



## FINANCE

31 West Quincy Street, Westmont, Illinois 60559

Tel: 630-981-6230 Fax: 630-829-4440  
westmont.il.gov | finance@westmont.il.gov

# Village of Westmont Retail Business Grant Administrative Rules & Application

The Village has earmarked \$50,000 to provide funds to eligible Westmont businesses that have suffered economic hardship during the COVID-19 pandemic. Awarded Grant funds will pay up to 50% of municipal sales-tax allocated from the business based on the 1% the Village receives of eligible sales as part of the State's standard sales tax (hereinafter Sales Tax) up to a maximum award of \$2,000 per eligible sales tax location. Any questions should be emailed to [covid19relief@westmont.il.gov](mailto:covid19relief@westmont.il.gov). Any funds not applied for by August 31, 2020 may be reallocated.

### **Business Eligibility**

To be considered eligible to receive this Grant, a business must meet the following requirements:

1. Business must generate municipal sales tax as part of its operations.
2. Business must be open and operational with reasonable business hours at the time of application.
3. Business must have and maintain a valid Village of Westmont Business License.
4. Business must be current with annual inspections and compliant regarding Village codes, unless otherwise waived by the Village.
5. Business must have been in operation and generated Sales Tax each month from October 2019 - March 2020.
6. Business's Sales Tax was not less than \$500 (about \$50,000 in sales revenue) in calendar year 2019<sup>1</sup>
7. Business must meet one of the following requirements:
  - a. Business is located in the downtown Central Business District, **OR**
  - a. Business's Sales Tax did not exceed \$15,000 (about \$1,500,000 in sales revenue) in calendar year 2019<sup>1</sup>.
8. Business shall not be part of a franchise system.
9. Business shall not be part of a chain consisting of more than 4 units/locations.
10. Business shall not be a home occupation (home-based business).
11. Business must have experienced a minimum of 15% loss in Sales Tax from April 2020 through the last full month before the date of application submission, when compared to the same timeframe in 2019<sup>2</sup>.

**EXAMPLE:** Applications submitted July 31 will consider Sales Taxes April 1 - June 30; applications submitted August 1 will consider Sales Tax April 1 - July 31, etc.

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<sup>1</sup> For businesses that did not operate the full 12 months in 2019, the sales during the business's operational period will be annualized by multiplying the average monthly amount by 12.

<sup>2</sup>This will be determined by comparing the allocation of sales from records provided by the State for the 2019 time period to 1% of the revenue on which the tax is calculated on the ST-1 forms for the 2020 time period. For each month in the comparable time in 2019 during which the business generated 0 Sales Tax, the 2019 calculation will substitute the 2nd lowest month of Sales Tax in 2019.



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### Payment Determination

- Grant will award up to fifty percent (50%) of a Business's 2019 Sales Tax<sup>1</sup>, or about 0.5% of the revenue. **EXAMPLE:** \$2,500 in Sales Tax (about \$250,000 in sales revenue) = \$1,250 possible Grant.
- Grant will be limited to a maximum initial benefit of \$2,000. **EXAMPLE:** \$5,000 in Sales Tax (about \$500,000 in sales revenue) = \$2,000 possible grant.
- Businesses that apply for this Grant and any other Village COVID-19 relief grant, such as the Restaurant Outdoor Seating Grant, will have a maximum award of \$2,500 total in all grants. **EXAMPLE:** A restaurant with \$10,000 in Sales Tax that received an outdoor seating grant of \$1,500 would be eligible to receive \$1,000 from this Grant.

### Terms and Conditions

- The Grant program shall be administered at the sole discretion of the Village and nothing in this program creates a right to any business to receive any funds nor does it create an obligation of the Village to expend any funds.
- The Village is offering, through an application ("Application"), the ability of eligible Westmont businesses to receive a portion of their municipal sales tax proceeds collected and paid to the State of Illinois in 2019.
- All Grants issued by the Village are expressly conditioned upon the satisfactory completion of an Application and adherence to these Administrative Rules.
- The Village reserves the right to review total grant submissions, determine if there are surplus funds that can be distributed to applicants for a second round of payments, and may increase the value of the maximum benefit at a point in time determined by the Village.

