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301 S. Route 51, Forsyth, IL 62535 Ph: (217) 877-9445

## Village of Forsyth Tax Increment Financing (TIF) District *Commercial Revitalization TIF Grant Program*

The Village of Forsyth is pleased to offer this matching grant program to business owners, private developers and property owners who undertake improvements to commercial storefronts and the sides of commercial buildings facing Village streets within Forsyth Tax Increment Financing (TIF) District.

Grant awards for qualified projects are offered as a *50% matching grant*, not to exceed \$10,000 on a property-by-property basis. All grants funds are paid as a reimbursement for eligible costs that are incurred and verified. All applications are reviewed by the Village on a first-come-first-serve basis, subject to the availability of funds as authorized by the Forsyth Village Board of Trustees.

That's right! The *Commercial Revitalization TIF Grant Program* will reimburse up to 50% of program eligible costs or a total of \$10,000, whichever is less. That's \$0.50 reimbursed for every \$1.00 spent times 10,000! For example, if \$20,000 of eligible costs are incurred, a successful applicant may be eligible to receive a reimbursement of \$10,000, or 50% of total eligible expenses. If less is needed, it's still a 50% reimbursement.

**Applications are received on a first-come-first-served basis. Projects must be completed within 180 days of grant awards.**

All applications, subject to the availability of funds, will be swiftly reviewed and approved as they are received by a Village-appointed advisory committee. Don't delay! **Apply TODAY!** \_\_\_\_\_

**For more information, schedule a no-obligation consultation by contacting  
Nik Duffle, Forsyth Community & Economic Development Coordinator  
Email: [nduffle@forsythvillage.us](mailto:nduffle@forsythvillage.us) or Ph: (217) 877-9445**

# FORSYTH TIF DISTRICT COMMERCIAL REVITALIZATION TIF GRANT PROGRAM

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**Village of Forsyth, Illinois / 301 S. Route 51, Forsyth, IL 62535 Ph: (217) 877-9445**

The primary goal of the Forsyth *Commercial Revitalization TIF Grant Program* (the “Program”) is to stimulate economic growth and visibly enhance commercial businesses located within the Forsyth TIF District Redevelopment Project Area (the “TIF Area” or “Area”).

Program grants are intended to promote substantial improvements to existing commercial storefronts and the sides of existing commercial buildings which face Village streets. Grant funds will not be awarded for the construction of new buildings, roof repairs, the purchase of personal property or equipment, or general cleaning, window washing or other routine/custodial maintenance. Examples of eligible project components include all materials and contracted labor relating to exterior façade improvements such as painting, siding, masonry, window installations, awnings, parapets, attached signage and lighting, façade-related landscaping, as well as improvements to doorways and entryways. Ancillary design engineering/architectural fees and interior renovations or repairs to the building which are consequential to the exterior façade improvements are allowable if less than 50% of total verified project costs.

All property owners and/or business owners of real property within the Forsyth TIF Area are eligible to apply for Program grants. Business owners who are tenants of a building for which leasehold improvements are planned must provide written consent from the property owner for all proposed improvements.

All commercial business properties located within the Forsyth TIF Area are eligible for funding under this Program (or its successor program) at the rate of one (1) grant per calendar year, subject to availability of funds and approval of the Village Board of Trustees. The Village encourages applicants to purchase materials for the projects in Forsyth and, whenever possible, to use local contractors. The Forsyth Village Board of Trustees reserves the right to award grant funds only to those projects it deems to be compliant with the Tax Increment Allocation Redevelopment Act (ILCS 65 5/11-74.4 *et. seq.*), the Forsyth TIF District Redevelopment Plan and those projects that the Village believes will further stimulate the type of commercial revitalization that is in the best interests of the citizens of the Village of Forsyth.

### **TIF District Grant Procedure (Maximum Potential Grant Award is \$10,000.00)**

1. Complete the Program Application, including all requested attachments or supplemental information, and submit the Application to the Village of Forsyth Community & Economic Development Coordinator’s office within sixty (60) days prior to undertaking the Project.
2. All applications shall initially be reviewed by Village Staff and must then subsequently be reviewed and approved by the Forsyth Village Board of Trustees. The property must be located within the TIF Area.
3. **All grants awards are limited to: Fifty-Percent (50%) of total verified costs incurred for the Project, not to exceed a maximum of Ten Thousand and 00/100 Dollars (\$10,000.00).** The Applicant must verify a minimum match of 50% of the total project costs and complete the project within 180 days of the Village Board’s approval of the Program Application.
4. If the Village rejects a Program application, a written explanation will be provided to the Applicant. The Applicant may then revise and resubmit the Application for a second review.

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### NOT SURE IF YOUR PROJECT QUALIFIES?

