, Entertainment Venues can include any combination of the following uses (must be subject to all state and local Amusement Tax as well as applicable to sales / food or beverage taxes): movie theatres; experiential activities (e.g. axe throwing, e-sports, virtual reality / golf, escape rooms, thematic activations, bowling, shuffleboard, pickleball, tennis, etc.). The Economic Development Director will give initial non-binding guidance and clarification to the applicant prior to formal application submittal. Outdoor spaces are encouraged, but not calculated per the GLA. A capital investment of at least \$450,000 is required. These Venues must be open to the public.

*Anchor Retail:* Existing or new buildings that encompass at least 20,000 s.f. of GLA for the sale of tangible goods that are subject to all State and local sales taxes. The sale of these goods must occupy 85% of the GLA . The Economic Development Director will give initial non-binding guidance and clarification to the applicant prior to formal application submittal. Outdoor spaces are encouraged, but not calculated per the GLA. A capital investment of at least \$450,000 is required. These Venues must be open to the public.

### **Eligible Improvements for Reimbursement**

The chart below lists items that are eligible for reimbursement for this specific program (*Program C*):

<b>Eligible Items for <i>Program C</i></b>
Permanent kitchen infrastructure (no removable kitchen equipment will be eligible)
Permanent fixtures related to bar and prep spaces
Permanent walk-in cooler
Permanent seating fixtures (such as booths and tables mounted to the floor)
Permanent interior plumbing
Permanent interior electrical
Permanent interior HVAC equipment
Fire suppression systems
Permanent flooring materials
Bathrooms including ADA compliance modifications
Grease-traps
Exterior façade elements, including signage, awnings, and street-facing elevation materials (which are building elevations that are parallel to a public or private roadway).
Permanent improvements to outside seating areas including concrete patios designated for outside seating, railings/fencing surrounding outside seating areas, and permanent outside seating fixtures
New parking lot lighting, permanent landscaping bed improvements, and new parking lot installation
Any other interior building improvement that is deemed permanent by the grant administrator

### **Grant Policies**

- Eligible recipients of the Grant shall only receive one award over the life of the program. No exceptions shall be granted.
- Applicants must spend at least \$450,000 in eligible costs to participate in this grant program.
- The Village of Wheeling will only reimburse for up to 50% of the materials and permanent fixtures associated with the eligible improvements. Additionally, 25% of the labor associated with the eligible improvements can be reimbursed through this grant.
- This grant program cannot be used to address municipal code violations for existing businesses or properties. However, the funds from this grant program can be utilized to voluntarily modernize a building/property and bring an existing business/property up to modern building standards. If a property owner applies for this grant program and there are open local municipal code violations (“Code Violations”) either at time of applying for a grant or prior to releasing payment for a grant, and the Village has provided written notice to the property owner of said Code Violations, then the Village reserves the right to hold off on reviewing the grant application or withholding payment of a previously approved grant until all municipal code violations have been addressed to the satisfaction of the Village.
- As part of the grant submittals, the applicant shall provide evidence of the following:
  - o The eligible business owner must have either a signed or contingent lease for a minimum of a five-year period or own the subject property. (Proof of a lease or property ownership is required).
  - o If applying for any grant under *Program C*, the applicant shall provide proof that they have owned and operated one of the approved uses for a minimum period of five years. The proof shall be in a

form approved by the grant administrator. Examples of proof include copies of previous business licenses, a copy of a lease or copies of business incorporation documents that include the applicant's name.

