



PROGRAM APPLICATION PACKAGE

VILLAGE OF MORTON Business Sustainability Grant

In response to the Coronavirus Disease 2019 (COVID-19) pandemic, the Village of Morton has partnered with State of Illinois Department of Commerce and Economic Opportunity to create the Business Sustainability Grant to commercial businesses within its corporate boundaries who have been most negatively impacted by the pandemic.

Grant awards are offered as a reimbursement in an amount not to exceed the grant maximum stated in the ***Project Narrative: Village of Morton Business Sustainability Grant*** approved by the President and Board of Trustees (hereinafter “Maximum Grant Amount”) of total verified eligible commercial expenses for lease, mortgage, and/or utility payments incurred from March 1, 2020 – June 30, 2021. **For any month for which the applicant is seeking reimbursement, they must be able to demonstrate a decrease of at least 25% in revenue from those same months in 2019.** Documentation of revenue loss includes monthly profit and loss statements. (See list of required submittal documents in application procedure section.)

All applications are reviewed by the Village Administrator Julie Smick, or her designee, for completeness and eligibility. The award of grants shall be made by the Village Board of Trustees at a public meeting on or before September 15, 2021. All applications must be complete and submitted by 4:00 p.m. on Monday, August 2, 2021. A checklist is included in this packet for applicants use to verify all required documents are included. Applications must be submitted to Village Administrator Julie Smick in person at our office at 120 N. Main, Morton or via email to jsmick@morton-il.gov unless other arrangements have been made prior to submittal.

All required information to verify eligibility must be submitted along with the grant application. Any incomplete application shall be rejected by the Board of Trustees.

For more information, please contact Julie Smick, Village Administrator, 309-266-5361 ext. 284.

Business Sustainability Program

The immediate goal of the Business Sustainability Program (the “Program”) is to provide economic support to Affected Business Owners located within our corporate boundaries. To be funded, Affected Business Owners must have an approved application and have signed the Program Certification Agreement found at the end of this document. An awarded business will be required to repay the grant if it is found to be ineligible for funds.

Applications for the program will be accepted until 4:00 p.m. on August 2, 2021.

The Program uses funding from the Department of Commerce and Economic Opportunity’s Economic Support Payments Grant Program to provide support to Affected Business Owners who have suffered from economic loss and hardship. All Affected Business Owners are invited to apply for a Program Grant at the rate of one (1) grant per Affected Business Owner subject to verification of eligible commercial expenses, availability of funds, and approval of the Village of Morton. Each Grant awarded to an Affected Business Owner through application to the Grant Program shall be limited to a single, lump-sum maximum reimbursement of Maximum Grant Amount of eligible commercial expenses.

Expenses previously reimbursed by any other emergency reimbursement program will be ineligible. Any business that receives an award from the State of Illinois Downstate Business Interruption Grant is ineligible from receiving an award under the Business Sustainability Grant.

Definition of Terms

Affected Business Owner: the owner of a for-profit commercial business that can demonstrate economic loss and hardship attributable to COVID-19 and who had occupied a site and commenced commercial activities on or before March 1, 2020.

Eligible business: a legal business enterprise licensed by the State of Illinois eligible for financial assistance under DCEO’s Local Cure Economic Support Program Grant Program, section 601(a) of the Social Security Act as added by section 5001 of the CARES Act, or other federal legislation addressing the COVID-19 emergency. *Please note: private clubs, businesses that restrict membership, businesses that derive more than 33% of their gross annual revenue from gambling activities (except restaurants with gaming terminals), businesses engaged in multi-level marketing, not-for-profits and payday lenders are not eligible businesses under this Program.* Businesses with more than \$1,000,000 in gross revenue in one year between January 1, 2019, to December 31, 2020, shall not be eligible. Businesses with more than 50 W-2 employees in 2019 shall not be eligible.

Economic loss and hardship: A decrease in monthly sales or receipts in a month between March 1, 2020, and June 30, 2021, of at least 25% when compared to the same month(s) in 2019. For example, if a business is seeking reimbursement for rental payments in August and September of 2020 it must demonstrate that revenues in those two months were at least 25% less than August and September of 2019.

