



City Center Special Service Area Business Interruption Assistance Program

The Business Interruption Assistance Program is intended to provide financial relief for City Center businesses that experience hardships as a result of public improvement projects. This grant provides funding directly to first floor retailers or restaurants who have experienced hardship and an impairment to pedestrian access due to public construction projects that result in lack of access to the building and/or extended utility shutoffs. Any lack of access to the building or extended utility shut-offs occasioned by private construction or improvements, natural disaster, unpaid rent or utility bills, landlord-directed actions are not covered by this program. Applicants must lease space within the Special Service Area and construction affecting applicants' businesses must be present immediately in front of or adjacent to building. The use of funds is limited to lease obligation and property tax payments.

PROGRAM DETAILS

- Grants shall be a maximum amount of \$5,000.
- Grants shall be awarded for lease obligation or property tax payments and shall not exceed \$5,000 or 15% of revenue loss over a 3-month period whichever is less.
- The CCP may be limited as to the amount of grant funds to be disbursed based on the amount of grant funds available.
- Business owner/applicant is required to commit to operation for a period of not less than one (1) year from the date of grant disbursement. If the owner or business fails to meet this standard, a pro-rata reimbursement of grant funds to the CCP will be required.

ELIGIBILITY & CRITERIA

- Applicant must operate a brick-and-mortar establishment within the City Center Special Service Area.
- Applicant's business must generate sales-tax or food and beverage tax as result of the primary function of the business. Non-tax generating, not-for-profit uses shall be excluded.
- The business must have experienced a decrease in revenues over a 3-month period year over year of at least 15%, due to construction immediately in front of or adjacent to their building. If the business is less than a year old, the decrease will be compared quarter over quarter. Financial statements, Illinois Department of Revenue sales tax forms, and/or bank and credit card statements must be provided to demonstrate need. The CCP reserves the right to request additional documentation.
- Applicant and business must be in good standing with City of Joliet zoning, ordinances, and all applicable regulations.
- Applicant must have occupied the business storefront on or before January 1, 2024.
- Exceptions to the above criteria, will be handled on a case-by-case basis.

UNPERMITTED USES

- Non-Tax generating not-for-profits
- Rooming and boarding/Single Room Occupancy
- Flea Market
- Pay day loans
- Adult entertainment

- Packaged liquor stores
- Vapor or electronic cigarette shops

APPLICATION AND GRANT DISBURSEMENT PROCESS

- Applicants must submit the completed application form to the City Center Partnership via email to priscilla.cordero@jolietdowntown.com along with:
 - Year-to-date financials, showing a 15% loss year over year for the same period.
 - Most recent quarter of business bank and credit card statements as well as the previous year's business and credit card statements for the same period and/or Illinois Department of Revenue sales tax forms (if financial statements are not available, these statements will suffice).
- Grant applications will be accepted on a rolling basis until funds are exhausted. Applications will be evaluated by CCP staff, and awards shall be based upon the above criteria.

Businesses may apply retroactively if they meet all of the above requirements and were impacted by a public improvement project occurring anytime beginning March 2023. Determination of funding eligibility shall be at the sole discretion of the Joliet City Center Partnership.



**City Center Special Service Area
Business Interruption Assistance Program Application**

Business Name: _____

Applicant Name: _____

Business Address: _____

Email Address: _____

Phone Number: _____ **Date Submitted:** _____

Requested Amount: _____

Explain your plan to keep your business open during and after the construction period:

Business owner/applicant is required to commit to operation for a period of not less than one (1) year from the date of grant disbursement. If the owner or business fails to meet this standard, a pro-rata reimbursement of grant funds will be required. Further, the applicant is expected to make every reasonable effort to remain open during construction.

Your signature below acknowledges and affirms that all information on this form is correct and complete, and that you understand the program requirements.

Business Owner: _____ **Signature:** _____

Grant applications may be sent to: priscilla.cordero@jolietdowntown.com.

Applicants must submit a signed W-9 form, along with this application and financial documentation.