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Proposed Redevelopment Projects which are deemed to be outside the scope of this Program, such as a building expansion or new construction may still be eligible for TIF assistance through a separate Redevelopment Agreement. For more information, contact the Community & Economic Development Coordinator at the Village of Forsyth.

No. \_\_\_\_\_

**Forsyth TIF District**  
**Village of Forsyth, Macon County, Illinois**  
**Commercial Revitalization TIF Grant Program**

**PROGRAM APPLICATION**

Applicant Name: \_\_\_\_\_

Site Address: \_\_\_\_\_ Current Use: \_\_\_\_\_ Future Use: \_\_\_\_\_

Subject Property Tax ID # \_\_\_\_\_ Current Zoning Type: \_\_\_\_\_

Property Owner Name(s): \_\_\_\_\_

Applicant Daytime Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of Business (check one)  Service  Retail  Other (*describe*): \_\_\_\_\_

Anticipated Project Start Date: \_\_\_\_\_ and Estimated Project Completion Date: \_\_\_\_\_

Total Project Costs: \$ \_\_\_\_\_ (*estimated costs must be verified upon completion of the Project*).

Amount of Grant Financing Requested: \$ \_\_\_\_\_.

***NOTE: All grants amounts are limited to 50% of total costs actually incurred for the Project, not to exceed \$10,000.00. Applicant must verify a minimum match of 50% of the total project costs.***

***Commercial Revitalization TIF Grant Program*** (the “Program”) grants shall be awarded for TIF eligible project costs (pursuant to 65 ILCS 5/11-74.3-1 *et. seq.* as amended) that are incurred and verified for commercial facade renovation projects on a *first-come-first-served* basis, subject to the availability of funds and the approval of the Forsyth Village Board. **Please read the following requirements carefully.**

**ADDITIONAL REQUIREMENTS:**

1. Only properties located within the Forsyth TIF District Redevelopment Project Area (the “TIF Area” or “Area”) are eligible to apply for the Program. The Forsyth TIF Redevelopment Project Area Boundary Map is provided and attached hereto in ***Appendix A***.
2. Property owners may apply for and receive Program (or its successor program) grants for the same property only one time per calendar year. Exceptions may be allowed for multiple tenants undertaking un-related leasehold improvements on the same property.
3. The maximum Program grant amount for each Project approved for the *Commercial Revitalization TIF Grant Program* shall not exceed Fifty-Percent (50%) of total project costs, or a single lump-sum reimbursement of **Ten Thousand and 00/100 Dollars (\$10,000.00)** per individual commercial property as identified by the Macon County real estate tax identification number, or a definable subdivision of such property (e.g., a tenant’s leasehold improvements undertaken within a larger commercial plaza). Verification of Applicant’s equity in the Project of not less than 50% of total project costs must be submitted and verified by the Village in advance of the Village’s reimbursement from TIF Funds.
  - a. The Applicant’s Project (the “Project”) under the *Commercial Revitalization TIF Grant Program* may include the costs of renovation, rehabilitation, reconstruction, relocation, repair, or remodeling of the exterior facades of existing commercial buildings, including new or replacement signs, lighting and fixtures attached to buildings which face Village streets and are located within the TIF Area. Ancillary design engineering/architectural fees and interior renovations or repairs to the building which are

consequential to the exterior façade improvements are allowable if less than 50% of total verified project costs.

