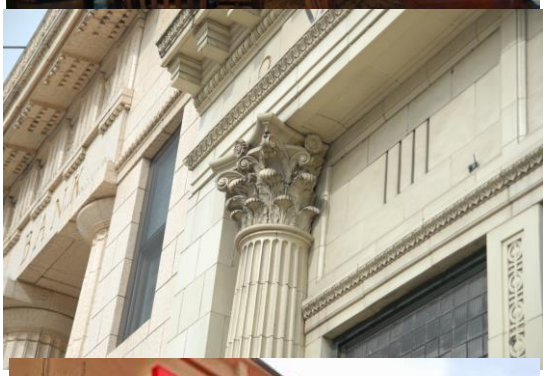
CITY OF CRYSTAL LAKE

Business Transition Grant Program

FORM

2020/2021 Fiscal Year







ADMINISTERED BY:

CITY OF CRYSTAL LAKE
PLANNING & ECONOMIC DEVELOPMENT
100 W. WOODSTOCK STREET
CRYSTAL LAKE, IL 60014

CITY OF CRYSTAL LAKE
Business Transition Grant Program

In its continuing effort to support the development of the business community and our workforce, the City of Crystal Lake has created a Business Transition Grant Program for existing small business owners. The City staff will review applications and award grant funds to eligible businesses who complete an application, purchase qualifying fixtures and equipment and submit receipts.

This booklet is intended to provide general information regarding this program. The actual terms and conditions of each program, qualifications for participation and further limitations may be found in Chapter 228 -32 of the City Code of the City of Crystal Lake, and are subject to change by the City Council. For more information, please contact the Planning & Economic Development Department at (815) 356-3605.

Program description and eligibility requirements:

Business Transition Grant Program	
ELIGIBILITY[1]	**MAX AWARD**
✓ Must be a sales tax generating business with sales not exceeding $4 million annually. ✓ Business must generate walk-in traffic. ✓ Reimbursement for capital improvements for physical distancing, sanitation and outdoor dining furniture, enclosure and heating appliances due to COVID-19 up to $1,000 per applicant. ✓ Franchise businesses, home-based businesses, home occupation businesses and businesses with more than 3 business units do not qualify.	**$1,000**

[1] See detailed eligibility criteria below. See also Section 228-32 of the City Code for Business Transition Program

[2] $70,000 of available funding for this program. All awards are subject to the financial limitations established by the City's appropriation ordinance from time to time.

BUSINESS TRANSITION ELIGIBILITY CRITERIA

(i) The Business Transition Grant program is open to any existing Crystal Lake sales-tax-revenue-generating business.
(ii) Any improvements must comply with all applicable codes and ordinances.

(iii) The grant recipient must be a sales tax generating business with an annual taxable sales threshold not exceeding $4 million in annual sales over the twelve-month period.
(iv) The grant recipient must generate walk-in traffic.
(v) The Business Transition Grant program provides for reimbursement for capital improvements for physical distancing, sanitation, outdoor dining furniture, outdoor enclosures and heating appliances due to COVID-19 up to $1,000 per applicant.
(vi) Franchise businesses, home-based businesses, home occupation businesses and businesses with more than 3 business units do not qualify.

Eligible fixtures and equipment expenses

Eligible investments for the Business Transition Grant Program include, but are not limited to: plexiglass enhancements, sanitation stations, face coverings and signage for traffic flow, distance dots, outdoor enclosures, heaters, outdoor dining furniture. Eligible façade and structural improvements include, but are not limited to: enhancements to make a pick-up/walk-up window or creation, electrical upgrades to allow for the addition/installation of outdoor heaters and alterations to doors to create separations for entrances and exits. Improvements not included within the eligibility list above are subject to approval by staff. Reimbursement for eligible fixture and equipment expenses to comply with physical distancing, sanitation, outdoor diing furniture, outdoor enclosures and heating appliances due to COVID-19 up to $1,000 per applicant.

Ineligible projects

The Business Transition Grant Program will not provide grant funds to businesses that do not collect sales taxes, do not have walk-in traffic, are home-based businesses, home-occupation businesses, exceed $4 million in sales per annum, are franchise “chain” businesses, or have more than 3 business units. Fixtures and equipment costs shall not include working capital, debt refinancing, inventory acquisition, application fees, permit fees, or legal fees.

Administration

Any eligible business owner who wishes to apply for a grant can obtain an application from the City. All applications for grants will be accepted on a first-come first-serve basis and will be subject to the financial limitations established by the City's annual appropriation ordinance and from time to time. Only completed, applications that include all required submittal documents and information will be accepted. The City's Community Development Finance Department’s will review each application for accuracy and will determine if it meets the requirements for funding. If the application is determined to meet the requirements of the program, then the application will be reviewed and approved administratively.

Grant funds will be disseminated to the grant recipient only after: (a) The recipient provides the City with proof of costs; (b) The recipient provides material costs, receipts and proof of payment; (c) The City has been able to verify the business is open to walk-in traffic, and is a sales tax generating business not exceeding $4 million in annual revenues; and (d) a physical inspection of the business and purchased equipment.

If all available grant funds for a current funding cycle, as established by the City's annual appropriation ordinance or from time to time, have been fully distributed, then applicants may be placed on a waiting list to be considered for a grant when funds become appropriated and available.

Questions

A grant application and submittal requirements are included with this packet. If you have further questions regarding this program, please contact the City of Crystal Lake Planning and Economic Development Department.

CITY OF CRYSTAL LAKE
Business Transition Grant Application

Please completely fill out this application and email application to ***economicdevelopment@crystallake.org*** *with the items listed in the checklist on page 2.*

Applicant Information	Name	Phone
	Mailing Address	Fax
	Email	IL Business Tax#

Property Information	Address for building for which grant is sought:	
	Property Identification Number(s)	Phone

Description of fixtures, equipment and improvements to be purchased and made to the location:

Continued on the next page

Application Checklist

The following items must be submitted with the Improvement Application form (Page 1):

- ☐ Completed and signed Crystal Lake Business Transition Grant Application;
- ☐ Written estimates for the fixtures and equipment to be purchased;
- ☐ A floor plan, illustrating the locations for the fixtures and equipment (drawings do not have to be architectural renderings, but should be to scale so that the City can understand the scope of the proposed project);
- ☐ Written description of the scope of the proposed project
- ☐ Taxable sales record showing business does not exceed the $4 million maximum sales threshold.
- ☐ Submit application to **economicdevelopment@crystallake.org**

I agree to comply with the guidelines and standards of the City of Crystal Lake Business Transition Grant Program and I understand that this is a voluntary program, under which the City has the right to approve or deny any project or proposal or portions thereof.

Applicant(s) Signature _____ Date _____