- The applicant must also provide a written statement in the Project Narrative that a decision maker for the proposed business location will be stationed at the subject address on a full-time basis (40+ hours per week). (See Step 2 under the Grant Application Steps and Submittal Requirements for more details). The professional background of the decision maker shall be provided in the business plan. (Details are also found in the Grant Application Submittal Requirements and Procedures section).
- Applicants who have been approved by the Village Board shall complete the entire build-out and open the business within 12 months of the date of the Village Board resolution approving the grant.
- All grant awards are subject to available funding. The Village Board reserves the right to discontinue this program at any time for any reason.
- Grant approval by the Village Board does not constitute approval to start work. All work must receive all applicable permits and any other approvals. Any work being done without proper approvals by the Village, or any other applicable entity may result in the termination of any approved grant.
- The Economic Development Director reserves the right and option to not approve or recommend a grant request to the Village Board after vetting each applicant and application. The Economic Development Director also reserves the right and option to amend the requested grant amount based on review of the application, anticipation of grant applications, and available funding.
- Note that any work conducted by the applicant is **not** eligible for reimbursement. The installation of the eligible permanent improvements must be performed by hired professionals who are not related to the applicant or the building owner, either through familial relationships or from any other business partnership.
- This grant will not cover any expenses incurred prior to applying for and receiving an approval letter or resolution approving the grant request.
- No reimbursement will be issued until all steps have been satisfied by the applicant (see below).

### **Grant Application Steps & Submittal Requirements**

Any applicant interested in applying for the Grant Program **must** complete all steps listed below:

#### **Step 1 – Pre-Application Meeting**

Any prospective applicant must meet with the Economic Development Director to go over the application, the process, and general items. Prospective applicants must also thoroughly read all portions of the grant application to ensure that all conditions will be satisfied. The applicant is strongly encouraged to bring the project architect and/or general contractor to the pre-application meeting, since the application submittals require base drawings for the proposed improvements and a contractor quote for the estimated



project costs. No application will be accepted until a pre-application meeting with the Economic Development Director has taken place. The Economic Development Director reserves the right to include staff members from other departments to help address zoning and permitting processes during this meeting.

Step 2 – Submit the Application

Submit your fully completed application to the Economic Development Director (second floor of Wheeling Village Hall).

A fully completed application shall include the following items:

- Application form filled out (attached)
- Project Narrative describing the business, the concept, and the proposed scope of work. A copy of a signed lease shall be provided. The name and entity on the lease shall match the name on the application page.
  - If the applicant owns the subject property as well as the subject business, then a copy of a deed or title showing proof that the applicant is the building owner and business owner shall be provided.
- Detailed floor plans showing the proposed scope of work to build out the proposed business.
- A detailed cost estimate broken down to separately show the permanent interior and exterior improvements must match the scope of work shown in the submitted floor plans. The cost estimate must come from a general contractor not related to the business applicant or the property owner (either through familial relationships or from any other joint-venture partnership). The cost estimate should separate out the cost of labor as this grant will only reimburse 25% of labor associated with eligible installation.
- A detailed business plan that must include the following:
  - An executive summary
  - Background on the business concept and offerings
  - Background on the key decision-makers who will be based at the prospective business location. (This should include their years in the industry, any certifications, or licenses that they hold, and any specialized training received in their career)
  - An organizational chart
  - Marketing strategy and marketing plan details
  - A detailed list of the offerings based out of the proposed business (provide a menu and/or a list of products sold)
  - Projected sales, profits, and losses for a minimum of five years
- A consent form to conduct a background check on the applicant and have the Economic Development Director review financial information related to the proposed project (Attached).
- Proof of owning or operating a restaurant for at least five years.

*The Village highly recommends that the applicant apply for any special approvals and/or building permits immediately after submitting the application to assist with the entitlement and permit review timeline. The decision for this grant application may be withheld if an Appearance Review Application is required for exterior changes. A decision on the grant application will occur once an Appearance Review Application is approved by Village Board and may be done so simultaneously.*

### Step 3 – Staff Review and Formal Approval

The Economic Development Director will review the application for completion and may request additional documentation. During this step, the Village will conduct a background check on the applicant(s) and review all requested financial information. The review of the financial information can occur in person with the applicant. After all submitted items have been reviewed and determined to be satisfactory in the discretion of the Economic Development Director, the Director will provide an approval letter and date when the grant request will be reviewed by the Village Board. If the Village Board approves the request, the Board will pass a resolution to that effect which will be provided with the approval letter.

