



GREATER SOUTHWEST
DEVELOPMENT CORPORATION

Application for Awning Rebate Fund Special Service Area City of Chicago

1. **Business** (if applicable):

WARD: _____

SSA: _____

(Name of Business)

(# of Employees)

(Property / Project Address)

(Zip Code)

2. **Applicant** (property owner or business owner):

(Name: First, Middle, Last)

(Email address)

(Home Address)

(Zip Code)

(Work Phone)

(Cell / Home phone)

(Fax)

3. **Preferred Mailing Address:** ___Business ___Home ___Other: _____

4. **How did you learn about the SSA Awning Rebate Improvement Fund?**

(i.e., postcard, Aldermanic office, Local Community Organization, etc.) _____

5. **Project Description: Please include a detailed itemization of work to be done and its ESTIMATED COST.**

** (use additional sheets if necessary)

ALL work is subject to the SSA's design guidelines and must be completed in order to receive funding. If the applicant is not the property owner, Greater Southwest Development Corporation requires here below the property owner's signature approving improvements to the property.

Property Printed Name

Property Owner's Signature

Date

**Any work started prior to receiving a letter of Conditional Commitment from Greater Southwest Development Corporation will be considered an ineligible project and disqualified from the SSA Program

6. SSA Rebate Assistance:

Have you received in the last 3 years, are you currently receiving, or are you under consideration for any SSA rebate assistance for the property address or organization listed on this application?

Yes _____ No _____

If yes, list the programs, addresses and amounts below:

7. Applicant Type (check one of the following):

Commercial Tenant (Please skip to section **A**)

Commercial Business AND Property Owner (Please skip to section **B**)

Industrial Tenant (Please skip to section **C**)

Industrial Business AND Property Owner (Please skip to section **D**)

Non-Profit Tenant (Please skip to section **E**)

Non-Profit Business AND Property Owner (Please skip to section **F**)

Landlord (Please skip to section **G**)

SECTION A – Commercial Tenant

Please assemble copies of the following documents and submit them to Greater Southwest Development Corporation.

- a. A lease agreement showing right to occupy the space to be improved
- b. Valid and Current City Business License
- c. A copy of the property owner’s previous year tax bill.

SECTION B – Commercial Business AND Property Owner

Please assemble copies of the following documents and submit them to Greater Southwest Development Corporation, Inc.

- a. Proof of property ownership (ex. tax bill, deed or title insurance)
- b. Valid and Current City Business License

SECTION C – Industrial Tenant

Please assemble copies of the following documents and submit them to Greater Southwest Development Corporation, Inc.

- d. A lease agreement showing right to occupy the space to be improved
- e. Valid and Current City Business License
- f. A copy of the property owner’s previous year tax bill.

SECTION D – Industrial Business and Property Owner

Please assemble copies of the following documents and submit them to Greater Southwest Development Corporation, Inc.

- c. Proof of property ownership (ex. tax bill, deed or title insurance)
- d. Valid and Current City Business License

SECTION E – Non-Profit Tenant

Please assemble copies of the following documents and submit them to Greater Southwest Development Corporation, Inc.

- a. A lease agreement showing right to occupy the space to be improved
- b. Valid and Current City Business License
- c. A copy of the property owner’s previous year tax bill.
- d. List of all current board members with their full contact information

SECTION F – Non-Profit Business AND Property Owner

Please assemble copies of the following documents and submit them to Greater Southwest Development Corporation, Inc.

- a. Proof of property ownership (ex. tax bill, deed or title insurance)
- b. Valid and Current City Business License
- c. A copy of the property owner’s previous year tax bill.
- d. List of all current board members with their full contact information

SECTION G – Landlord

Please assemble copies of the following documents and submit them to Greater Southwest Development Corporation, Inc.

- a. Proof of property ownership (ex. deed or title insurance)
- b. Are there any commercial tenants?* Yes _____ No _____ If yes, list the tenants here:

Application Process for Awning Rebate Fund

Special Service Area

City of Chicago

The Special Service Area Awning Rebate is a program which will reimburse eligible applicants for awning renovation. Projects must preserve building stock, improve neighborhood appearance or economic value, and enable businesses to stay in the neighborhood, remain competitive, or even expand within the SSA District.