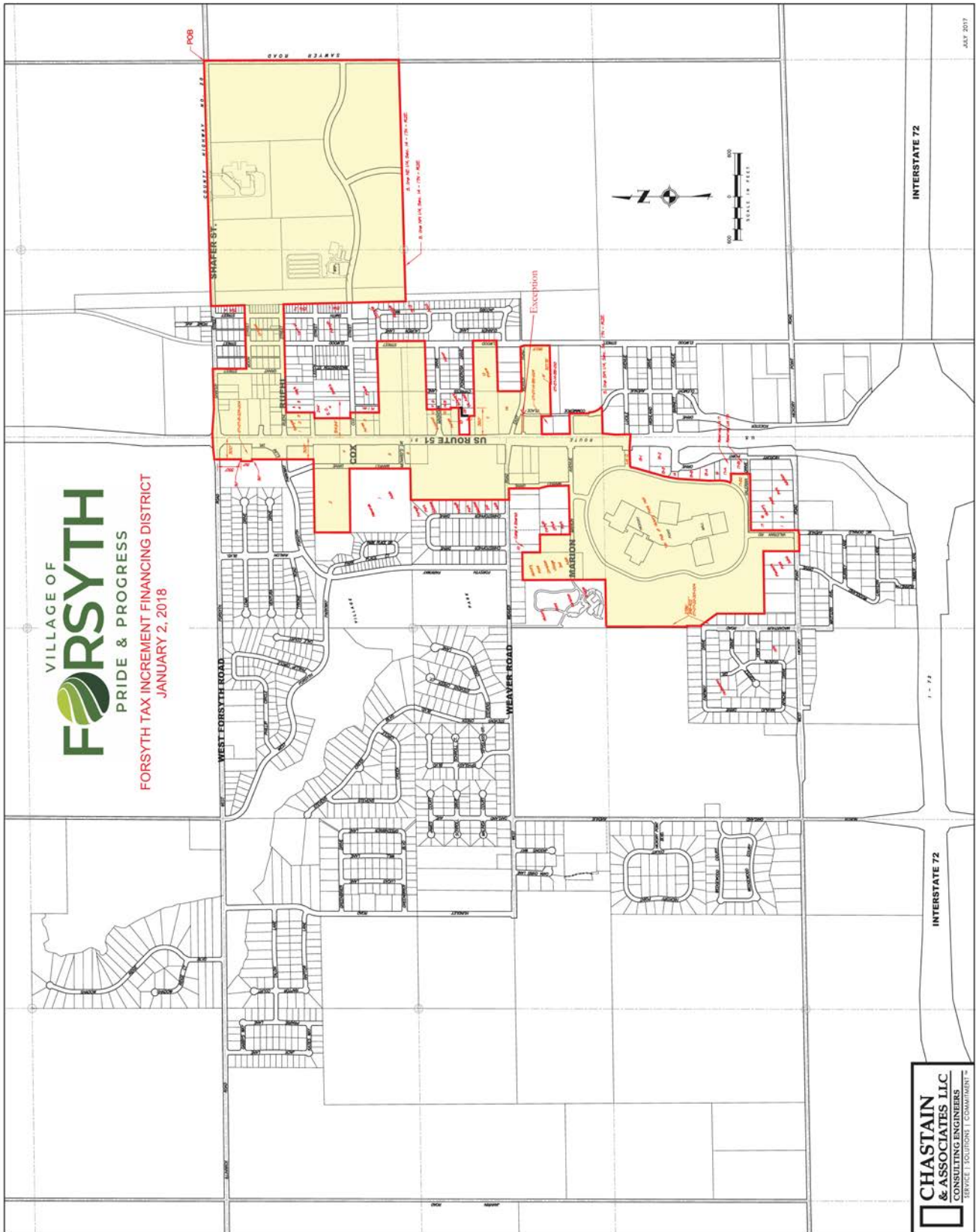
- b. The construction of new buildings, acquisition of personal property or equipment, roof repairs and general custodial and maintenance services shall not qualify for reimbursement by TIF grant funds relating to the *Commercial Revitalization TIF Grant Program*.
4. Applicants must, in advance of receiving Program grant funds: a) verify that the most recent real estate tax bill(s) have been paid for the Property; b) verify TIF eligible project costs in an amount equal to or greater than the amount awarded to the Program Applicant by the Village Board of Trustees; and c) verify the Applicant does not owe any outstanding debts or fines payable to the Village. **Program grant funds are paid by the Village of Forsyth to the Applicant upon completion of the Project and verification of TIF eligible project costs that have been incurred by the Applicant – no exceptions.** The Village’s obligation hereunder to award grant funds for TIF eligible project costs is a limited obligation to be paid solely from the Forsyth TIF District Special Tax Allocation Fund.
5. All projects undertaken with Program grant funds must comply with any Village of Forsyth Codes, conform to local zoning, and must be completed within 180 days of the Village Board’s approval of the Program Application. Applicant is responsible for obtaining required licenses and permits, if any, prior to undertaking the Project.
6. All projects must be located within the Forsyth TIF Redevelopment Project Area and are subject to review by the Village Staff prior to Village Board of Trustees approval and prior to payment of grant funds.
7. Business owners who are tenants of a building for which planned leasehold improvements will be paid for with Program grant funds must provide written consent from the property owner for all proposed improvements (see *Appendix B*).
8. All applications must attach a description of the planned improvements, estimated costs (contractor bids) of the project and projected start and completion dates. Conceptual sketches, photographs and drawings are encouraged. Colored renderings are preferred. The Village reserves the right to request additional information, including, but not limited to, how the building will be utilized (e.g., type of business) once the renovations are completed.
9. It is the understanding of the Village and the Applicant that the position of the Illinois Department of Labor is that the Illinois Prevailing Wage Act does not currently apply to TIF incentives that are received by private Developers as reimbursement for TIF Eligible Project Costs. This position of the Department of Labor is available online for further review at:  
<https://www.illinois.gov/idol/FAQs/Pages/prevailing-wage-faq.aspx>.
10. The Forsyth Village Board of Trustees reserves the right to award grant funds only to those Applicants who undertake projects the Village deems to be compliant with the TIF Act, projects that the Village believes will further stimulate the type of commercial revitalization described in the Forsyth TIF District Redevelopment Plan, and projects that are in the best interests of the citizens of the Village of Forsyth (see *Appendix C*). The rights and obligations of the Applicant under this Program Application shall not be assignable by the Applicant without providing written notice to the Village and the Village’s consent is obtained prior to such assignment.

