



# BERWYN DEVELOPMENT CORPORATION FINISH LINE GRANT APPLICATION AND GUIDELINES

## GUIDELINES

### Purpose of Grant:

To assist property owners in the completion of rehabilitation projects in Berwyn so as to increase the economic viability of the community.

### Eligible Uses:

Eligible project types include interior and exterior renovations (ex: awnings, façade improvements, interior buildout), window replacement, rodent abatement, and security. Any cameras added to improve security agree to Berwyn Police Department access.

Eligible properties will be limited to existing businesses that have operated in Berwyn for 2 years or longer and have not received prior TIF funding. Those that have received prior funding will be considered on a case by case basis, pending availability of funds in the 4<sup>th</sup> quarter.

### Geographic Scope:

Property that will be rehabilitated must be commercial or mixed-use property within the Finish Line Grant Boundary. The Boundary includes the Roosevelt, Depot, and Harlem TIF Districts. If you are unsure whether your property is within the boundary, please refer to the attached maps.

### Amount of Grant:

The grant will be for 50% of the rehabilitation costs not to exceed a \$5,000 grant. Total available project reimbursement is based on availability of funds. Annual project funding levels are at the discretion of the Berwyn Development Corporation.

Examples of grant amounts per project cost are listed below:

Project Amount	Grant Amount
\$5,000	\$2,500
\$10,000+	\$5,000

### Application Timeline:

The Berwyn Development Corporation will review each proposal upon receipt of a completed application. An approved project will receive a Letter of Eligibility.

### Project Timeline:

Project must be completed and secure a Certificate of Occupancy (or the equivalent) from the City of Berwyn within one hundred twenty (120) days from the receipt of the Letter of Eligibility. Should the project fail to be completed and secure a Certificate of Occupancy (or equivalent) within one hundred twenty (120) days, the



Letter of Eligibility will be considered invalid and no formerly approved funds will be disbursed.

**Reimbursement:**

The grant will be in the form of reimbursement upon completion of the project. At that time, the property owner must:

- Show proof of waiver of all liens on property
- Show proof of payment for completed work
- Provide a copy of the Certificate of Occupancy (or equivalent) from the City of Berwyn

**Obligations:**

The property owner/applicant must agree in writing that they will maintain ownership and operation of the property as well as not allow the unpermitted uses outlined below for three (3) years. Three (3) years will be measured from the time of issuance of the Certificate of Occupancy or project completion. Should the building be sold before three (3) years have passed, all distributed funds from the Berwyn Development Corporation must be paid back in a depreciation fashion. One (1) year equals thirty three percent (33%).

**Conditions:**

The commercial uses outlined below are NOT permitted as a use for the first three (3) years of the buildings' rehabilitation:

- Rooming and boarding/Single Room Occupancy
- Used Clothing Stores
- Pawn Shop
- Flea Market
- Pay day loans and currency exchange uses
- Laundromat
- Barber shops, hairdresser, or tattoo parlor uses
- Poolrooms
- Adult entertainment
- Packaged liquor stores
- Vapor or electronic cigarette shops
- Massage parlors
- Gun clubs and shooting ranges
- Drug paraphernalia/head shops
- Religious uses
- Not-for-profits
- Gambling establishments
- Medical uses

Should one of these uses already exist within the building prior to rehabilitation, the use will be allowed to continue as a viable use within the building.



## APPLICATION

**Subject Property Address:** \_\_\_\_\_

**Applicant Information:**

Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner Information:**    *Check if same as above* \_\_\_\_\_

Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Project Description:**

Briefly describe the work to be completed and how it will impact the use of the property (if you need more space, attach additional sheets to this application):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Ownership: (Please Check One)**

\_\_\_\_\_ Applicant is the owner of the subject property and is the signer of the application. Please provide documentation proving title.

\_\_\_\_\_ Applicant is the contract purchaser of the subject property, and has attached a copy of the contract, along with a signed notarized statement by the owner authorizing the project scope of work.

\_\_\_\_\_ Applicant is acting on behalf of the owner and has attached a signed notarized statement by the owner authorizing the project scope of work.



## **Applicant Checklist**

1. Photographs of the building. Please include photos of all areas to be restored. Photos should be labeled.
2. Two detailed cost-estimates per type of restoration work to be performed.
3. Proof of property ownership – i.e. property warranty deed, most recent property tax form, land contract registered with the respective county.
4. Proof of financial wherewithal in form of bank statement or letter from lender on approved financing.
5. Completed Pre-Application Meeting Request Form (F-3) including a Narrative description and plans of work to be performed. If more space is needed for Narrative attach additional page(s).
6. Scaled drawings of the proposed project
7. Specifications and/or product information for materials to be used
8. Material and/or color samples

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