



VILLAGE OF CARY

COMMUNITY DEVELOPMENT DEPARTMENT

755 Georgetown Drive
Cary, IL 60013
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Façade Improvement and Interior Buildout Grant Program Application

Applicants must submit an application and have Village Board approval for grant funding prior to commencing improvements

OFFICIAL USE ONLY – TO BE COMPLETED BY VILLAGE STAFF			
Façade Grant No:	FG - -	Submittal Date:	VB Review Date:
		Award Amount:	Grant Paid Date:
Project Eligible:	Yes / No	Property in TIF:	Property Zoning: B1 / B2 / B3 / B3R
Project Name / Address:			

1. APPLICANT

BUSINESS NAME: _____

BUSINESS OWNER: _____

BUSINESS ADDRESS: _____

TELEPHONE (DAY): _____ TELEPHONE (EVENING): _____

EMAIL: _____

2. PROPERTY OWNER

PROPERTY OWNER NAME: _____

PROPERTY OWNER ADDRESS: _____

TELEPHONE (DAY): _____ TELEPHONE (EVENING): _____

EMAIL: _____

3. PROPOSED IMPROVEMENTS (check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> Accessibility Improvements | <input type="checkbox"/> Life Safety/Sprinkler Systems | <input type="checkbox"/> Signage/Awnings |
| <input type="checkbox"/> Building Addition | <input type="checkbox"/> Lighting | <input type="checkbox"/> Street Facing Façade |
| <input type="checkbox"/> Exterior Painting | <input type="checkbox"/> Mechanical Systems | <input type="checkbox"/> Street Facing Landscaping |
| <input type="checkbox"/> Interior Space Reconfiguration | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Windows/Doors |
| | <input type="checkbox"/> Permanent Outdoor Dining Improvements | <input type="checkbox"/> Other: _____ |

4. PROJECT DESCRIPTION AND SCOPE OF WORK

Estimated Project Costs: _____

5. SUBMISSION REQUIREMENTS

- A. Completed Application Form
- B. Two Color Photographs of Property Illustrating Current Conditions
- C. Illustration/Design of Proposed Work to be Completed
- D. Copies of Estimates/Bids for Proposed Work (Minimum Two Required)
- E. Business Plan (for New Businesses Only)
- F. Projected and Past Sales Tax Revenue
- G. W-9 Form (for purposes of reimbursement)
- H. One Copy of Paid Receipt of Most Recent Property Tax Bill

6. STATEMENT OF UNDERSTANDING

- A. I agree to comply with the guidelines and procedures of the Village of Cary Façade Improvement and Interior Buildout Grant Program.
- B. I understand that I must submit detailed cost documentation, copies of bids, contracts, invoices, receipts, and contractor’s final waivers of lien upon completion for the approved improvements in order to receive any grant funds awarded by the Village.
- C. I understand that work completed before a Façade Improvement and Interior Buildout Agreement is approved by the Village Board is not eligible for a grant.
- D. I understand that the Façade Improvement and Interior Buildout Grants are subject to taxation and that the Village of Cary is not required to report the amount and recipient of said grants to the Internal Revenue Service.
- E. I understand that this is a voluntary program under which the Village has the right to approve or deny any project or proposal or portions thereof.

Signature of Applicant: _____ Printed Name: _____ Date: _____

7. CONSENT FROM PROPERTY OWNER (required if applicant is other than the owner)

Signature of Owner: _____ Printed Name: _____ Date: _____

Façade Improvement and Interior Buildout Grant Program

Objective:

The purpose of the Façade Improvement and Interior Buildout Grant Program is to encourage business investment within the Village of Cary and promote the revitalization of commercial properties. The Village promotes the improvement of existing facades and commercial spaces to make properties more attractive and increase long-term property values. The Village encourages private property owners to work with the Village to promote the continued use and maintenance of existing commercial structures, with the expectation of achieving and maintaining a quality building stock, architecture, landscaping, and signage that are complimentary to the commercial character of the Village as a whole and will enhance the long-term property values and enjoyment by all residents of the community.