### Step 4 – Build Out the Space, Open to the Public, and Submit for Reimbursement

After the applicant receives the approval letter from the Economic Development Director and the Village Board resolution approving the grant request, the applicant has 12 months from the date of the approval letter/resolution to complete the following:

- Complete the construction buildout.
- Close out all permits by passing all final inspections.
- Finish paying all vendors and contractors.
- Obtain a Certificate of Occupancy and open to the public.

Once Step 4 has been completed, the applicant can submit the documentation for reimbursement to the Economic Development Director. The documentation needed for consideration of the reimbursement includes:

- All receipts and paid-in-full invoices covering eligible expenses (copy or original)
- A notarized Final Waiver(s) of Lien (completed by contractor and all subcontractors)
- A completed IRS W-9 form
- An executed reimbursement agreement
- Setting up new vendor process with the Village Finance Department

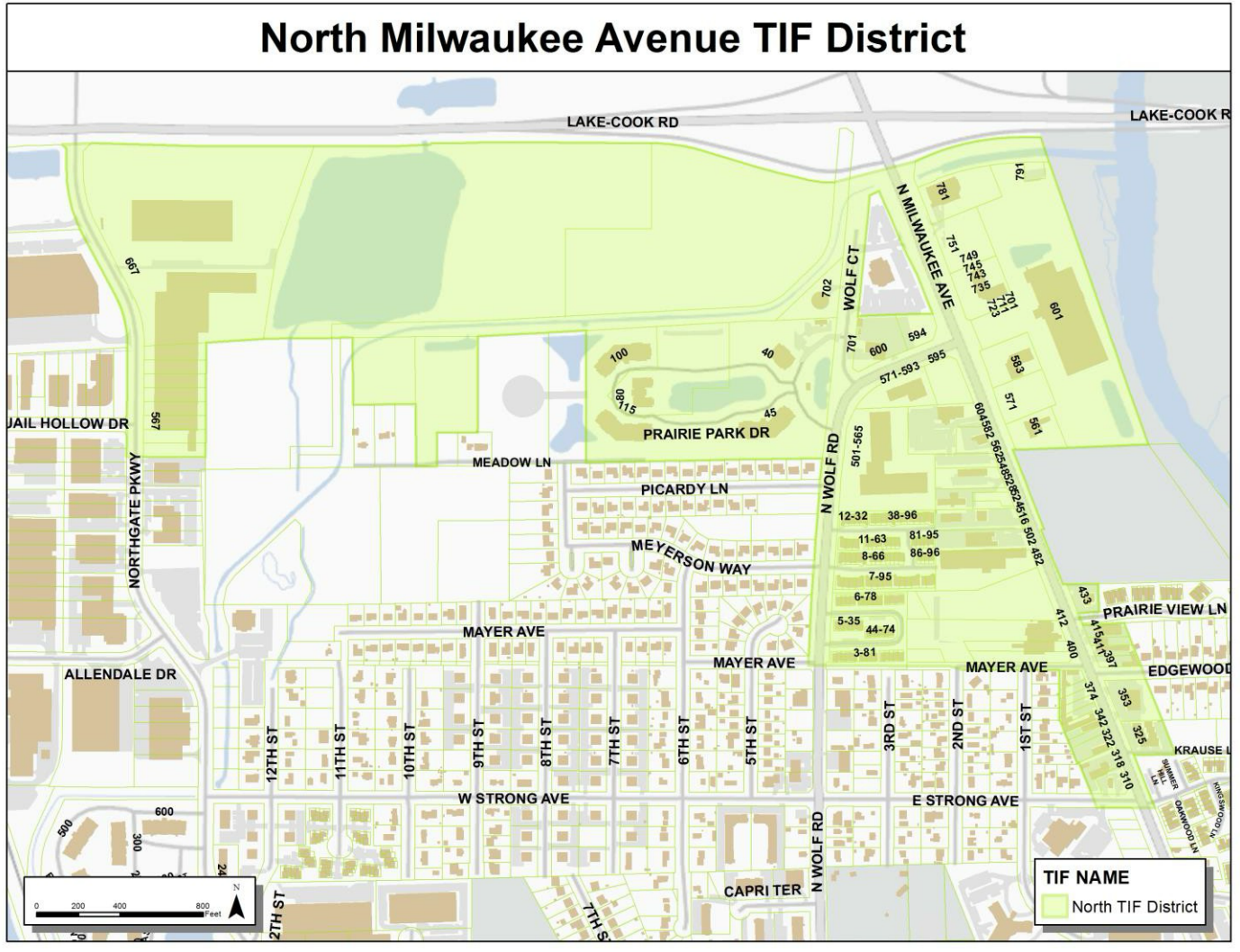
Prior to submitting the reimbursement request, the Economic Development Director will review all submitted documentation and confirm that all permits have been closed out, that no litigation is pending or active, and that no liens are recorded against the property. Note, if the final expenditures come in under the initial cost estimates provided for the grant application, then the reimbursement amount issued under the grant will be less than the amount that was approved by the Village Board. If all reimbursement documentation is in order, the reimbursement request will be included on the next Village Board warrant register.