Eligible commercial expenses: lease, mortgage, or utility payments for a commercial location within the boundaries of the Village of Morton incurred between March 1, 2020 – June 30, 2021. Expenses previously reimbursed by CARES funding, Local CURES funding, or any other emergency response program are not eligible for reimbursement. Businesses that receive an award from the State of Illinois Downstate Business Interruption Grant are ineligible from receiving an award under the Business Sustainability Grant. Expenses for rent paid to an owner, member, manager, stockholder, officer, or agent of the grant applicant, or to an entity owned on whole or in part by an owner, member, manager, stockholder, officer, or agent of the grant applicant shall not be eligible for reimbursement.

Utility: water, electric, gas, waste disposal, sanitation, telephone, and / or internet services.

The application procedure is as follows:

1. Complete the Program Application, including all required attachments or supplemental information, and submit to Julie Smick, Village Administrator, in person or via email to jsmick@morton-il.gov by 4:00 pm on August 2, 2021. All applications will be reviewed by the Village Administrator. All awards or denials will be made by the Village Board at a public meeting held on or before September 15, 2021.
2. Applicants must provide documentation of all expenses requested for reimbursement. Charges must be incurred between March 1, 2020, and June 30, 2021. Requests for rent reimbursements must be accompanied by a written lease agreement. Requests for mortgage reimbursements must be accompanied by a copy of the mortgage statement from the financial institution holding the mortgage lien. Requests for utility reimbursements must include all invoices for the original charges.
3. Applicants must provide proof of payment for all requested reimbursements. Proof of payment can include copies of cancelled checks, copies of original checks along with copies of bank statements, and/or copies of credit card statements.
4. Applicants must include a current copy of their State of Illinois business registration/IBT Number. [NOTE: Not all businesses require a license issued by the State of Illinois. However, any business that issues payroll checks to employees must register with the Illinois Department of Revenue for an Illinois Business Tax Number ("IBT" No.)]
5. Applicants must provide proof of business income tax filings and payment of income tax liabilities for 2019 and 2020. If self-employed, the owner's individual tax returns and proof of payment must be provided.
6. Applicants must provide a profit and loss statement, or other accounting statement, showing a decrease in revenues of at least 25% from 2019 to 2020 or 2021 for any month(s) reimbursements are requested. Profit and loss statement must be by month in columnar form.
7. Applicants must sign and return a copy of the certification agreement for the Program.
8. The Affected Business Owner's business location must be located at an address within the boundaries of the Village of Morton.
9. The Affected Business Owner's commercial activities must have been in operation as of March 1, 2020, at a location within the Village of Morton.
10. The grant award shall be paid to the Affected Business Owner by September 15, 2021.

APPLICATION

All fields must be completed.

Business Name: _____

Assumed Name/DBA Name: _____

Business Owner(s) Name(s): _____

Business Site Address: _____

Business Mailing Address: _____

Email Address: _____

Contact Phone Number: _____

Property Tax ID # _____ FEIN: _____ Business License No. _____

Last 4 of SSN (only if business has no assigned FEIN): _____

SIC Code: _____

Number of W-2 employees in 2019: _____

Gross Revenues - 1/1/19 to 12/31/19: _____ 1/1/20 to 12/31/20: _____

Funding received from the CARES Act Paycheck Protection Program _____
or any other State, Federal or Local Program for expenses incurred 3/1/20 to June 30, 2021.

