



Algonquin Impacted Business Relief Program

Information



Village of Algonquin

The Gem of the Fox River Valley

Impacted Business Relief Grant Program Information

In the Village’s continuing effort to support the development of the business community and our workforce, the Village of Algonquin has created an Impacted Business Relief Grant for existing small business owners. The grant is funded through the [Illinois Department of Commerce and Economic Opportunity](#) (DCEO) and the Local CURE’s Economic Support Payments Grant Program (“ES Program”) administered by DCEO through the Local Coronavirus Urgent Remediation Emergency Support Program (“Local CURE Program”). The ES Program is authorized by Public Act 101-636, Public Act 101-637 and Title 14 Illinois Administrative Code Part 700 (14 IL Admin. Code Part 700) to reimburse Local Governments for economic support payments made to qualified businesses within their jurisdictions that have experienced interruption of business attributable to the COVID-19 public health emergency.

At this time, the Village of Algonquin has **applied for \$350,000 in funding** from DCEO to distribute to eligible businesses on a first-come first-serve basis as a one-time grant. Grant amounts will vary and are intended to be paid within the range of \$5,000 to \$15,000, proportional to the amount of documented losses. Village staff will review applications and award grant funds to eligible businesses that complete an application and submit required documentation.

This booklet is intended to provide general information regarding this program. The actual terms and conditions, qualifications for participation and further limitations are subject to the financial policies set forth by the Village of Algonquin. For more information, please contact the Village Manager’s Office at 847-658-5534.

Program descriptions and eligibility requirements:

Eligibility ¹	Max Award
<ul style="list-style-type: none"> • Must be a business located in McHenry County, Illinois. • Must be a tax generating business with sales not exceeding \$4,000,000. • Business must generate walk-in traffic. • Grant award based on need, based on the percentage of revenue-loss experienced. • Franchise businesses, home-based businesses, home occupation businesses, professional or medical businesses, and businesses with more than three (3) business units do not qualify. • Any prior recipients of the State’s Business Interruption Grant (BIG) are ineligible. 	<p>Businesses that experienced Less than 50% loss will be awarded \$5,000</p> <p>Businesses that experienced a 50% - 75% loss will be awarded \$10,000</p> <p>Businesses that experienced greater than 75% loss will be awarded \$15,000</p>

¹ See detailed eligibility criteria below.

Impacted Business Relief Grant Eligibility Criteria:

The ES Program assists Local Governments that have provided or will provide financial assistance to businesses that have experienced significant disruption or temporary closure (a “business interruption”) of their business attributable to the COVID-19 public health emergency. The Impacted Business Relief Grant Program applies to most businesses located within the Village limits of Algonquin, with exceptions listed below:

1. Applications for grants under the Impacted Business Relief Grant Program may be submitted by an existing sales tax revenue generating business located in McHenry County, Illinois, within the Village of Algonquin;
2. The grant applicant must be a tax generating business with an annual taxable sales threshold not exceeding \$4,000,000 in annual sales over the twelve-month period;
3. The grant applicant must generate walk-in traffic;
4. Franchise businesses, home-based businesses, home occupation businesses, professional or medical businesses, and businesses with more than three (3) business units do not qualify;
5. Businesses must prove business interruption by submitting the business’ monthly ST-1 Sales and Use Tax forms for each month from March 1, 2019, through October 1, 2019, and March 1, 2020, through October 1, 2020. *The documentation should isolate sales made at an Algonquin location only.*

Eligible Expenses:

The only qualifying expense used to determine the grant amount is “cost of business interruption,” defined as the decrease in revenue (not additional expenses) caused by closing or limiting access to the business establishment to comply with COVID-19 prevention directives, or to otherwise prevent the spread of COVID-19 within the business establishment, or decreases in revenue caused by decreased customer demand as a result of the COVID-19 emergency.

