



# CLEAN, BRIGHT BEAUTIFUL

## Landscape Improvement Grant





# CLEAN, BRIGHT AND BEAUTIFUL LANDSCAPE IMPROVEMENT GRANT PROGRAM

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## PROGRAM SUMMARY:

The Village of South Holland recognizes the positive impact that landscape improvements can have on the overall appearance, quality, and vitality of the Village's commercial districts. The Landscape Improvement Grant Program was created to assist the private sector in making these desired outdoor enhancements. The program seeks to increase the physical attractiveness and marketability of South Holland's commercial corridor(s) through financial incentives for commercial renovation and beautification projects. Greater incentives are available if local contractors are utilized, furthering our commitment to enhancing the community's aesthetic appeal and economic viability.

## ELIGIBILITY:

To be eligible for consideration, the property must be located within a TIF District and zoned Commercial.

Additionally, the following eligibility criteria must be met:

- Proposed area must be a property that is zoned commercial, in current commercial use or planned for commercial use.
- All applications must be signed by the property owner to indicate consent for the proposed improvements.
- The exterior of the property must comply with all Village of South Holland codes and ordinances. In the event that a violation is present, correction of the violation must be made prior to disbursement of grant monies. Failure to apply for and receive all appropriate permits will result in grant funding being denied.
- When applicable, the contractor must be licensed and bonded by the Village of South Holland with all relevant permits applying. All contractors used that are domiciled in the Village of South Holland must have a valid South Holland business license.

**\*Please note that applying for the program does not guarantee approval. \***

## II. ASSISTANCE

Approved projects are eligible to receive reimbursement after project completion in the form of a matching grant of up to a maximum of 50 percent of the actual improvement costs, as outlined in the following rebate project compensation schedule:

**Eligible Project Costs  
Up to \$20,000**

**Maximum Rebate Amount 50%\*  
(35% + 10% + 5%\*\*)**

The determination of eligibility and priority for assistance is at the discretion of the Village Board and is subject to funds availability. The Village Board may approve grants of less than the total eligible match; the rebate schedule above lists a maximum award amount.

Financial assistance is available to business owners or property owners, for no more than \$10,000. A site is not eligible for grants if they have received an incentive within the last 5 years.

Grants will be awarded on a first-come, first-served basis contingent on available funds and eligibility. A written agreement between the business owner/property owner (if tenant is leasing) and Village is required. This program is not eligible for non-property tax-paying entities. Work must not commence until grant approval is received. Should work commence prior to grant approval, the application will be null and void.

**\*An additional 10% incentive is available when using South Holland based contractors. Companies that use an MBE/ minority contractor will receive an additional 5% reimbursement.\***

### **III. ELIGIBLE IMPROVEMENTS**

- Work that qualifies for reimbursement includes improvements to the exterior landscaping of a building that is visible from the public right-of-way. Some buildings may have multiple eligible facades (dual sides, rear entranceways, etc.).
- Applicants must plan to install a minimum of \$1000 of material improvements (excluding installation) to qualify. Work must be completed before a reimbursement application is made.
- Expenses relating to the following types of improvements are ELIGIBLE for reimbursement:
  - Adding decorative elements such as planters, or outdoor seating areas to enhance public spaces.
  - Adding seasonal flowers or shrubs to existing landscaping for color and visual interest.
  - Installing low-maintenance ground cover plants, such as creeping thyme or ornamental grasses, to minimize the need for mowing and watering.
  - Installing decorative pavers, brickwork, or stone pathways to improve walkability and aesthetics.
  - Installing attractive, energy-efficient lighting to highlight landscaping features and improve safety.

***\*Projects not listed may be presented for consideration, but there is no guarantee of approval\****

Expenses relating to the following types of improvements are INELIGIBLE for reimbursement:

- General maintenance projects
- Working capital
- Property acquisition
- Equipment or inventory acquisition
- Refinancing of existing debt or private funding
- Construction costs do not include permit fees, building fees, construction review fees, etc.
- The Village of South Holland is not obligated to reimburse any finished project after one year from the date of project completion. The Development Team may consider written requests for time extensions.

## **IV. APPLICATION REQUIREMENTS**

### **Required Submittals with Application:**

- Current digital photos of all building facades visible from the public right of way which will receive improvements
- A schematic drawing with enough detail to depict the proposed improvements
- Signed vendor contract(s) with detailed costs for each proposed improvement (excluding ineligible portions of improvements)
- Consent from the building owner for proposed improvements, by signature on the attached form
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification

## **V. APPLICATION AND APPROVAL PROCESS**

Submission and approval of a complete grant application is required prior to the completion of any improvements eligible for assistance. The review process will normally take approximately four weeks. The applicant must secure any required Village permits and exterior appearance approval by the Village Board prior to starting improvements. The application process is outlined below:

1. Contact Jarell Blakey, Economic Development Manager, for program information and to determine project eligibility.
2. Submit a grant application including all required submittals to Travis Bandstra.
3. The approval process will be as follows and is expected to be at least a four week process:
  - a. Staff will verify all required submittals and documentation, and forward to the Village Development Team
  - b. The Village Development Team will forward to the Clean Bright Beautiful Committee (CBBC) for their review and recommendation.
  - c. Upon CBBC recommendation, the Development Team conducts a final review before submitting to the Village Board.
  - d. Application is considered by the Village Board. Applicant's attendance is strongly encouraged at the Village board meeting as part of the application review process. The Village Board typically meets the 2nd Tuesday of every month
4. Proposed improvements must be completed and the business must be operational within one year of grant approval by the Village Board.