### Grant Payments

- If a Grant is approved, it will be awarded via check in the name of the remit name submitted on the application, which must match the name or a DBA listed on the W-9. Grant awards are not transferable to another person, owner, or business.
- Grant payments may be reported by the Village on a 1099-G form.

### Refund of Grant

- If the business does not remain open and operational with reasonable business hours for at least thirty (30) days after receipt of funds, or if it is determined that incorrect information provided on the application led to the award of a Grant that would not have been awarded had correct information been provided, the business must return to the Village the full amount of the Grant within ten (10) calendar days of receiving notice of breach of the Grant program.
- Each owner with at least five percent (5%) ownership interest in the business shall sign the Application, and shall jointly and severally personally guarantee to the refund of the Grant proceeds should either of these conditions occur.



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### **Proprietary Information and General Release**

- Applicants shall permit Village representatives to make all reasonable inspections and investigations of the business' financial and proprietary information during the process period of the Application. Applicants, as a necessary part of the Application process, shall provide to the Village or otherwise allow the Village to obtain and analyze all financial and proprietary information, including but not limited to, all municipal sales tax information, of the business. Such information shall no longer be deemed proprietary and confidential for purposes of this Grant Program.
- All payments under the Grant Program may be made public and may contain the amount of the Grant funds awarded to the business and the business' name and information.
- Applicants, upon submission of an Application, release the Village from any and all liability, waive any rights in regards to the proprietary information's confidentiality, and covenant not to sue the Village for the release of said proprietary information and from any other claim arising from this Application and the Grant Program. Village, for this section shall mean their officers, directors, employees, agents, affiliates and representatives. Submission of an Application is an express consent and agreement to the above.

### **Required Documentation**

1. The application for the Grant Program must be completed and submitted to the Village via email to [covid19relief@westmont.il.gov](mailto:covid19relief@westmont.il.gov).
2. A federal tax form W-9 must also be submitted.
3. ST-1 forms must be submitted for each month between April 2020 and the month preceding the application.



## Retail Business Grant Application Form

Business Contact Information		
Doing Business As Name:	FEIN:	
Business Location Address (1 application per location):		
Postal City:	State: Illinois	Zip:
Contact Name:		
Contact Email:		
Contact Phone Number:		

Business Remit Information (to be on the check)		
Remit Name <small>(must be listed as name or DBA on W-9):</small>		
Remit Address:		
Remit City:	Remit State: Illinois	Remit Zip:

Business Information		
Does your business collect and pay sales tax to the State of Illinois?	Yes	No
Is your business currently open and operational with reasonable business hours?	Yes	No
Does your business have a current Village of Westmont Business License?	Yes	No
Is your business in compliance with all Village codes?	Yes	No
Is your business current with Village required annual inspections?	Yes	No
Was your business operating in Westmont the entire 2019 calendar year?	Yes	No
If answer to above is "No", when was your business 1st operating in Westmont?		
Is your business located in the Downtown Central Business District?	Yes	No
Is your business part of a franchise system?	Yes	No





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<b>Application Submission</b>
After completing and signing the form, attach it and all required documentation in a single email addressed to <a href="mailto:covid19relief@westmont.il.gov">covid19relief@westmont.il.gov</a> .
Please be sure your email includes the following attachments
Completed Grant Application
A completed <a href="#">2018 W-9 form</a>
An ST-1 form for sales from April 2020 through the last full month before you submit this application

<b>Attestation, Acknowledgement, and Signature - All with 5% or more ownership interest</b>	
<p>Execution of this application constitutes a grant agreement and creates specific obligations on the part of the Applicants, and I hereby affirm that I have reviewed and understand the Administrative Rules governing the Grant Program. I hereby affirm that I have full legal capacity to authorize the filing of this application and that to the best of my knowledge and belief, the information stated in this application and in all supporting documentation is true and accurate. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. I hereby agree that I personally guarantee any refund required pursuant to the Administrative Rules and the Grant Program parameters. I permit Village representatives to make all reasonable inspections and investigations of the business's financial and proprietary information during the process period of the application. I understand that any reimbursement received from this is a grant and may be reported by the village on a 1099-G form.</p>	
Applicant Signature	Printed Name:  Date:
Applicant Signature	Printed Name:  Date:
Applicant Signature	Printed Name:  Date:
Applicant Signature	Printed Name:  Date:
Applicant Signature	Printed Name:  Date: