



## BUSINESS DEVELOPMENT GRANT APPLICATION PACKET

PROGRAM OPENS OCTOBER 14, 2024 at 8:30 AM

Applications can be picked up at

301 River Park Drive, East St. Louis, IL 62201 or downloaded from our  
website @ [www.CESLUS](http://www.CESLUS)

Applications **will** be accepted until

NOVEMBER 14, 2024, AT 4:00PM

**City of East St. Louis**  
Charels Powell III, Mayor  
Robert Betts, City Manager



[www.cest.us](http://www.cest.us)  
618.482.6600

## **City of East St. Louis Business Development Program Overview**

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### **PROGRAM PURPOSE:**

*To provide eligible businesses who are independent entities with an opportunity to receive full forgivable grants to assist in establishing new business and increase employment opportunities.*

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### **What qualifies under the Business Development Program?**

New Business that will restore employment, grow the CESL economy, enhance opportunity for unemployed workers and decrease food insecurities.

### **Who is Eligible?**

Applicants for New Business Owners who are seeking to establish and employ within the City of East St. Louis. New Business Owners who are incorporated as for-profit proprietorships, partnerships, or corporations.

### **Who is Ineligible?**

Non-East St. Louis businesses (principal place of business is outside the CESL)  
Developers, Community Organizations, Non-profit Organizations

### **Additional Program Information**

The applicant must provide proof of funding from an acceptable source if the project is larger than award amount.

All work will be performed by licensed, experienced contractors. This program will use a competitive bid process for contractor selection to ensure the best work for a reasonable cost. Contractors are paid directly by the City of East St. Louis when work is completed.

Funds are provided as a 'conditional grant' with a 5-year owner-occupancy requirement. In order to ensure the *recapture/repayment* of public funds if the program conditions are not met, the City of East St. Louis will retain a lien on property? During the *recapture* period the business owner must occupy the property as his or her principal place of business. The funds provided must be repaid if the property is sold during the recapture period, or if the occupancy requirement is not met.

How can you apply?

Begin by reviewing and gathering ALL of the Required Documentation to submit with the application, deadline is November 14, 2024 at 4:00pm.

When you have your documentation ready, return the application to City Hall, 301 River Park Drive, East St. Louis, IL 62201 and give it to the Program Managers, Monyka Jones or TaDarrell Qualls.

Application Process:

Applications are available to new businesses/owners whose principal place of operation will be in the CESL. Businesses can obtain an application from the East St. Louis City Hall or download from the city's website at [www.cesl.us](http://www.cesl.us). The Application Packet will contain all the information the applicant is required to complete and return to the ARPA Program Managers, TaDarrell Qualls or Monyka Jones. Upon receipt of the application packet, and other required documentation, staff will decide on a recommendation for the approval of the project.

Application Review Process:

Review of applications will be conducted by date of receipt and then recommended for next steps if the business has completed and provided all the required documentation.

Approval Process:

If the business is approved for the grant, the business owner/operator will receive a letter of notification that the proposal has been approved. Final grant approval must be approved by the City Council on a case-by-case basis.



# Business Development Grant Application

OFFICE USE ONLY

APPLICANT \_\_\_\_\_

OTHER \_\_\_\_\_

STAMP DATE  
REC'D \_\_\_\_\_

Business Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

## **Project Information:**

**Business Name** \_\_\_\_\_

**Business Address (city, state, zip code)** \_\_\_\_\_

**Business Phone#** \_\_\_\_\_ **Business Email** \_\_\_\_\_

**Years in Business#** \_\_\_\_\_ **Years in Business in the CESL #** \_\_\_\_\_

**Estimated Total Project Cost \$** \_\_\_\_\_ this cost must match your required estimates

**Amount of grant assistance requested \$** \_\_\_\_\_

## **Project Cost: Amount and Source of Funds**

Purchase of Land and/or Existing Facility:

### **Amount**

Demolition Cost:

\$ \_\_\_\_\_

Site Improvements:

\$ \_\_\_\_\_

Construction of New Building(s):

\$ \_\_\_\_\_

Renovation of Existing Structure Cost of Installation

\$ \_\_\_\_\_

of Machinery & Equipment:

\$ \_\_\_\_\_

Architectural & Engineering Fees:

\$ \_\_\_\_\_

Legal & Other Professional

\$ \_\_\_\_\_

Contingency:

\$ \_\_\_\_\_

Other:(specify)

\$ \_\_\_\_\_

Financing (source/amount/terms)

\$ \_\_\_\_\_

Owner Equity:

\$ \_\_\_\_\_

Working Capital:

\$ \_\_\_\_\_

Investments/Source

\$ \_\_\_\_\_

Loans from other sources

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Total Project Cost\$** \_\_\_\_\_

**Total Equity \$** \_\_\_\_\_

**Total Loan Amount\$** \_\_\_\_\_

### Business Owner's Financial Information

1. Have you previously received financial assistance from CESL? YES  NO

If yes, provide explanation \_\_\_\_\_

Date received \_\_\_/\_\_\_ How much did you receive \$ \_\_\_/\_\_\_

2. Have you declared bankruptcy in the last 5-10 years? YES  NO

If yes, date \_\_\_/\_\_\_ J \_\_\_ (answering yes does not disqualify your application approval)

3. Do you have any unsatisfactory judgments against you? YES  NO

If yes, provide source to whom owed:

