

Downtown Union Grove Commercial Business Rent Assistance Grant

Updated: 9/17/13

Purpose:

- Facilitate the establishment of small businesses in the downtown Union Grove Main Street business district (n.k.a “downtown”).

The Intent of the Program:

- Assist startup businesses during the critical first year of operation and to incentivize businesses to move into downtown.

Provides:

- Rent subsidies of up to one-third of the business’s monthly rent, up to \$300 per month, for a 12-month period of a two-year lease.
- An extension of the program up to six months (18 months total) may be obtained in situations where cash flow is inadequate to support full payments of rent (see Section Extension).
- Maximum subsidy per business is \$5,400 (18 months).

Disclaimer:

- Funding is approved on a first-come, first-serve basis. The proposed processing time may be up to four weeks to obtain Community Development Authority (CDA) review and action.

Eligibility:

- All new businesses locating in downtown Union Grove, or all businesses existing in downtown Union Grove who have been in operation for less than 12 months.
- If the business has been in operation for less than 12 months the business apply for the remaining months of rent assistance up to 12.
- Applicant (based on business owner) must have never received a rent assistance grant from the Village of Union Grove
- Executed a lease of at least two years.
- The applicant must:
 - Be the legal owner of the business;
 - Not owe any back taxes or utility charges in the Village of Union Grove, and
 - Agree to a background check.

Application Process:

- Submit completed application packet to the CDA, including:
 - Completed application form;
 - Copy of the executed or proposed multi-year lease (minimum two years);
 - List of business principals and a detailed summary description of the business and its operations;
 - List the number of employees, number of hours each employee works and the job activities the employee will be performing, and list the hours of business operations, and
 - Summary of a business plan (including a one-year budget forecast) (or a business plan, including a three-year budget forecast, if available).
- Racine County Economic Development Corporation (RCEDC) staff reviews the application packet and Village staff reviews for unpaid taxes and unpaid utility charges (incomplete applications will be returned to the applicant to be completed or revised).
- Completed applications, along with a recommendation from the RCEDC staff, will be presented to the CDA for review and preliminary approval contingent upon receipt of an executed two-year (or longer) lease.

The applicant will be asked to attend the CDA meeting to answer questions from the CDA regarding their application.

- After preliminary approval by the CDA and after the applicant provides a copy of the fully executed lease to RCEDC staff the applicant is then provided with a final approval letter from the CDA. The letter will outline the process for receiving funds.

Process for Receiving Funds:

- Applicant will submit a copy of their monthly rent check payment to Village staff.
- Village staff will process the monthly subsidy payment and will mail the payment to the applicant after the check has been processed, up to 10 business days.

The CDA has the right to suspend/stop payments for approved rent assistance grant applications due to known/documented infractions such as the business closing or violation of the Design Guidelines. It is at the discretion of the CDA whether or not to reinstate in full (or in part) the rent grant payments if the infraction is abated.

Extension:

- In situations where cash flow is inadequate to support full payments of rent two months before the 12 month expiration period of the original approval the applicant can apply for a 6 month extension.
- Applicants will be required to provide a request package including:
 - A request letter indicating the reasons why an extension is needed
 - Pro forma for the time period since approval (10 months)
 - Pro forma for the next six months
- Completed request packages will be reviewed by RCEDC staff and Village staff will review for unpaid taxes and unpaid utility charges.
- RCEDC staff provides the completed request package and makes a recommendation to the CDA for action. The applicant will be asked to attend the CDA meeting to answer questions from the CDA regarding their extension request.
- After approval from the CDA the applicant will receive an approval letter from the CDA.

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Downtown Union Grove Commercial Business Rent Assistance Grant Application

APPLICANT INFORMATION

Name of Applicant (include middle initial): _____
Home Street Address: _____
Home Mailing Address, if different: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Cell: _____
Fax: _____ E-mail: _____
Applicant SSN: must be provided to staff but not included here

BUSINESS INFORMATION

Name of Business: _____
Federal ID #: _____
Current Address of Business: _____
Date Established: _____ How long has the business been at this address: _____
Has the business operated under a previous name? (If yes, what name?): _____

Number of full-time employees: _____ Number of part-time employees: _____
List the number of hours each employee works and the job activities each employee will be performing (by
employee name) (attach a sheet if necessary): _____

List the hours of business operations _____

Identify all individuals who own or share ownership and/or interest in the business:

Name: _____
Relationship with business (owner, partners, etc.): _____
Years with business: _____

Name: _____
Relationship with business (owner, partners, etc.): _____
Years with business: _____

Provide a detailed summary description of the business and its operations (attach a sheet if necessary): _____

Provide a summary of a business plan (include a one-year budget forecast) OR provide a business plan (including a
three year budget forecast, if available). Attached: _____ Yes _____ No

REFERENCES

List three business references: (At least one should be a financial institution)

Name and Company: _____
Phone: _____
Relationship to applicant (personal, customer, vendor, etc.): _____
Known applicant for _____ year(s)

Name and Company: _____
Phone: _____
Relationship to applicant (personal, customer, vendor, etc.): _____
Known applicant for _____ year(s)

Name and Company: _____
Phone: _____
Relationship to applicant (personal, customer, vendor, etc.): _____
Known applicant for _____ year(s)

Property Owner Information

Downtown Property Address: _____
Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Cell: _____
Fax: _____ E-mail: _____

LEASE INFORMATION

Lease start date: _____ Lease expiration date: _____
Monthly rent amount: _____ Utilities included in rent?: _____
Square feet leased: _____

I, the undersigned, being a principal of the business applying for assistance under the Downtown Union Grove Commercial Business Rent Assistance Grant, certify that the business represented herein is a new business in Downtown Union Grove, or has been in business in Downtown Union Grove for less than 12 months.

I agree to a background check. I, or the business, do not owe any back taxes or utility charges in the Village of Union Grove.

I understand that Village staff will visit my business on a monthly basis to verify operating requirements are being adhered to.

I understand that this application is not a guarantee of assistance. Should my application be approved I understand that the CDA may, at its sole discretions, discontinue the subsidy at any time if in its sole and absolute determination it feels such assistance is no longer benefiting the furtherance of Downtown Union Grove goals and objectives.

I understand that if this application is incomplete it will not be processed.

Signature of Applicant: _____

Printed Name and Title: _____

Date: _____

Village of Union Grove

CONSENT TO RELEASE INFORMATION

PURSUANT to and in accordance with Wis. Stat. Sec. 196.137, the Village of Union Grove Water and Sewer Utilities are hereby authorized to release my/our municipal utility customer account usage and status information to RCEDC.

DATED this _____ day of _____, 20____.

SIGNED: _____