Ineligibility:

The Impacted Business Relief Grant Program will not provide grant funds to:

1. A business that is not located in McHenry County, Illinois, within the Village of Algonquin (*see Information for Kane County Businesses below, if applicable*);
2. A business that does not collect sales taxes;
3. A business that does not have walk-in traffic;
4. Businesses that are home-based businesses, home-occupation businesses, professional or medical businesses, exceed \$4,000,000 in sales per annum, are franchise “chain” businesses, or have more than three (3) business units;
5. Businesses that are recipients of the State’s Business Interruption Grant (BIG);
6. Businesses that are a private club or business that limits membership for reasons other than capacity;
7. Business that are government-owned business entities;
8. Businesses that derive at least 33% of its gross annual revenue from legal gambling activities, unless the business is a restaurant with gaming terminals;

9. A business that is delinquent on payment of any State of Illinois tax obligation;
10. A business that is engaged in a business that is unlawful under Illinois or federal law;
11. A business that is on the federal System for Award Management excluded parties list;
12. A business that is ineligible pursuant to the provisions of 14 IL Admin. Code Part 700.

Information for Kane County Businesses:

Businesses located in Kane County, Illinois, are not eligible to receive funding through the Algonquin Impacted Business Relief Program under the ES Program. Businesses located in Kane County that are seeking relief due to business interruptions caused by the COVID-19 emergency must do so through the Kane County Coronavirus Relief Fund. More information about the Kane County Coronavirus Relief Fund, **including the application portal**, can be found at <https://www.countyofkane.org/Pages/CRF.aspx>.

Please direct any questions regarding the Kane County Coronavirus Relief Fund to: CRF@co.kane.il.us.

Use of Funds:

Grant proceeds may be used to reimburse costs and losses such as inventory, equipment (including Personal Protective Equipment and other supplies to promote health and safety), compensation (including salaries, wages, tips, paid leave, and group healthcare benefits), rent, technology to facilitate e-commerce, professional services procured (including the design and construction of environments necessary to promote physical and social distancing and cleaning and disinfecting services) and other costs of operation in accordance with the applicable administrative rules that were in force during the period beginning March 1, 2020, and ending December 30, 2020. Any items that have already been claimed for reimbursement through Paycheck Protection Program (PPP) funds may not be claimed for this program.

Grant Agreement:

Applicants will be notified if they are selected and must enter into a grant agreement with the Village. The grant agreement will specify grant parameters, requirements for proof of revenues, and other provisions.

Administration:

Any eligible business owner who wishes to apply for a grant can obtain an application from the Village. *Applications are due no later than 5:00 PM on Friday, December 4.* Each recipient of the federal funds will certify in the application below that they will utilize these grant proceeds for specific purposes, as set forth, and adhere to the terms and procedures established by the Village under this program. The Village of Algonquin will then release payments to each recipient as a single one-time payment.

Due to the current circumstances, **completed application packages must be submitted by e-mail** to Tim Schloneger, Village Manager, at:

Attn: Impacted Business Relief Grant Program

timschloneger@algonquin.org

All applications for grants will be accepted on a first-come first-serve basis and will be subject to the financial policies set forth by the Village of Algonquin. Only completed applications that include all required submittal documents and information will be accepted and considered for funding. The Village Manager's Office will review each application for accuracy and will determine if it meets the requirements for funding. If the application is determined to meet the requirements of the program, then the application will be reviewed and approved administratively.

Grant funds will be disseminated to grant recipients only after:

- a. The recipient provides the Village with proof of losses and required documentation (*see application package checklist below*);
- b. The recipient's application meets all other eligibility criteria;
- c. The Village has been able to verify the business is open to walk-in traffic, and is a sales tax generating business not exceeding \$4,000,000 in annual revenues.

*****At this time, applications will only be considered in anticipation of funding received from DCEO through the ES Program.*****

Application Package Checklist:

The grant application package must include all of the following items:

Completed grant application, including narrative of impacts felt from the COVID-19 event substantiating request for grant funds.

Monthly [ST-1 Sales and Use Tax forms](#) for the Algonquin-based business, for each month from **March 1, 2019, to September 30, 2019**, and **March 1, 2020, to September 30, 2020** (*this will consist of 14 reports*).

Completed [W-9 form](#).

[Certificate of Good Standing](#) with the Illinois Secretary of State.

Copy of driver's license or valid government ID of the business owner.

Signed Local CURES's ES Support Payments Grant Program State of Illinois Certification and Requirements Document.

Conflict of Interest DECO document.

Questions?

If you have further questions regarding the application progress or grant program, please contact Matthew Bajor, Management Analyst, by phone at 847-658-5534 or by e-mail at matthewbajor@algonquin.org.