Financial Assistance:

The Façade Improvement and Interior Buildout Grant Program provides financial assistance in the form of a matching grant up to \$10,000.00 for retail and restaurant uses (50% paid by applicant / 50% paid by Village). Property owners/lessees must install at least \$1,000.00 worth of improvements to qualify for the program.

Grants Available To:

Businesses whose primary operations generate sales tax for the Village of Cary and are located in properties zoned B1, B2, B3, or B3R. Examples of eligible businesses include:

- Bars, Restaurants, and Bakeries
- Candy and Ice Cream Stores
- Liquor, Grocery and Specialty Food Stores
- Clothing and Shoe Stores
- Appliance Stores
- Kitchen/Home Accessory Stores
- Pet Shops
- Specialty Retail Stores

Non-sales tax generating businesses located within the Central Cary TIF District and zoned B1 or B3R will also be eligible for grants related to exterior building and site improvements only.

Eligible Improvement Costs:

- Accessibility Improvements
 - Building Additions
 - Exterior Painting
 - Exterior Signage/Awnings
 - Interior Space Reconfiguration
 - Life Safety/Sprinkler Systems
 - Lighting
 - Mechanical Systems
 - Parking Lots
 - Permanent Outdoor Dining Improvements
 - Street Facing Façade
 - Street Facing Landscaping (30% Match)
 - Windows/Doors
-

Non-Eligible Expenses

- Architectural Design Costs
- Building or Land Acquisition
- Building/Permit/Zoning Fees
- Construction Review Fees
- Day-to-day Operational Costs, Rent, Payroll, Etc.
- Demolition Expenses
- Flood/Water Damage Repairs
- Furnishings or Equipment Not Affixed to the Real Estate
- Interior Painting
- Routine Maintenance of Buildings
- Sandblasting/Power Washing
- Security Cameras
- Tuckpointing
- Work Completed Before Any Program Funds are Officially Approved by the Village Board.

Review Process

1. Pre-Application Meeting

Applicants should schedule a meeting with Village Staff to discuss the proposed project and eligibility for the program. Staff will review the program application and required submittals with the applicant during this meeting.

2. Application Submittal

The applicant will submit a completed application, with required supporting documentation as required in Section 5 of the application.

3. Staff Review

Village staff will review the application and submitted documentation for compliance with the

Program requirements. The Village may request additional information be provided to complete the application. When finalized the application will be forwarded to the Village Board for their consideration.

4. Village Board Action

The Village Board will conduct a review of the application. The applicant is required to appear before the Village Board at the meeting. Upon conclusion of the public review the Village Board will make a determination on the grant amount. Any work approved may begin once Village Board approval and any required building permits are obtained.

Program Details

- Applicants must submit an application and have Village Board approval for grant funding prior to commencing improvements.
- Façade and Interior Buildout Grants are matching grants. Grant amounts will be awarded for up to 50% of the total cost of the project not to exceed \$10,000. Grant amounts will be paid after the building permit work is completed and the final inspection completed and approved by the Village of Cary. Projects must have a minimum budget of \$1,000.
- Applicants have twelve (12) months after the grant award to complete the project and receive reimbursement. Extensions of this deadline may be granted by the Community Development Director upon a showing of good and sufficient cause.
- All improvements must conform to the Village's regulations including, but not limited to, Zoning and Building Codes.
- Any commercial building owner / lessee (with written consent from the building owner) are eligible to apply. Applicants who are in default for any applicable taxes or fees owed to the Village or whose property contains municipal code violations are not eligible for the program.
- For applications on properties outside of the Central Cary TIF District, the applicant must sign and submit an affidavit that they paid prevailing wages.
- Applicants are only eligible for buildings or properties that have or will have paid property taxes to the Village of Cary following the award of the grant.
- Grants shall only be utilized towards the rehabilitation of commercial buildings or mixed-use buildings with first floor commercial space. Grants may not be used towards the renovation of residential buildings, common areas, or individual residential units.
- Applicants shall receive bids from at least two (2) licensed contractors to be submitted with their application. In the event an applicant intends to serve as their own contractor, only material costs shall be paid for by the grant.
- A single property or individual tenant space within a multi-tenant building may not receive more than one (1) grant within a five (5) year period.
- Any improvements purchased with Program funds must remain in the space should the grant recipient close or relocate the business.