



Outdoor Dining Grant Guidelines

The City of Oak Forest is committed to supporting restaurants and bars that are particularly impacted by the COVID-19 Pandemic and State of Illinois Mitigation Requirements. The Outdoor Dining Grant is intended to help small businesses meet the necessary public health requirements and expand their outdoor seating occupancy in the coming months. Funds will be distributed as 50% reimbursements up to \$5,000 per business. The City has allocated a total of \$65,000 to fund this grant program. Grant applications of \$5,000 or less will be accepted on a rolling basis until this funding is fully committed. The program currently runs through December 31, 2021.

Eligible Expenses

Expenses are reimbursed at 50% up to \$5,000 per business.

Expenses already incurred will be considered back through August 1, 2020.

Eligible expenses for this grant program are limited to the following purchases or rentals:

1. Outdoor partitions or barriers for spacing between customers. Includes vehicle safety barriers.
2. Outdoor cover items (tents, canopies, awnings, gazebos)
3. Outdoor heating equipment (fuel/gas is not an eligible expense)
4. Outdoor lighting fixtures and equipment
5. Outdoor furniture (tables, chairs)

Eligible Applicants

- Owners of restaurants or bars that are registered as a business physically operating in Oak Forest
- Businesses must either currently operate or plan to open eligible outdoor seating. Eligible outdoor seating is either a permitted permanent or temporary outdoor patio or dining area.

Approval Process

Completed grant application will be reviewed by the Community Development department and approved by the City Administrator. Completed outdoor dining permit applications for temporary patios will be reviewed by the Building Department. The anticipated review timeline is up to 5 business days.

Obtaining Reimbursement

This grant program will fund reimbursements for actual costs incurred by the applicant in the eligible expense categories using paid receipts or cancelled checks. Quotations and cost estimates will NOT be considered sufficient proofs of purchase or rental. Once a grant and permit application have been approved, reimbursements must be submitted within 90 days.

Reimbursement Checklist

- ✓ Previously Approved Grant Application
- ✓ Proof of payment for all eligible expenditures
- ✓ Completed W-9 form
- ✓ Completed ACH/Direct Deposit form

Reimbursement Timeline

Approved applicants will receive reimbursement once receipts for the qualifying expenses have been submitted to the City and they have been reviewed and approved by City Administrator. This is typically within 30 days depending on City Council meeting schedules.

Point of Contact

Travis Bandstra
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Oak Forest, IL 60452
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tbandstra@oak-forest.org

How do I apply?

Complete the Outdoor Dining Grant Application and submit to Community Development. Be sure to include all of the required attachments. Please see the attached Grant Application for any documentation that must be included.

The applications and checklist, along with all supporting documentation, must be submitted to:

Hard copy: Oak Forest City Hall Attn: Travis Bandstra

Email: tbandstra@oak-forest.org

OUTDOOR DINING GRANT APPLICATION



INSTRUCTIONS			
1. Review the attached Grant Guidelines before completing this application. 2. Submit all required submittal materials with this completed application to the Community Development Department. Include a completed Oak Forest Outdoor Dining Permit Application if temporary patio is needed. <p style="text-align: center;">***An application will be considered <u>incomplete</u> if any information or materials are missing***</p>			
NAME OF BUSINESS(ES)			
APPLICANT INFORMATION			
NAME / TITLE			
ADDRESS			CITY/STATE/ZIP
PHONE		EMAIL	
<input type="checkbox"/> APPLICANT IS PROPERTY OWNER		<input type="checkbox"/> APPLICANT IS LESSEE	
PROJECT INFORMATION For the property to which the grant will be applied.			
ADDRESS			CITY/STATE/ZIP
BUSINESS NAME			
PROPOSED IMPROVEMENTS Check all that apply.			
<input type="checkbox"/>	Seasonal partitions or barriers for spacing between customers as well as safety barriers.	<input type="checkbox"/>	Outdoor heating equipment (fuel/gas or utility bill is not an eligible expense)
<input type="checkbox"/>	Outdoor lighting fixtures and equipment	<input type="checkbox"/>	Outdoor furniture (tables, chairs, etc.)
<input type="checkbox"/>	Outdoor cover items (tents, canopies, awnings, gazebos, etc.)	<input type="checkbox"/>	Other proposed improvements, described below: _____ _____ _____
PROPOSED IMPROVEMENTS NARRATIVE Describe in narrative format the scope of work and the intent of project.			

PROJECT COST | List the Itemized Costs and then the Total Cost. Continue as needed on additional form.

Item	Cost
TOTAL COST	
TOTAL GRANT REQUEST AMOUNT (50%)	

REQUIRED SUBMITTAL MATERIALS
All items listed below must be submitted with this completed application prior to review by staff and public officials.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Completed and Signed Grant Application |
| <input type="checkbox"/> | Photos of the building or property area to be enhanced |
| <input type="checkbox"/> | Companion Outdoor Dining Permit (if temporary patio permit is required) |
| <input type="checkbox"/> | If leased, letter of consent from property owner |
| <input type="checkbox"/> | Copy of proof of payment for expenses already incurred |

I, the undersigned, do hereby certify that the statements in and materials included with this application are true and correct to the best of my knowledge.

Signature

Date