

MAYOR
Paul Wm. Hoefert

TRUSTEES
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Terri Gens
William A. Grossi
John J. Matuszak
Colleen E. Saccotelli



VILLAGE MANAGER
Michael J. Cassidy

VILLAGE CLERK
Karen Agoranos

Phone: 847/962-6000
Fax: 847/962-6022
www.mountprospect.org

Village of Mount Prospect

50 S. Emerson Street, Mount Prospect, Illinois 60056

MOUNT PROSPECT WEBSITE IMPROVEMENT GRANT PROGRAM

(Grant Program Administrative Rules - Updated April 2024)

The Village of Mount Prospect Board of Trustees unanimously approved a proposed budget to utilize over \$7 million in American Rescue Plan funds allocated to the Village. Of the funds, \$425,000 were allocated to support economic development initiatives. Three grant programs were created to help local businesses and commercial and industrial property owners recover from the ongoing COVID-19 pandemic.

The **Website Improvement Grant** will help support local businesses looking to improve their digital footprint by upgrading their existing website, or for qualifying businesses without a website looking to create one. Targeted upgrades include enabling websites to be 'mobile friendly' or improving or adding an e-commerce modules for quick and easy online shopping. \$75,000 has been allocated to this program through the end of 2024. The grant program will distribute matching grants up to 50% of the total cost or \$5,000, whichever is less, to eligible local businesses to help cover a portion of the cost to a third-party consultant to improve or create a website.

Eligible Businesses to Receive Grant

To be considered an eligible business to receive a grant, businesses must meet the following requirements:

1. Have and maintain a current and valid Village of Mount Prospect Business License;
2. Business shall not be part of a chain consisting of more than 4 units;
3. Business shall not be a home occupation;
4. Business shall not be part of a franchise system;
5. Only one grant per calendar year per applicant may be funded;
6. Changes to a project once a grant has been awarded will necessitate a formal written request as well as a revised budget, and;

7. Business must hire a third-party consultant specializing in web design to implement the upgrades.
8. Website improvements/creation and subsequent applications cannot be retroactive prior to the start date of the grant program (July 25, 2022).

Timeline

Applications will be reviewed on a rolling basis. Grant reimbursement will be issued once the website is live and the website improvements/creation are documented. Applications will be considered up to the end of 2024, however the applicant must commit to completing the website improvements/creation should the work be done after 2024, to receive funding within the grant program period.

Terms and Conditions

The Grant Program shall be administered in the sole discretion of the Village of Mount Prospect and nothing in this program creates a right to any business to receive any funds or creates an obligation of the Village to expend any funds. The Village is offering, through an application, the ability of eligible Mount Prospect businesses to receive a portion of allocated monies.

All grants by the Village are expressly conditioned upon the satisfactory completion of an on-line application and adherence to these administrative rules.

Forms

The application for the Grant Program must be filled out and submitted electronically via email to Jason Shallcross (jshallcross@mountprospect.org). A federal tax form W-9 must also be submitted in accordance with federal and state law.

Expenditure Requirements/Timing

A grant distributed to a business shall be used solely for the improvement of the businesses associated website. The grant check will be issued once payment to the third party has occurred, and the improvements shown on the businesses website.

Not Transferable

If a grant is approved, it will be awarded via check in the name of the business submitted on the application. Grant awards are not transferable to another person, owner, or business.

Refund of Grant

If at any point these Administrative Rules are not strictly adhered to, the grant funds provided shall be returned to the Village in full amount within ten (10) calendar days of receiving notice of a breach of the grant program. Each owner of at least 5% of the business shall submit the application to the Village, shall sign said application and shall jointly and severally personally guarantee the refund of the grant proceeds should the administrative rules not be strictly adhered to.

Taxes

The Village will issue Form 1099-G at the end of the year for any grant amount of \$600.00 or more. The tax responsibilities of this grant program will be the responsibility of the recipient business.

Proprietary Information and General Release

Applicants shall permit Village of Mount Prospect 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 for to the Village or otherwise allow the Village to obtain and use all financial and proprietary information, including all applicable tax of the business and/or property owner. Such information shall no longer be deemed proprietary and confidential for purposes of this grant program. All payments under the grant program will be made public and will contain the amount of the grant funds awarded to the applicant and the applicants' 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.