



WILMETTE SERVICE BUSINESS ASSISTANCE GRANT 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 Service Business Assistance Grant 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 a business’ eligible annual revenues 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 be located within one of the Village’s commercial districts including
 - a. General Commercial Business (GC-1, GC-2)
 - b. Linden Square Neighborhood Retail Business (NR-1)
 - c. Neighborhood Retail Business (NR)
 - d. Planned Commercial Development Business (PCD-1, PCD-2, PCD-3)
 - e. Village Center Business (VC);
4. Business annual revenues must not be below \$50,000 in the calendar year 2019¹;
5. Business annual revenues must not exceed \$7.5 million in the calendar year 2019¹;

¹ For businesses that did not operate for the full 2019 Calendar Year monthly revenues during the businesses operational period will be averaged and multiplied over 12 months. This total must equate to over \$50,000 and under \$7.5 million to be eligible.



6. Business shall not be part of a chain consisting of more than 4 units;
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 17, 2020 to the date of the Application when compared to the same time frame in 2019.
11. In addition to the above program requirements, the program will also determine eligibility based upon business type:

Business Types Eligible for Program:

- Amusement and Recreation – *Martial Arts, Swim Instruction, and Bowling*
- Fitness Facilities – *Yoga, Dance Studios, and Gyms*
- Automotive Services – *Repair Services and Carwashes*
- Animal Care Services – *Grooming Services*
- Educational and Instructional Services – *Driving Schools, Music and Theatre Training*
- Personal Services – *Laundry Services, Cleaning Services, and Photography*
- General Repair Services – *Clothing, Bicycle, and Musical Instrument*
- Spa and Beauty Services – *Hair Salons, Massage Therapy, and Nail Salons*

Business Types Ineligible for Program:

- Financial Services
- Medical, Dental, Optical, Veterinary, and other Health Services
- Insurance Services
- Consulting Services
- Architectural and Engineering Services
- Social Services
- Real Estate Services
- Funeral Homes
- Construction Services
- Legal Services
- Manufacturing and Industrial Services

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 reserves the right to cease the program at any time.



The Village is offering, through an application (“Application”), the ability of eligible Wilmette businesses to receive a grant. All Grants by the Village are expressly conditioned upon the satisfactory completion of an Application and adherence to these Administrative Rules.

Payment Determination

- The grant will rebate half of one percent (0.50%) of a business’s annual revenues
 - A business with \$250,000 in annual revenues will be eligible for a \$1,250 grant
- The grant will be limited to a maximum initial benefit of \$1,500
 - A business with \$500,000 in annual revenues would receive a \$1,500 grant
- The Village may increase the value of the maximum benefit
 - After a period of time to be determined by the Village, staff will review total grant submissions and determine if there are surplus funds that can be distributed to applicants for a second round of payments. At no point in time, shall the grant exceed half of one percent (0.50%) of a business’s annual revenues
 - A business with \$500,000 in annual revenues could receive a second-round check with a maximum value of \$1,000, for a \$2,500 total grant
- Businesses that received grant funds through the sales tax rebate program will have their revenues adjusted down to exclude funds already distributed
 - As an example, a hair salon that received a sales tax rebate grant for \$1,000 has \$200,000 in municipal sales tax eligible revenues. If the businesses total revenues were \$400,000 (sales and service), their revenue totals for calculating the value of the grant would be adjusted to \$200,000 and would receive a \$1,000 grant

Forms

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

A tax return from the businesses most recent filing (2018 or 2019) **or** an annual revenue or disclosure statement certified by the businesses attorney or accountant is required to be submitted for the grant application. The tax return must contain the same exact information as submitted to the Internal Revenue Service (IRS) and the Illinois Department of Revenue (IDOR).

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, 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.

Proprietary Information and General Release

Applicants shall permit Village representatives to make all reasonable inspections and investigations of the business' financial and proprietary information during the process period of the Application. Applicants, as a necessary part of the Application process, shall provide for to the Village or otherwise allow the Village to obtain and use all financial and proprietary information, including all municipal sales tax information, of the business. Such information shall no longer be deemed proprietary and confidential for purposes of this Grant Program. All payments under the Grant Program will be made public and will contain the amount of the Grant funds awarded to the business and the business' name and information. Applicants, upon submission of an Application, release the Village from any and all liability, waive any rights in regards to the proprietary information's confidentiality, and covenant not to sue the Village for the release of said proprietary information and from any other claim arising from this Application and the Grant Program. Village, for this section shall mean their officers, directors, employees, agents, affiliates and representatives. Submission of an Application is an express consent and agreement to the above.