FUNDING

- Grants only, in the form of reimbursement
- Funding up to 100% of eligible costs
- \$1,500 annual maximum assistance per commercial business
- If needed, applicants can be selected by lottery with a waiting list created

Only projects conforming to the uses and goals defined in the SSA Façade guidelines for the relevant SSA district will be accepted for funding.

DESIGN REQUIREMENTS FOR AWNING WORK

In order to receive funding, projects must conform to minimum design requirements. In addition, projects will be encouraged to meet design goals and guidelines. Applicants are strongly advised to consult with Greater Southwest Development Corporation on design requirements and guidelines before drawing up plans for work. Plans must be submitted to Greater Southwest Development Corporation and the SSA board for awning design approval prior to beginning construction, or the project will be automatically disqualified.

APPLICATION PROCESS

Stage 1. (Application Process, 60 day time frame)

Application has been received; all supporting documents due within 60 days. Missing or incomplete paperwork will be requested at this time. If the applicant is ineligible, the reasons for that determination will be explained.

Lottery. If demand for grant funds exceeds available money in any given SSA District after the Application Acceptance Period, all eligible applications will be placed in a lottery. Once all the available funds have been reserved for lottery participants, the remaining participants will be put on a waitlist in the order their lottery numbers were drawn.

Waitlisted participants will be notified if surplus funds become available after the SSA's program midyear assessment.

Stage 2. (Project Planning , 15 day time frame)

- Applicants must submit a minimum of two separate contractor bids, a City of Chicago Business License for their contractor, and proof of their contractor's General Liability Insurance for all eligible work listed on their application.
- If a permit is needed, applicants must submit a City of Chicago Awning Permit or Permit application for all work to be performed
- The Applicant is advised to consult Greater Southwest Development Corporation to insure that all Program Guidelines are met prior to finalizing plans for eligible work
- Greater Southwest Development Corporation shall conduct an initial site inspection and photographically document proposed projects

If all the above is acceptable, Applicant will receive a Conditional Commitment Letter (Stage Three Letter) from Greater Southwest Development Corporation, indicating the rebate the Applicant may receive and the description of eligible work to be performed.

ANY WORK BEGUN PRIOR TO RECEIVING A CONDITIONAL COMMITMENT LETTER FROM GREATER SOUTHWEST DEVELOPMENT CORPORATION WILL NOT BE ELIGIBLE FOR REIMBURSEMENT UNDER THIS PROGRAM

Stage 3. (Construction, 60 day time frame)

Construction work must be performed in accordance with plans and specifications approved by the Greater Southwest Development Corporation. Changes may occur, but must be approved in writing by Greater Southwest Development Corporation.

- Applicant submits closing documentation including cancelled checks and waivers of lien to prove payment. Projects paid in cash will not be reimbursed.
- Greater Southwest Development Corporation conducts the final site visit to confirm that the Applicant fully complied with the program requirements.

Stage 4. Greater Southwest Development Corporation will collate documents and process internally for reimbursement. This process should take around 1-4 weeks.

TIMELINE TABLE	January (stage 1)	February (stage 1)	March (stage 2)
1st Round of Applications	1 st Application cycle begins	1 st Application cycle continues till the end of the February	Projects presentation & 1 st Selection of Awardees @ SSA March's meeting
	April (stage 3) & (stage1)	May (stage 3) & (stage1)	June (stage 2)
2nd Round of Applications	Awardees have 60 days to complete their project while new applicants can apply if there are remaining funds	Awardees have till the end of May to complete their project while the second round of application process continues till the end of the month	Projects presentation & 2 nd Selection of Awardees @ SSA June's meeting
	July (stage 3) & (stage1)	August (stage 3) & (stage1)	Sept (stage 2)
3rd Round of Applications	2 nd round's awardees have 60 days to complete their project while new applicants can apply if there are remaining funds	2 nd round's awardees have till the end of the month to complete their project and the third application process continues till the end of the month	Projects presentation & 3 rd Selection of Awardees @ September's SSA meeting
	Oct (stage 3) & (stage1)	Nov (stage 3) & (stage1)	Dec (stage 2)
Closing the Process	3 rd round's awardees have 90 days to complete their project.	3 rd round's awardees have 60 days to complete their project.	3 rd round's awardees have 30 days to complete their project