Requested reimbursements:

Lease Payment(s) Total \$ _____ (Copy of signed lease must be provided)

Monthly Lease Payment: \$ _____ Month(s) covered: _____

Mortgage Payment(s) Total \$ _____

Monthly Mortgage Payment: \$ _____ Month(s) covered: _____

Utility Payment(s) Total \$ _____

APPLICANT			VILLAGE ONLY
Utility Type	Amount	Month(s) Covered	Amount Verified by Village
Gas			
Electric			
Water & Sewer			
Telephone			
Internet			
Waste Disposal			
Sanitation			

Total Amount of Grant Request: \$ _____

Applicant Certification:

The undersigned, individually and on behalf of the business entity for which this application is submitted (“Applicant”), hereby acknowledges and accepts all of the terms and conditions provided for herein, and further certifies and warrants that to the best of his/her knowledge, the information contained in and attached to this Application is true, correct and complete and the business for which this application is submitted was open and operating as of March 1, 2020. Nothing contained in this Application shall be construed by the Village of Morton or the Affected Business Owner or any third person to create the relationship of a partnership, agency, or joint venture between the Village of Morton and the Applicant. The Village of Morton is authorized to make all the inquiries deemed necessary to verify the accuracy of the information contained herein.

Additionally, Applicant agrees that in the event funds are provided pursuant to this Application, the Village of Morton or its agent shall be entitled to access and audit such records as may be necessary to prevent fraud in this process or ensure compliance with federal requirements.

I certify that the funding will be used for business purposes only and not for household, personal, or consumer usage. I hereby certify that I have read the eligibility requirements, that the business identified below is eligible for the grant and that I will fully comply with all grant requirements as stated in the Local CURE Program (14 Ill. Adm. Code 700.10 through 700.110 and 20 ILCS 605/605-1045), the CARES Act (15 U.S.C. § 9001 *et seq.*) and the related guidance published by the U.S. Department of the Treasury. I understand that I may be asked to provide additional information in order to process this Application. I understand that eligibility does not guarantee aid, and that funding is limited. I understand that any willful misrepresentation on this statement could result in disqualification from program funding. I certify any funds requested/received will not be a duplication of benefits. I certify I have not received any public sources of funds to cover expenses for which I am requesting funds. The Applicant hereby acknowledges that, in executing this Application, the Applicant has had the opportunity to seek the advice of independent legal counsel and has read and understood all the terms and provisions of the Program. Subject to Village of Morton approval (*Appendix A*), this Program Application shall become a binding Agreement. The undersigned hereby warrants that he/she has full authority to execute this Application on behalf of the entity for which they are signing.

Applicant Signature: _____ Date: _____

Print Name: _____ Title: _____

Entity/Business Name: _____

Privacy Protection Assertion:

_____ Check here if you assert the following: “Pursuant to Section 7(g) of the Illinois Freedom of Information Act (5 ILCS 140/7(1)(g)). I hereby assert that the following information submitted with this application constitutes commercial or financial information that I am filing under a claim that this information is proprietary, privileged or confidential and that disclosure of such information would cause competitive hardship to my business.” This assertion applies to:

Please note: Signatures, Federal Employer ID Numbers or Social Security Numbers, tax return information, direct deposit routing numbers, signed W-9s and copies of driver’s licenses and IDs are not subject to Disclosure under the Illinois Freedom of Information Act.

(Signature of Business Applicant)

NOTE: All grant awards are limited to Maximum Grant Amount of total verified eligible commercial expenses incurred by the Affected Business Owner between March 1, 2020 – June 30, 2021.

All grants awarded through the **Business Sustainability Program** (the “Program”) shall be for eligible commercial expenses during the month(s) of documented economic loss and hardship between March 1, 2020 and June 30, 2021. Grant applications will be received until August 2, 2021 at 4:00 P.M. Grants shall be awarded at a public meeting of the Village Board of Trustees on or before September 15, 2021. In the event more grants are approved than the total available grant funding, all grants awarded shall be reduced, pro rata. Grants shall be paid by September 15, 2021.

Please read the following requirements carefully.

ADDITIONAL REQUIREMENTS:

Only site addresses that are occupied and operated by the Affected Business Owner located within the Village of Morton are eligible for the Program.