The undersigned certifies and warrants that to the best of his/her knowledge the information contained in and attached to this Application Form is true, correct and complete and furthermore agrees to the terms and conditions provided herein. Nothing contained in this Program Application shall be construed by the Village or the Applicant or any third person to create the relationship of a partnership, agency, or joint venture between the Village and the Applicant. The Applicant hereby acknowledges that, in executing this Application Form, the Applicant has had the opportunity to seek the advice of independent legal counsel and has read and understood all of the terms and provisions of the Program. Subject to Village Board approval (*Appendix C*), this Program Application shall become a binding Redevelopment Agreement for which the undersigned hereby warrants full authority to both execute this Agreement and to bind the entity in which they are signing on behalf of.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX A

## Forsyth TIF District Redevelopment Project Area Boundary Map



**APPENDIX B**

**Tenant/Applicant Letters of Intent**

**FROM TENANT/APPLICANT TO VILLAGE OF FORSYTH**

We the undersigned are the owners and operators of a business known as \_\_\_\_\_, located on property at \_\_\_\_\_ (PIN \_\_\_\_\_), and hereby disclose our intent as Tenants of said Property to incur certain eligible project costs as "Leasehold Improvements" for which we shall request reimbursement from the Forsyth TIF District Special Tax Allocation Fund pursuant to the terms and conditions provided herein for the *Commercial Revitalization TIF Grant Program*.

\_\_\_\_\_  
(Print or type business name)

**BY:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Tenant Signature)

STATE OF ILLINOIS  
COUNTY OF MACON

I, the undersigned Notary Public, do hereby affirm that \_\_\_\_\_ personally appeared before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and signed the above Affidavit as his/her free and voluntary act and deed.

\_\_\_\_\_  
Notary Public

**FROM PROPERTY OWNER/LANDLORD TO VILLAGE OF FORSYTH**

As the owner of the above described property, I the undersigned hereby provide the above-named Tenant my consent to undertake "Leasehold Improvements" on said property, whereby they shall incur certain eligible project costs for which they shall request reimbursement from the Forsyth TIF District Special Tax Allocation Fund pursuant to the terms and conditions provided herein. Furthermore, as a signatory to this *Commercial Revitalization TIF Grant Program Application*, I do hereby direct the Village of Forsyth to make the TIF grant payment awarded by the Village for this Project payable to the Tenant/Applicant.

**BY:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**PRINTED NAME:** \_\_\_\_\_

STATE OF ILLINOIS  
COUNTY OF MACON

I, the undersigned Notary Public, do hereby affirm that \_\_\_\_\_ personally appeared before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and signed the above Affidavit as his/her free and voluntary act and deed.

\_\_\_\_\_  
Notary Public

# APPENDIX C

## Commercial Revitalization TIF Grant Program

Village of Forsyth, Illinois

### APPROVAL FORM FOR VILLAGE USE ONLY

Applicant Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Date application received by the Village of Forsyth: \_\_\_ / \_\_\_ / \_\_\_\_\_ by \_\_\_\_\_

Request Verified as TIF Eligible Project Cost:  Yes  No (reason: \_\_\_\_\_)

Recommended by Village Staff:  Yes, date: \_\_\_ / \_\_\_ / \_\_\_\_\_

No (reason: \_\_\_\_\_)

**GRANT AMOUNT: \$\_\_\_\_\_**,

**(Subject to Village Board Approval and Verification of TIF Eligible Project Costs)**

Grant **APPROVED** by the President and Village Board of Trustees of the Village of Forsyth on the \_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_.

PRESIDENT & BOARD OF TRUSTEES	AYE VOTE	NAY VOTE	ABSTAIN / ABSENT
<b>TOTAL VOTES:</b>			

Project grant approved by Village Board:  Yes \_\_\_\_\_  No (reason: *see attached*)

**APPROVED:** \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_\_\_  
President, Village of Forsyth

**ATTEST:** \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_  
Village Clerk, Village of Forsyth

Completion of Project verified on \_\_\_ / \_\_\_ / \_\_\_\_\_.

Verification of Applicant's actual TIF Eligible Project Costs as reviewed by Jacob & Klein, Ltd. and The Economic Development Group, Ltd on \_\_\_ / \_\_\_ / \_\_\_\_\_.

Village grant payment issued to applicant on \_\_\_ / \_\_\_ / \_\_\_\_\_ Check No. \_\_\_\_\_.