### Allowed Exceptions to Program C

If the applicant finds that the project cannot be completed within the 12 months, then the applicant can request an exception to extend it for an additional six months. This request shall be submitted in writing and presented to the Village Board for consideration and approval no later than the first day of the 12<sup>th</sup> month following the date of the resolution or letter approving the grant. The applicant may request additional funding up to the maximum allowed under *Program C*, under special circumstances. For consideration under special circumstances, the applicant will need to provide written documentation detailing the compelling reason for the request and provide justification that “but for” the additional funding, the project would not be feasible to move forward. If the Economic Development Director determines and recommends additional funding is necessary, then that financial

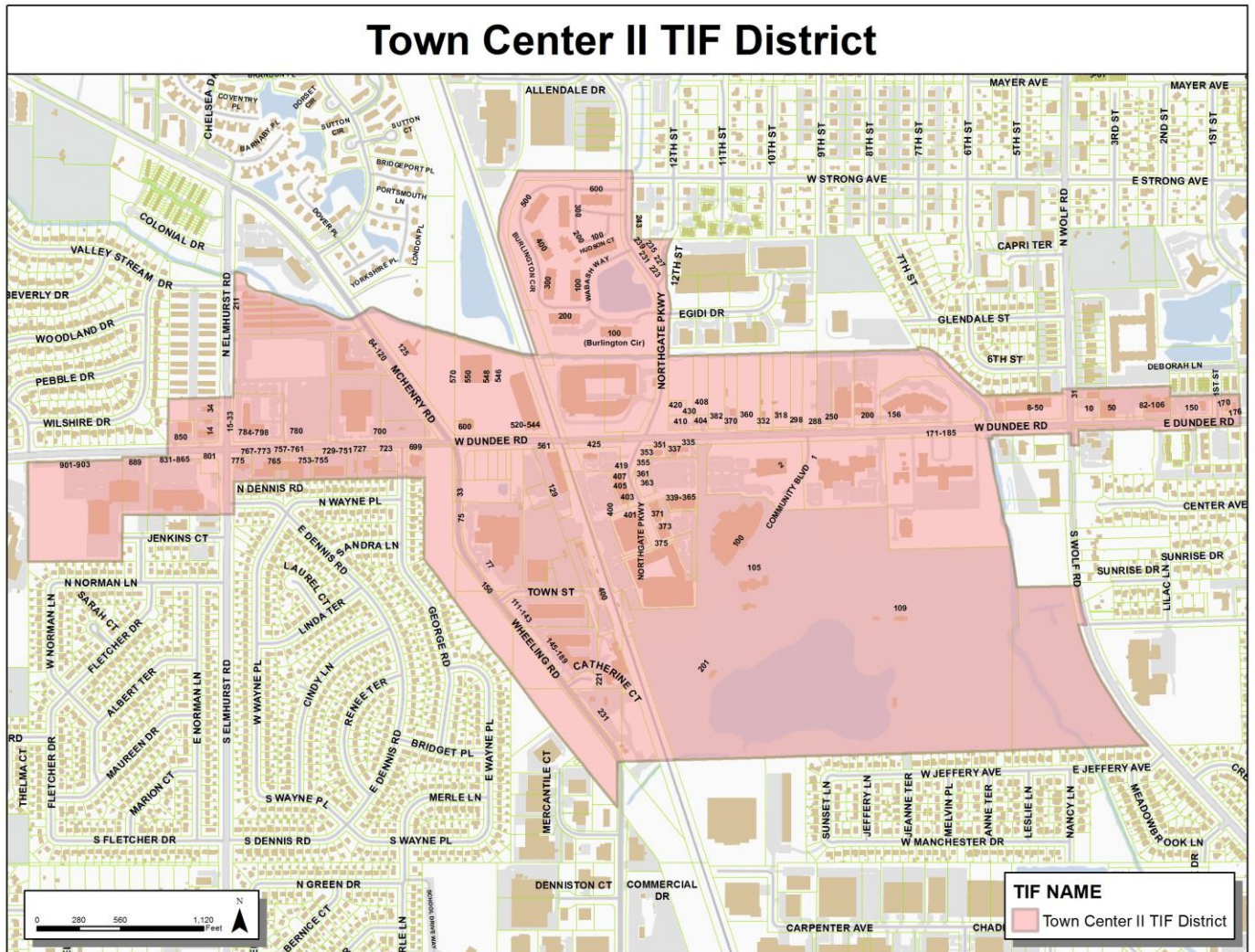
consideration will be up to the Board for final approval. Under no circumstances may the applicant receive any additional funding once a resolution or grant approval has been given by the Board. All other policies identified in *Program C* cannot be waived or amended. If there is uncertainty with the application, then the Economic Development Director will review the inquiry and report suggested edits, additions, or omissions to the Village Board for consideration and approval. Any edits approved by the Village Board will be promptly made to the Application.

