

Office Use:  
 Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_ Grant # \_\_\_\_\_ Classification \_\_\_\_\_

Approved: \_\_\_\_\_

## MOUNT PULASKI ECONOMIC DEVELOPMENT AND PLANNING BOARD ASSISTANCE REQUEST FORM

The mission of the Mt. Pulaski Economic Development and Planning Board [EDPB] is to improve the quality of life and create a shared prosperity in our community by retaining, sustaining, and enhancing existing businesses and community organizations, attracting, and developing new businesses, and improving and upgrading infrastructure. The EDPB is responsible for using funds from the Mt Pulaski Community Windfarm Donation Fund and the Business District Sales Tax Fund to meet the EDPB mission and to achieve their goals. The Assistance Program has been established to help achieve this purpose.

DATE: \_\_\_\_\_

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

Organization/Business Name: \_\_\_\_\_

Is this Organization a Taxing Body? \_\_\_\_\_

Address of Organization/Business: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Your Phone: \_\_\_\_\_ Your Email: \_\_\_\_\_

Project or Event Name: \_\_\_\_\_

Estimated Cost of Project/Event: \_\_\_\_\_ Grant Amount Requested: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated End Date: \_\_\_\_\_

Is Your Organization/Business Partnering for this with Another Organization/Business? \_\_\_\_\_

Name of Other Organization/Business: \_\_\_\_\_

Will you receive Matching Funds/Support from other Organization/Business? \_\_\_\_\_

Amount: \_\_\_\_\_

In-Kind Support from You or other Organization/Business? \_\_\_\_\_

Value of In-Kind Support: \_\_\_\_\_

**Projects/events funded by a Community Grant are meant to achieve one or more of the following goals established by the Mt. Pulaski Economic and Development Planning Board. Please identify which of these your project/event will help accomplish.**

- Contributes to a strong, positive image for the community.
- Enhances basic infrastructure within the community by improving deteriorated streets, sidewalks, and publicly owned utilities.
- Contributes to the public health, safety, morals, and general welfare of the community.
- Acquires property for business purposes that will generate a positive outcome for the community.
- Eliminates economic underutilization of property in the community.
- Increases the number, quality, and diversity of jobs in the community.
- Increases/enhances the property tax base of the community.
- Increases/enhances the sales tax base of the community.
- Enhances the attractiveness of the community as a place to do business through the implementation and encouragement of beautification projects such as benches, planters, decorative lighting, and other public and private improvements.
- Includes, promotes, and/or stimulates private investment for retaining or attracting businesses that provide basic goods and services within the community.
- Redevelops a problem area(s) of the community.
- Other \_\_\_\_\_

**Explain what your project/event is and how it will help achieve each of the goals you have identified. [Attach additional sheets if needed.]**

---



---



---



---



---



---



---



---



---



---



---

**Please read policies and procedures. Signature required on page 4.**

# MOUNT PULASKI ECONOMIC DEVELOPMENT AND PLANNING BOARD POLICIES AND PROCESSES

## Policies

1. The Community Grant Program may only be used for projects or events located within Mt Pulaski Township.
2. Businesses, organizations, and individuals located in Mt Pulaski Township limits may apply for a Community Grant.
3. Taxing-bodies may apply for a Community Grant. This status will be taken into consideration when decisions are made regarding grant amounts awarded.
4. Members of the Mt Pulaski Economic Development and Planning Board may apply for a Community Grant but must recuse themselves from all discussions regarding such grant and votes taken per such grant application.
5. If a grant application is not accepted upon its initial review, it can be revised and resubmitted again in a subsequent grant period. The EDPB reserves the right to table a grant application and request additional information.
6. Grant funds may be used only for project-related expenses. They may not be used for general administrative expenses such as paying bill, utilities, etc.
7. The Community Grant Program is a reimbursable program. Applicants will pay for expenses up front, then submit all receipts and, if applicable, a report of other donations received for reimbursement upon completion of the project or event. Grant funds combined with other donations cannot exceed invoice or receipt amounts.
8. The EDPB will determine if funds should be appropriated from the Mt Pulaski Community Windfarm Donation Fund or the Business District Sales Tax Fund or both. If the application meets qualifications for Business District Sales Tax Funds applicant will be notified of EDBP's recommendation to City Council and the EDPB's administrator will send the application to the Council Members for review and final approval. The administrator will notify applicant of the City Council meeting date so that, if necessary, the applicant can be present to answer questions.

## Application Procedure

Please follow these steps to apply for a Community Grant

1. Complete the Community Grant application to the best of your knowledge. If you need assistance, you may contact the EDPB administrator at [edpb@cityofmtpulaski.com](mailto:edpb@cityofmtpulaski.com).
2. Attach at least two cost estimates for the project.
3. If you have not previously submitted a W-9 form, you must submit one before the EDPB will review your grant. [https://cityofmtpulaski.com/images/Form\\_W-9.pdf](https://cityofmtpulaski.com/images/Form_W-9.pdf)
4. Submit your completed application form and supporting documents to:  
Mount Pulaski City Hall-Attention EDPB, Grant Application  
113 S Lafayette St, Mount Pulaski, IL 62548  
or email a completed application and supporting documents to: [edpb@cityofmtpulaski.com](mailto:edpb@cityofmtpulaski.com)

## Review/Award Procedure

Grant Applications will be reviewed, and awards announced per the following:

1. Applications forms will be accepted on a quarterly basis throughout the EDPB fiscal year with the following deadlines: March 31, June 30, September 30, and December 31.
2. All grant applicants may be asked to meet with the EDPB to present their grant request and answer questions. EDPB meeting are held at 124 S Washington St, Mt Pulaski IL 62548. On the first Wednesday of every month at 6:15 pm. Meeting dates and times are listed on the City of Mt Pulaski website calendar. <https://cityofmtpulaski.com/in-our-community/calendar-of-events>
3. Applications will be reviewed, and awards made within 30 days following the end of the quarter in which they were submitted.

## Reimbursement Procedure

Reimbursements of grant awards per the following:

1. Upon completion of a project or event, recipients must submit:
  - a. Completed Reimbursement Form.
  - b. Copies of all project or event related invoices or receipts. If granted a percentage of a Project/event, that percentage of each invoice will be paid up to the maximum amount of the grant.
  - c. Report of other donations or funds received for the project or event.
  - d. Photos of completed project work.
2. Submit to: Mount Pulaski City Hall-Attention: EDPB Grant Program, 113 S Lafayette St, Mount Pulaski, IL 62548, or email to [edpb@cityofmtpulaski.com](mailto:edpb@cityofmtpulaski.com).
3. Receipts must be submitted by or before 30 days following completion of the project or event. **Reimbursement will be issued at EDPB's monthly meetings. Reimbursement request must be received by 4:00 pm on the first Tuesday of the month to be approved at the EDPB meeting.**
4. A 30-day extension for submitting receipts beyond the original reimbursement period may be asked for and granted if circumstances are deemed to warrant it.
5. After review and approval of the receipts, the EDPB treasurer will pay the amount of approved grant, per receipts and invoices submitted. No payments will be made without corresponding receipts and or invoices.

**By signing below, you agree that you have completed the application to the best of your ability and have read and agree to the application policies and procedures.**

---

Signature