Office Use: **Name**_____ **Application #**_____

Received_____ **Reviewed**_____ **Classification**_____

Notes:

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MOUNT PULASKI ECONOMIC DEVELOPMENT AND PLANNING BOARD ASSISTANCE REQUEST APPLICATION

The mission of the Mt. Pulaski Economic Development and Planning Board [EDPB] is to improve the quality of life and create 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 to advance its mission and achieve its 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 and description 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 & Redevelopment Plan as adopted by the City Council. 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.
- Acquiring property for business purposes to 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 <u>each</u> of the goals you have identified.
[Attach additional sheets if needed.]

Please read pages 3 and 4. A signature is required on page 4 agreeing to Policies and Procedures.

Policies

1. The Community Assistance Program may only be used for projects or events located within Mt Pulaski Township.
2. Businesses, organizations, and individuals located within Mt Pulaski Township limits may apply for assistance with their projects and events.
3. Taxing bodies may apply for Community Funds. This status will be taken into consideration when decisions are made regarding amounts awarded.
4. Members of the Mt Pulaski Economic Development and Planning Board may apply for Community Funds. Still, they must recuse themselves from all discussions regarding such applications and votes taken for the application.
5. If an application is not accepted upon its initial review, it can be revised and resubmitted again in a subsequent review period. The EDPB reserves the right to table an application and request additional information.
6. Awarded funds may be used only for project-related expenses. They may not be used for general administrative expenses such as paying bills, utilities, etc.
7. The Community Assistance Program is a reimbursable program that sometimes requires matching funds from the applicant. Applicants will pay expenses up front, then submit all receipts and, if applicable, a report of funds received from other sources for reimbursement within 30 days upon completion of the project or event. Economic Development or Business District funds, combined with funds from other sources, cannot exceed the invoice or receipt amounts.
8. The EDPB will determine if funds should be appropriated from the Mt Pulaski Community Windfarm Donation Fund or recommend that the City Council approve funds from the Business District Sales Tax Fund, or both. If the application meets the qualifications for Business District Sales Tax Funds, the applicant will be notified of EDPB's recommendation to City Council, and the EDPB's administrator will submit the application to the Council Members for review and final approval. The administrator will notify applicants 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 Community Funds

1. Complete the EDPB Assistance Request Application to the best of your knowledge. If you need help or have questions, you may contact the EDPB administrator at edpb@cityofmtpulaski.com.
2. Attach at least two cost estimates for the project. If you are unable to obtain two estimates, please explain.
3. Submission of IRS Form W-9 is required as part of the application process. Form W-9 (Rev. March 2024)
4. Submit your completed application form and supporting documents to:
   Mount Pulaski City Hall-Attention EDPB
   113 S Lafayette St, Mount Pulaski, IL 62548
   or email a completed application and supporting documents to: edpb@cityofmtpulaski.com

Review/Award Procedure

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

1. Applications will be accepted quarterly throughout the EDPB fiscal year of June 1st through May 31st with the following deadlines: March 31, June 30, September 30, and December 31.
2. Applicants are strongly encouraged to attend the review meeting should the board members have any questions.
   EDPB meetings are held at 124 S Washington St, Mt Pulaski, IL 62548. On the second

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 are submitted.

Reimbursement Procedure

Because these funds are for economic development, it is recommended that whenever possible the awarded amount be used at local businesses to complete the project.

1. Upon completion of a project or event, follow these steps for reimbursement:
    a. Complete the Reimbursement Form.
    b. Submit copies of all project or event-related invoices or receipts. If granted a percentage of a project or event, the percentage of each invoice will be paid up to the maximum amount of the grant.
    c. Submit a report on the amount of donations or funds received for the project or event from other sources.
    d. Photos of completed project work.
2. Submit to: Mount Pulaski City Hall, Attention: EDPB at 113 S Lafayette St, Mount Pulaski, IL 62548, or email to 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 requests must be received by 4:00 pm on the Monday before the EDPB meeting that is being held on the second Wednesday of each month.**
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 the approved grant per receipts and invoices submitted. No payments will be made without corresponding receipts or invoices and a reimbursement form.

If your project meets at least one of the EDPB goals listed on page 4 of this application but does not abide by the policies and procedures of this application, you may still be eligible for funds and are entitled to apply with this form and may receive a donation instead of a grant. Please follow the same procedures and policies listed on this application.

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

Signature _____ **Date** _____