**Exhibit 1 - Map of North Milwaukee Avenue TIF District**



[Click here to view a PDF of the TIF Districts in Wheeling, IL](#)

## Exhibit 1 - Map of Town Center II TIF District



[Click here to view a PDF of the TIF Districts in Wheeling, IL](#)



**Wheeling Restaurant, Entertainment, and Retail Build-Out Grant Program**

**APPLICATION PAGE**

To determine eligibility of your project for the grant program, please provide the following information.

Name of Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Property Address for Proposed Improvements:  
\_\_\_\_\_

Description of Proposed Improvements (please attach narrative)

Estimated cost of improvements: \_\_\_\_\_

Estimated cost of qualifying labor: \_\_\_\_\_

Please be sure all application items are attached as identified in Step 2 for your applicable Program (A, B, or C)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**(To be completed by Village)**

Eligible [  ]                      Not Eligible [  ]

Town Center II TIF [  ]              North Milwaukee TIF [  ]

Grant Amount: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_



**Wheeling Restaurant, Entertainment, and Retail Build-Out Grant Program**

**CONSENT AND ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_ acknowledge that the Village of Wheeling will conduct a background check as part of the evaluation of this application and consent to the same. I understand that any person who is an owner of the business submitting this grant application will be subject to a background check which will include a credit report inquiry and review of financial documents that the Economic Development Director requests. I also represent that I have *thoroughly* read all portions of the grant and I agree to all the terms, conditions, policies, and procedures to obtain the reimbursement grant. I also understand and acknowledge that the decision to grant funds lies within the sole discretion of the Village Board. I also understand and acknowledge that if the final costs come in less than what was estimated to determine the reimbursement amount, then I may receive less than the initially approved amount.

The building owner shall sign this consent form acknowledging their approval consenting to the work detailed and as part of this application.

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_

Building Owner Signature (if applicable) \_\_\_\_\_

Date: \_\_\_\_\_

Building Owner Signature (if applicable) \_\_\_\_\_

Date: \_\_\_\_\_