Judgement #1 \_\_\_\_\_ Amount \$ \_\_\_\_\_

Judgement #2 \_\_\_\_\_ Amount \$ \_\_\_\_\_

### Economic Development Information

Estimated Number of new jobs that will be created after the completion of the project

Full- Time# \_\_\_ Part-Time # \_\_\_ Type of Jobs \_\_\_\_\_

Range of Compensation from created jobs\$ \_\_\_\_\_

Current annual gross sales  \$  Estimated annual gross sales  \$

Current annual taxable sale  \$  Estimated annual taxable sales  \$

Most recent equalized assessed valuation (EAV)  \$

EAV after redevelopment  \$

## Use of Funds

Project Area	Cost
	\$
	\$
	\$
	\$
	\$

## LIST OF OBLIGATIONS

Creditor	Original Date	Original Amount	Present Balance	Interest Rate	Monthly Payments	Maturity Payments	Collateral	Payment Status
	\$	\$		%	\$	\$		
	\$	\$		%	\$	\$		
	\$	\$		%	\$	\$		

Total Monthly Payments \$

Total Outstanding Balance \$

Note: Include all obligations existing prior to proposed project that will not be refinanced by project funds, plus obligations resulting from project

## REVENUE BY SOURCE

Source	Amount	Frequency		Total Yearly Revenue by Source

Please include a detailed narrative that will address the following:

1. Description of Business/Company \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Project Description
  - a.) construction information that may include the number of square feet to be demolished and constructed, the number and square footage of units, parking, and the number of construction phases;  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - b.) evaluation of site or other constraints; \_\_\_\_\_  
\_\_\_\_\_
  - c.) benefit or service to the community;  
\_\_\_\_\_  
\_\_\_\_\_
3. A request for the City's assistance with the project that specifies the type(s) of assistance needed and why it is needed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Applicant may be requested to submit any additional information such as site plans, environmental studies, marketing studies, business plans, engineering or architectural drawings to be included for review and consideration.

**Certification by Applicant Business Owner**

The applicant certifies that they will comply with all the rules, regulations, and ordinances of the City of East St. Louis. Applicant hereby certifies that all information contained above and in exhibits attached hereto is true to his/her best knowledge and belief and are submitted for the purpose of obtaining financial assistance from the City of East St. Louis, Illinois. Additional cost, **above the amount of deposit, incurred by the City for outside professional review or expertise will be the responsibility of the applicant.**

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

## OWNER AFFIDAVIT

Business Owner/Applicant acknowledges and confirms that:

1. All grant proceeds obtained in connection with this program will be used for the above purposes only and must be approved by Review Committee.
2. Must meet the credit criteria of the lending institution, or pledge matching equity funds, and if loan funds are involved, execute loan documents prior to receiving matching funds from the CESL.
3. The selected contractor will be registered with the CESL.
4. The Review Committee must approve all improvements made or contemplated and
5. is authorized to conduct property inspections during and upon completion of property improvements.
6. Applicant must provide proof of business ownership/or lease agreement by submitting documentation outlined in the checklist.

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

## AUTHORIZED RELEASE OF INFORMATION

Autvior zcit o\A,for Crevl t ciedR-

I/WE hereby Authorize the Release of any information, to the City of East St Louis, that they may require at any time and for any purpose, related to my credit transaction with them.

I/WE hereby Authorize the City of East St. Louis to release such information to any entity they deem necessary for any purpose related to my credit transaction with.

I/WE hereby certify that the enclosed information, including any attachments or exhibits provided herewith in or at a later date, is valid and correct to the best of my knowledge.

Name of Firm \_\_\_\_\_

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

Title of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

## DISCLOSURE AFFIDAVIT

(Business Owner)

STATE OF ILLINOIS  
COUNTY OF ST. CLAIR

The undersigned business owner certifies that he/she and no person or agent in their employ or under their control, including spouse and family members or anyone representing such persons has been approached by any City elected or appointed official or City employee or anyone representing the City of East St. Louis or representing any City Officer or employee suggesting, implying, advising or recommending that a payment or other inducement was required, necessary, or would be helpful in expediting, facilitating or assuring approval or favorable treatment of the subject contract or agreement.

The undersigned further certifies that he/she and no person or agent in their employ or under their control, including spouse and family members or anyone representing such persons has paid, promised to pay or intends to pay any City elected or appointed official or City employee or anyone representing the City of East St. Louis or representing any City Officer or employee as an inducement (financial or material) with the intent to acquire favorable treatment or otherwise improperly influence the performance or actions of the City, City Official or City employee.

The undersigned further certifies that there are no special or side agreements, written or unwritten, where any City elected or appointed official or other City employee or representative of such person(s) would personally benefit by the approval of the subject contract.

The undersigned further agrees as a condition of approval of the subject contract, that in the event that he/she or any person or agent in their employ or under their control, including spouse and family members or anyone representing such persons is in the future approached by any City elected or appointed official or City employee or anyone representing the City of East St. Louis or representing any City Officer or employee suggesting, implying, advising or recommending that a payment or other inducement was required, necessary or would be helpful in expediting, facilitating or assuring approval or favorable treatment of the contract and project, such action shall be reported within 24 hours to the local States Attorney's Office and the East St. Louis Financial Advisory Authority.

Business Owner's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ -

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
MY COMMISSION EXPIRES