



***City of Rolling Meadows, Illinois
Curb Appeal Grant Program****

**Grant program subject to City Staff evaluation of compliance with all application terms and conditions prior to any application approval. Business location tenant and/or property owner must be in good standing.*



CURB APPEAL GRANT APPLICATION AND REQUIREMENTS

The program intent is to support property enhancements that improve the exterior appearance of commercial properties and enhance the feel of non-residential neighborhoods. The purpose of the Curb Appeal Grant program is to provide financial assistance to business owners and property owners in making outdoor seating and landscaping improvements to commercial properties that are visible from the public right-of-way.

This is a reimbursement program. The City of Rolling Meadows grants the reimbursement of certain costs incurred by a business owner or property owner to install landscaped outdoor seating areas.

New landscaped outdoor seating areas that are visible from the public right-of-way will be eligible to receive a 50% matching grant not exceeding \$25,000 for each business location. All eligible project must involve a new improvement(s) costing at least \$1,000. The City may offer a matching grant in an amount exceeding \$25,000 if the City Council, in its sole discretion, finds the project to be of an exceptional value to the community. Eligible properties must be within the corporate limits of the City of Rolling Meadows.

When submitting a request for support of an Outdoor Seating & Landscaping grant, please submit one reproducible copy of the required information. If you have questions regarding the application materials or process, you may contact Business Advocate Martha Corner at 847-870-9004 or cornerm@cityrm.org.

General Instructions

- The Applicant is required to meet with the Business Development Manager prior to completing an application.
- Fill out the application completely. If any questions are unanswered or required documents not submitted, an explanation for the omissions must be included.
- Only typed applications will be accepted and reviewed.

General Conditions for a Request for Support

- 1) The Applicant shall agree to develop, operate, and maintain the Subject Property in compliance with all codes and ordinances of the City of Rolling Meadows.

- 2) Outdoor seating areas shall not be establishment branded if in City right-of-way.
- 3) Permits to be obtained as necessary.
- 4) New construction will not be eligible for the program.
- 5) Landscape projects must have a maintenance plan. Upkeep of outdoor seating area and landscaping to be maintained by business owner.
- 6) Elements of funded projects cannot be moved, sold or otherwise removed from subject property.

Eligible Costs for New Outdoor Seating & Landscaping Areas

Eligible costs shall include structural demolition, labor, materials and equipment needed for the construction and installation of outdoor seating and landscaping improvement(s) which are visible from the public right-of-way of the subject property.

Ineligible Costs for All Projects

- Furniture, fixtures and equipment (FFE) costs
- Property acquisition
- Working capital
- Routine maintenance and repairs
- Painting
- Permit costs
- Legal fees
- Architectural fees
- Consultant fees
- Other substantially similar costs or fees

Application Review Process

- 1) **Application.** Applicant must submit a completed application package which incorporates and addresses all the requested information.
- 2) **Administrative Review.** City staff shall review the request.
- 3) **Economic Development Committee (EDC).** The grant application request shall then be forwarded to the EDC for its review and recommendation. The EDC shall make a recommendation to the City Council whether to support or reject the grant request.

- 4) **City Council Action.** The City Council will be presented with a Resolution for action. The Resolution will be presented in the affirmative and in support of the grant application.

Required Information

The applicant shall adequately and completely submit the following requested information:

- 1) City of Rolling Meadows application.
- 2) Narrative addressing the following:
 - Description of the property and existing improvements including lot size, building size, site plan and building layout.
 - Delineation of improvements to be made to the site including preliminary site and landscaping plans along with estimated costs.
 - A schematic drawing with enough detail to depict the proposed improvements. This can include images of products/materials to be purchased from vendors.
 - Landscape maintenance plan.

Proposed Project Address and Property Identification Number (PIN):

Address: _____

City/State/Zip: _____

PIN: _____

Applicant Information:

Company Name: _____

Representative's Name: _____ Title: _____

Address: _____

City/State/Zip: _____

Email: _____

Website: _____

Work Phone: _____ Cell: _____

Property Owner Contact Information:

Name: _____

Company: _____ Title: _____

Address: _____

City/State/Zip: _____

Email: _____

Website: _____

Work Phone: _____ Cell: _____

Required Attachments to this Application:

- 1) Narrative addressing the following:
 - a. Description of the property and existing improvements including lot size, building size, site plan and building layout;
 - b. Delineation of improvements to be made to the site including preliminary site and landscaping plans along with estimated costs;
 - c. A schematic drawing with enough detail to depict the proposed improvements. This can include images of products/materials to be purchased from vendors;
 - d. Landscape maintenance plan.
- 2) Owner's deed and tenant's Lease (if applicable)
- 3) Owner's written consent (if applicable)
- 4) Applicable City permits
- 5) Zoning approval (if applicable)

Applicant Signature: By signing below, I certify that the information above is true and correct.

Applicant's Signature

Date

Return to:

Martha Corner, AICP – City of Rolling Meadows Business Development Manager

3600 Kirchoff Road

Rolling Meadows, IL 60008

Phone: (847) 870-9004

Email: cornerm@cityrm.org