



Date Received _____

Date Approved _____

STOREFRONT IMPROVEMENT GRANT APPLICATION

The St. Charles Business Alliance will reimburse up to 50% of the cost for storefront improvements, such as sign, awning or lighting, or betterment for properties located within the Downtown St. Charles SSA-1B boundary. The maximum reimbursement grant is not to exceed 50% of the cost up to a maximum of \$1,000.

Building or establishment for which the reimbursement grant is sought:

Street Address of Business/Building: _____

Mailing Address, if different than street address: _____

Is this property listed on the National Registry or designated as a Local Landmark: Yes No

Business Phone: _____ E-Mail Address: _____

Contact Person: _____

Proposed Start Date: _____ Anticipated Completion Date: _____

Federal Tax ID Number: _____ Property Identification Number _____

Proposed Improvements (Check all that apply):

Signage Awning Lighting Other (Please Specify): _____

Please describe the scope of the proposed improvement(s):

Items to submit with Application:

- Proof of a twelve month lease (minimum); OR proof that business has been in downtown St. Charles for at least a year; OR proof that an established business is moving to downtown St. Charles; OR proof that an additional location is opening in downtown St. Charles.
Document(s) included supporting this: _____
- A copy of all permits required by the City of St. Charles, when applicable
- A photo of the building with existing sign/awning/lighting
- Sign/awning/lighting design plans scaled to the building's elevation
- Estimated cost breakdown from two (2) professional sign/awning/lighting companies. Bids must use similar materials.*
- Materials specifications from two (2) professional sign/awning/lighting companies

Preliminary Total Cost Estimate: \$ _____ STC Alliance's Estimated Grant Amount: \$ _____

Statement of Understanding:

- A. I understand that to qualify for a Storefront Improvement Grant, I must adhere to the application policies and provide all required information and supporting documents.
- B. I understand that I can apply only 1 time per 24 month period.
- C. I understand that if the building receiving the grant is listed as a local landmark or lies within a designated historic district, the Historic Preservation Commission must review and approve my storefront improvement design(s). All other designs will go through the Historic Preservation Commission process who will issue an "Advisory" determination on design to the ST. CHARLES BUSINESS ALLIANCE's Business Development & Sales Committee (BDS).
- D. I agree to comply with the Downtown Design Guidelines and rules of the city's Historic Preservation Commission, available on the City of St. Charles Web-site:
<http://www.stcharlesil.gov/historic-preservation/design-guidelines>.
- E. I understand that final approval for a Storefront Improvement Grant lies with the St. Charles Business Alliance's BDS Committee, who has the right to accept or reject a design based on appropriateness.
- F. I understand that work done before a Storefront Improvement Agreement is approved by the Historic Preservation Commission and the ST. CHARLES BUSINESS ALLIANCE's Business Development & Sales Committee is not eligible for a grant.*
- G. I understand that the St. Charles Business Alliance awards grants as they are received, until all remaining funds allotted for the fiscal year are awarded. In the event that there are no funds available, the business may choose to apply during the next fiscal year, but all rules still apply.
- H. I understand that my project must adhere to all City and State codes.
- I. I understand that I must submit detailed cost documentation, copies of permits, bids, contracts, invoices, paid receipt(s), and contractor's final waivers of lien upon completion of the approved improvements.
- J. I understand that if the improvement(s) is approved and the grant money has all been distributed for that fiscal year, that the grant money will be dispersed when the fund is replenished after the fiscal year has started for the next year.
- K. I understand the Storefront Improvement Grants are subject to taxation and that the St. Charles Business Alliance is required to report the amount and recipient of said grants to the IRS.
- L. Applicant agrees to hold harmless the St. Charles Business Alliance and the Business Development & Sales Committee for any damage to the building, improvement or personal injury that occur as a result of work funded by this grant.

Applicant Signature

Date

If the applicant is other than the owner of the building, the following line must be completed:

I certify that I, the owner of the property located at _____,
authorize the applicant to apply for the grant under the St. Charles Business Alliance 's Storefront Improvement Grant program and undertake the approved improvements.

Building Owner Signature

Date

Application Process:

1. Contact the St. Charles Business Alliance for a Storefront Improvement Grant Program Application (630)443-3967.
2. Obtain a copy of the Downtown Design Guidelines available on the City of St. Charles Web-site: <http://www.stcharlesil.gov/historic-preservation/design-guidelines> and use them to help guide your storefront improvement(s).
3. Select professionals to develop a rendering of your desired signage/awning/lighting improvement(s).
4. Obtain the required materials specifications and quotes for the storefront improvement.
5. Apply for any required permits to the City of St. Charles.
6. Schedule a time to present your design(s) to the Historic Preservation Commission
 - a. The Historic Preservation Commission meets the 1st and 3rd Wednesday of each month at the Municipal Building located at 2 E. Main Street n St. Charles. All meetings start at 7:00 pm.
 - b. All requests must be submitted to the Planning Department of the City of St. Charles no later than the close of business Friday prior to the meeting in order to be placed on the agenda.
 - c. Please note, should you wish to discuss storefront improvement concepts with the Historic Preservation Commission prior to applying for a permit, you may schedule a complimentary design review by calling Russ Colby at 630-377-4400.
7. Submit your application and supporting documents to the ST. CHARLES BUSINESS ALLIANCE no later than the close of business the Friday prior to your presentation before the Historic Preservation Commission.
8. If Historic Preservation Commission approves your design(s), complete the Storefront Improvement Grant application and return it to the ST. CHARLES BUSINESS ALLIANCE along with the required plans, documents and information. Upon submission, your storefront improvement design(s) will be presented at the next BDS Committee meeting, the fourth Wednesday of each month.
9. Written notification will be provided within 10 days of the BDS Committee's decision.
10. Approved applicants will be reimbursed for the grant amount after completion of the project and when paid receipts and a photograph of the completed and installed storefront improvement are submitted to the ST. CHARLES BUSINESS ALLIANCE.

***May be amended on a case-by-case basis with approval from the St. Charles Business Alliance's Business Development and Sales Committee's approval.**