

## **WEST TOWN SPECIAL SERVICE AREA EMERGENCY BOARD UP GRANT APPLICATION**

### **PROGRAM DESCRIPTION**

Provides up to 100% of cost (or to cover cost of insurance deductible), up to \$1,000 maximum payout, for labor and materials to clean-up and board up your storefront doors, doorways and windows if your property sustained damage due to vandalism or looting.

### **ELIGIBILITY**

Program is open to building owners and tenants located within the West Town SSA29-2014 boundaries whose properties sustained damage due to vandalism or looting. Eligible businesses can have no more than 25 employees nationwide.

This grant does **NOT** include preventative board-up costs.

### **West Town SSA Boundaries**

The boundaries of the West Town SSA 29-2014 are:

- Chicago Ave from Halsted Street to Western Ave,
- Damen Ave from Chicago Ave to Huron St,
- Ashland Ave from Chicago Ave to Division St,
- Ogden Ave from Fry St to the Kennedy Expressway,
- Milwaukee Ave from Erie St to Augusta Ave on both sides of the street, and Milwaukee Ave from Augusta Ave to Division St. on the East side of the street,
- Division St from Milwaukee Ave to the Kennedy Expressway on the South side of the street.

### **APPLICATION PERIOD & LOTTERY CLAUSE**

Program is open and accepting applications starting **June 5<sup>th</sup> 2020** and closing **June 26<sup>th</sup> 2020**. Any applications submitted after **June 26<sup>th</sup> 2020** will not be accepted into the application pool. If funds are still available after the application period is closed, a subsequent application period could be announced.

**In the case that there are more applicants than funding available, applicants will be entered into a lottery system.**

The West Town SSA Program Director and SSA Commission will review the applications received. If approved, the applicants will either be reimbursed up to 100% of approved costs, up to \$1000 maximum, or in the instance there are more applicants than funding available, entered into a lottery system. Selected lottery applicants will be reimbursed up to 100% of approved costs, up to \$1000 maximum.

Funding is not guaranteed to eligible applicants. The SSA Commission reserves the right to deny any Emergency Board Up Grant Application for any reason. The SSA Commission reserves the right to reject any questionable estimates, as well as implement such additional Program rules and regulations as it deems reasonable.

**WEST TOWN SPECIAL SERVICE AREA  
EMERGENCY BOARD UP GRANT APPLICATION**

**FUNDABLE ACTIVITIES**

*Doors / Doorways / Windows*

Removal of glass and debris from building  
Board-up of Doors, Doorways, and Windows  
Includes Do-It-Yourself or Contractor services

**PROCESS**

Complete and submit the attached application, together with:

- 1) An image of the damaged storefront, and an image of the storefront with the completed board up work
- 2) Proof of Work and Payment by way of either a. or b.
  - a. a copy of the paid invoice or receipt (if you don't have insurance or are not filing a claim)
  - b. Submit a copy of your insurance claim and deductible payment

Submit to:

Katharine Wakem  
[KWakem@westtownchamber.org](mailto:KWakem@westtownchamber.org)

OR

Mail:  
West Town SSA Program Director  
West Town Chamber of Commerce  
1819 W. Chicago Ave.  
Chicago, IL 60622

**WEST TOWN SPECIAL SERVICE AREA  
EMERGENCY BOARD UP GRANT**

**APPLICATION**

NAME OF BUSINESS: \_\_\_\_\_

PROPERTY ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Are you the property owner? \_\_\_\_\_ If not, are you permitted to act on owner's behalf? \_\_\_\_\_

**PROJECT DESCRIPTION**

**Describe work that was done:**

*Applicant certifies that the information provided on this application is true and correct.*

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

\_\_\_\_\_  
Date

APPROVED BY:

\_\_\_\_\_  
West Town SSA29-2014

\_\_\_\_\_  
Date