



## **WILMETTE LOCAL BUSINESS ECONOMIC RELIEF PROGRAM (Grant Program Administrative Rules)**

The Village of Wilmette declared an emergency affecting the public health and wellbeing due to the outbreak of Coronavirus Disease 2019 (“COVID-19”) (“Emergency Declaration”). As part of the Emergency Declaration, the Village has acknowledged the financial burden on the Village’s small business community, and therefore, the Village has established the Wilmette Local Business Economic Relief Program which is a grant program to provide funds to Wilmette businesses that have suffered economic loss during the COVID-19 Pandemic (“Grant Program”). The Grant Program will distribute a portion of the Village’s share of municipal sales tax (“Grant”) to eligible local businesses to supply businesses with immediate cash for short-term financial operational needs such as payroll, payment to suppliers, payment to service providers, or payment of utilities. The Grant may not be used for capital expenditures or rent.

### **Eligible Businesses to Receive Grant**

To be considered an eligible business to receive a Grant, businesses must meet the following requirements:

1. Have and maintain a current and valid Village of Wilmette Business License;
2. Business must not have permanently ceased operations as of the date the funds are to be dispersed (businesses that have ceased operations per the Governor’s “Stay at Home” Order and will reopen once the Governor’s “Stay at Home” Order is lifted or otherwise allows will not be considered to have permanently ceased operations);
3. Business must generate municipal sales tax as part of its operations and sales;
4. Municipal sales tax eligible revenue must not be below \$50,000 (\$500 in municipal sales tax collections) in the calendar year 2019<sup>1</sup>;
5. Municipal sales tax eligible revenue must not exceed \$7.5 million (\$75,000 in municipal sales tax collections) in the calendar year 2019<sup>1</sup>;
6. Business shall not be part of a chain consisting of more than 4 units;

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<sup>1</sup> For businesses that did not operate for the full 12 months between December 2018 and November 2019, the sales during the businesses operational period will be annualized to the equivalent of 12 months. This total must equate to over \$50,000 and under \$7.5 million to be eligible.



7. Business shall not be part of a franchise system;
8. Business shall not be a private club and must be open to the general public;
9. Business shall not be a home occupation;
10. Business must have suffered a minimum 15% decrease in municipal sales tax eligible sales from March 21, 2020 to the date of the Application when compared to the same time frame in 2019.

### **Terms and Conditions**

The Grant Program shall be administered in the sole discretion of the Village and nothing in this program creates a right to any business to receive any funds or creates an obligation of the Village to expend any funds. The Village is offering, through an application ("Application"), the ability of eligible Wilmette businesses to receive a portion of their municipal sales tax proceeds collected and paid to the State of Illinois in 2019.

All Grants by the Village are expressly conditioned upon the satisfactory completion of an Application and adherence to these Administrative Rules.

### *Forms*

The application for the Grant Program must be completed and submitted to the Village via email to [WilmetteGrantApplication@wilmette.com](mailto:WilmetteGrantApplication@wilmette.com). A federal tax form W-9 must also be submitted in accordance with federal and state law.

### *Expenditure Requirements/Timing*

A Grant distributed to a business shall be used solely for operational expenses for payments for payroll, for suppliers, for service providers, for utilities or a combination thereof. Such operational expenses shall be paid within thirty (30) days of receipt of the funds from the Village. Once the Grant funds are expended by the business, the business must within ten (10) calendar days of the expenditure submit via email to [WilmetteGrantApplication@wilmette.com](mailto:WilmetteGrantApplication@wilmette.com), one or more receipts showing the full Grant funds have been expended as authorized by these Administrative Rules.

### *Not Transferable*

If a Grant is approved, it will be awarded via check in the name of the business submitted on the Application. Grant awards are not transferable to another person, owner, or business.



### *Refund of Grant*

If at any point these Administrative Rules are not strictly adhered to, the Grant funds provided shall be returned to the Village in the full amount within ten (10) calendar days of receiving notice of a breach of the Grant Program. Each owner of at least 5% of the business shall submit the Application to the Village, shall sign said Application and shall jointly and severally personally guarantee the refund of the grant proceeds should the Administrative Rules not be strictly adhered to.