## **VI. REIMBURSEMENT PROCESS**

- Once work is completed, the applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks or credit card receipts), a signed "Reimbursement Request Certification" (see attached form), a signed and notarized "Affidavit for Reimbursement" (see attached form) and photos of all improved facades to Jarell Blakey.



- The development team reviews the completed project to ensure that work was performed as outlined in application and in conformance with the Village Code.
- Check is distributed within 45 days of reimbursement request (accompanied by complete documentation).

## **VII. PAY BACK PROVISION**

The following payback schedule shall apply if a business closes or moves out of the Village of South Holland within three (3) years of being awarded a Village grant:

<b>TIMING</b>	<b>&lt; 1 year</b>	<b>1-2 Years</b>	<b>2-3 Years</b>
% of Grant repaid to the Village	75%	50%	25%

The applicant agrees to this provision when s/he signs the Reimbursement Request Certification and the Application Certification.

# LANDSCAPE IMPROVEMENT GRANT PROGRAM

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Completion of this application is required in order to determine if your proposed project qualifies for reimbursement as part of the Village's Landscape Improvement Grant Program. The scope, project eligibility, application process, and program terms are all outlined in the attached program summary.

Business Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant Business Phone #: \_\_\_\_\_

Applicant Mobile Phone #: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Is the Applicant the Building Owner: [ ☐ ] Yes [ ☐ ] No\*

**Note: If the Applicant is not the Building Owner, a letter indicating the Owner's approval of the proposed building improvements must be submitted as part of this application.**

Name of Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If tenant, what is the expiration of your current lease? \_\_\_\_\_

If buyer under contract or tenant, who is property owner? \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_



## APPLICATION CERTIFICATION

I, the undersigned, certify that I have read the program description and requirements for the Village of South Holland Landscape Improvement Grant Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Village of South Holland prior to the commencement of construction.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Village of South Holland and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my grant application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business closes or moves out of the Village of South Holland within 3 years I will be required to repay the Village in an amount as described on page 5 of the grant informational packet.

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Applicant Name (PRINT)

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Applicant Signature

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Date

### CONSENT FROM PROPERTY OWNER (Required if different from Applicant)

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Property Owner Name (PRINT)

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Property Owner Signature

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Date

\*\*\*\*\* **Office Use Only** \*\*\*\*\*

Application is: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

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Economic Development Staff

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Date



# LANDSCAPE IMPROVEMENT GRANT PROGRAM REIMBURSEMENT REQUEST CERTIFICATION

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## SUBMITTAL FOR REIMBURSEMENT

Please submit the following information to Travis Bandstra once approved work is complete for grant payment:

- ☐ This signed Reimbursement Request Certification
- ☐ Copies of invoices stamped "PAID" from all contractors, companies, and/or individuals
- ☐ Proof of payment (limited to copies of canceled checks and/or credit card receipt)
- ☐ Digital Photos of all building facades visible from the public right-of-way.
- ☐ A signed and notarized Applicant's Affidavit for Reimbursement form provided by the Village of South Holland
- ☐ Applicant's Affidavit for Reimbursement (Attached)

## CERTIFICATION

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Village of South Holland are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I will display the Village of South Holland Grant Certification in public at my business/property for one year. I understand that if my business closes or moves out of the Village of South Holland within 3 years I will be required to repay the Village in an amount as described on page 5 of the grant informational packet. The Village of South Holland may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable Village Codes and Regulations.

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Applicant Name (PRINT)

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Applicant Signature

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Date

# APPLICANT'S AFFIDAVIT FOR REIMBURSEMENT

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STATE OF ILLINOIS       )  
  ) ss  
COUNTY OF COOK       )

To: The Village of South Holland

The undersigned, \_\_\_\_\_ (Name) being duly sworn, deposes and says that he or she is the Owner Tenant (strike one) of the property located at \_\_\_\_\_, South Holland, Illinois (the "Premises") and has applied for a landscape improvement grant from the Village of South Holland for \_\_\_\_\_ (the "Work").

The total amount of the grant approved is \$ \_\_\_\_\_ toward which I, as Owner Tenant (strike one), have as of this date paid \$ \_\_\_\_\_. I hereby attest that I have not received any other funds from a third party to pay for the Work which is paid for by this grant.

The attached proof of payment is true, correct, and genuine, and delivered unconditionally and the work set forth in said proof of payment has been completed and/or the materials set forth in the attached proof of payment has been used in connection with the Work in the Premises.

Upon payment of \$ \_\_\_\_\_ from the Village of South Holland, there shall be nothing due or to become due from the Village of South Holland in connection with the disbursement of the approved grant amount from the Village of South Holland based on the documentation submitted to the Village of South Holland for the work set forth in said proof of payment.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public