1. Affected Business Owners may apply for and receive Program grants only one time for eligible commercial expenses incurred for the site on or between March 1, 2020 and June 30, 2021. However, those applicants who were awarded grants from the Business Sustainability Grant program offered in previous rounds by the Village of Morton may apply to receive reimbursement for expenses not included in previous applications, if eligible; or applicants that had total eligible expenses for the above time frame which exceeded the previous \$10,000 grant maximum may apply to receive reimbursement for the amount over \$10,000 up to the grant maximum allowed during this grant round.
2. The maximum Program grant amount for each business site approved for the Program shall not exceed the total verified eligible costs up to a total not to exceed the Maximum Grant Award per Affected Business Owner as identified by the Federal Employer Identification Number (FEIN).
3. Affected Business Owners applying for lease reimbursement(s) must, in advance of receiving Program Grant funds: a) provide a copy of a written lease in effect for reimbursement month(s), b) submit proof of payment of the amount owed to the site’s Landlord for each month for which the applicant is seeking reimbursement of lease payments in an amount equal to or greater than the grant amount approved for the Affected Business Owner by the Village of Morton; and c) verify the Affected Business Owner does not owe any outstanding debts or fines payable to the Village of Morton, the State of Illinois, or any other local, state, or federal agency.
4. Affected Business Owners applying for mortgage reimbursement(s) must, in advance of receiving Program Grant funds: a) provide a copy of a written mortgage statement(s) from the financial institution which holds the site’s mortgage lien from the reimbursement month(s), b) submit proof of payment of the amount owed to the mortgage lien holder for each month for which the applicant is seeking reimbursement of mortgage payments in an amount equal to or greater than the grant amount approved for the Affected Business Owner by the Village of Morton; and c) verify the Affected Business Owner does not owe any outstanding debts or fines payable to the Village of Morton, the State of Illinois, or any other local, state, or federal agency.
5. Affected Business Owners applying for utility reimbursement(s) must, in advance of receiving Program Grant funds: a) provide a copy of a written utility billings from the reimbursement month(s), b) submit proof of payment of the amount owed to the utility company for each month for which the applicant is seeking reimbursement of utility payments in an amount equal to or greater than the grant amount approved for the Affected Business Owner by the Village of Morton; and c) verify the Affected

Business Owner does not owe any outstanding debts or fines payable to the Village of Morton, the State of Illinois, or any other local, state, or federal agency.

6. All Program Grants awarded through the Program shall be paid to the Affected Business Owner for the specified site address within ten (10) business days following grant approval.
7. The Village's obligation hereunder to award Program Grant funds for eligible commercial expenses is a limited obligation to be paid solely based on awarded funding from the DCEO Economic Support Payments Grant Program and is subject to the availability of such funds.
8. All Affected Business Owners receiving Program Grant funds must be in compliance with all local Municipal Codes, State laws, and State funding requirements.
9. The Village of Morton reserves the right to approve Program Grant funds only to those Affected Business Owners engaged in commercial activities found to be compliant with the requirements of this Program. The rights and obligations of the Affected Business Owner under this Program Application shall not be assignable.

**Village of Morton Business Sustainability Grant
CHECKLIST FOR GRANT SUBMITTAL**

- Application signed.
- Certification signed.
- Following business documents provided:
 - Copy of State business license.
 - Tax returns from 2019 for business, or personal return if self-employed.
 - Copy of award(s) for other State and Federal COVID-19 related relief assistance received or awarded but yet to be received, including PPP, Business Interruption Grant, Business Stabilization Grant, and all other related assistance.
- Copies of invoices and proof of payment are required of all mortgage/lease and utility expenses for which assistance is requested. Proof of payment can be in the form of:
 - Cancelled checks.
 - Check copies with corresponding bank statement for the period the check cleared.
 - Copies of bank statements with direct debit payments, if identifiable information is shown.
 - Copy of credit card statement showing expense paid.
- Income Statement required for each month that is being applied for during the period of March 1 through November 30. This information is required for the months being applied for, and also for the same months of 2019 for comparison purposes.
 - Must provide each month separately in a columnar form.
 - Revenues should be separated by general type.
 - Expenses applied for should be separated, along with costs of payroll. All other expenses can be combined, if necessary.

In order for your application to be considered complete, the above information must be included. Incomplete applications will be denied. The Village may request additional information if required.