

# COMMUNITY DEVELOPMENT GRANT (SMALL) APPLICATION OVERVIEW

## INFORMATION SESSION

DEPARTMENT OF PLANNING AND DEVELOPMENT  
COMMISSIONER CIERE BOATRIGHT





# Community Development Grants

For grants up to \$250,000

Apply by 11:59 am  
November 8, 2024



# PROGRAM OVERVIEW

---

- CDG Small Grants (CDG-S) are available for up to \$250,000.
- CDG-S Grants will cover up to 75% of eligible expenses.
- This is a reimbursement-based grant: **all expenses must be paid up front by the business owner.** Funds are reimbursed to awardees once you've submitted proper documentation and once specific construction milestones are met.
- Selected projects must be completed within two years of the orientation and must be maintained for an additional three years.
- Any work completed prior to your orientation will not be considered eligible for this grant.

# ★ GRANT STRUCTURE

Grant awards are based on eligible costs from architectural/engineering bids and general contracting bids. ***All grants are reimbursement-based.***

Total <u>Eligible</u> Project Cost	
Grant* (up to 75% of <u>eligible</u> project costs, up to \$250,000)	Grantee Portion* (a minimum of 25% of <u>eligible</u> project costs)

- Grant awards are capped based on the eligible costs you provide in your application's project financing table.
- Regardless of the total project cost, the maximum award amount for CDG Small grants is \$250,000.
- Strong applicants will provide proof that they are able to finance *at least* 50% of the total project cost.

# ELIGIBILITY

---

## Community Development Grants are available to:

- Business owners and entrepreneurs, property owners, non-profit organizations, and community developers for **revenue-generating projects**
- Properties located in the City of Chicago
- Commercial, mixed-use, and light manufacturing projects
  - Mixed-use projects must be part of a larger commercial project, residential expenses must not exceed 25% of the total grant amount. Eligible residential expenses must be part of larger, building wide systems/improvements (e.g. plumbing, tuckpointing).
  - Land acquisition expense is eligible as part of a larger commercial project. Land acquisition must not exceed 25% of the total grant amount.
- New Construction at vacant sites
- "Vanilla box" projects with a strong community impact, 100% of ground floor tenants must be identified to receive the full grant amount.

# ELIGIBLE EXPENSES

---

- Major exterior and interior renovations
- Acquisition, architectural/design, engineering, site prep, demolition, and construction fees
- Roofing, masonry, façade, windows, doors
- Mechanical systems, such as HVAC, electrical, and plumbing
- ADA accessibility improvements
- Note that the Contractors doing this work will need to have a City of Chicago license and an active insurance policy

*\*Other items can be included in the total project cost, but may not be eligible; all expenses that are submitted will be reviewed.*

# INELIGIBLE PROJECTS

---

## **The following project types or conditions are ineligible:**

- The project's end-use involves at least one of the following: social service/assistance, place of worship/religious activity, heavy industry or manufacturing, non-revenue generating activities.
- The grant recipient is a residential or home-based business.
- The grant recipient is a government entity.
- Your project will not be completed within the required timeframe.
- Your project's scope of work is already being funded through another Department of Planning and Development Grant.
- Your construction has already been completed.
- Your business has completed another Department of Planning and Development grant in the last 3 years.

\*If you have further questions about the eligibility of your project please email: [DPDGrants@cityofchicago.org](mailto:DPDGrants@cityofchicago.org)



# APPLICATION PROCESS





# READINESS AND FEASIBILITY

---

**Strong applications will provide proof of project readiness, including:**

- An itemized budget supported by a City-licensed contractor's bid
- Design documents provided by a State-licensed architect
- **Proof of financing for at least 50% of the total project cost, or a plan to secure financing**
- Detailed business plan including up-to-date profit and loss statements
- Audited tax documents from prior years

# SITE CONTROL

---

All applications must include proof of site control, acceptable documents include:

- **Lease:** An executed lease for the project site in your business's legal name (as listed on the application) for multiple years with the option to renew.
- **Deed / Real Estate Contract** for the project location with the name of your business entity (as listed on the application).
- **A Letter of Intent** for the project location, signed by both the intended lessor and lessee, including the name of your business entity (as listed on the application).

# FINANCING

---

- Complete the financing table as included in the Submittable application and provide details about project financing you have secured to demonstrate project feasibility.
- Project owners must provide proof of financing for at least 50% of the total project cost, or their plan to secure financing, with **evidence** of said funds.
- Examples of what constitutes an acceptable and unacceptable example of proof of financing is on the next slide.



# FINANCING

Funding Type	Dollar Amount	Additional Notes (Optional)	Anticipated (Answer "Secured" or "Anticipated")
Business Checking/Savings	\$ 130,000	Latest Bank Statement from Bank A Attached	Secured
Personal Checking/Savings	\$ 28,500	Latest Bank Statement from Bank B Attached	Secured
Loans from Financial Institutions	\$ 80,000	Loan Commitment Letter Attached	Secured
Loans from Individuals			
Securities (Stocks and Bonds)			
Gifts from Private Individuals			
Gifts/Grants from Institutions (Federal, State, Non-Profit):			
Gifts/Grants from the City of Chicago:			
Crowd-Funding:			
Other Funding Sources:			
<b>Total</b>	<b>\$ 238,500</b>		



## ➤ Acceptable examples will...

- Have specific evidence attached to the application, such as your latest bank statements or a loan commitment letter
- Be more than 50% of the total project cost

## ➤ Unacceptable examples will...



- Provide insufficient detail, noting that funds are only anticipated
- Not provide any specific evidence for that funding type
- List the City CDG-S grant itself under the Proof of Financing

Funding Type	Dollar Amount	Additional Notes (Optional)	Anticipated (Answer "Secured" or "Anticipated")
Business Checking/Savings			
Personal Checking/Savings	\$ 75,000		Anticipated
Loans from Financial Institutions			
Loans from Individuals			
Securities (Stocks and Bonds)			
Gifts from Private Individuals			
Gifts/Grants from Institutions (Federal, State, Non-Profit):			
Gifts/Grants from the City of Chicago:	\$ 250,000	CDG Small Grant	
Crowd-Funding:			
Other Funding Sources:			
<b>Total</b>	<b>\$ 325,000</b>		

# PROJECT BUDGET

---

- **Grant awards are determined by eligible, itemized expenses provided in your application.** Please provide a detailed list and indicate which costs are supported by contractor estimates.
- If selected as a finalist, a comparable, itemized bid will be required for every single eligible expense.
- A contingency of up to 10% of your eligible project construction costs is allowed and encouraged, up to the \$250,000 cap.



# PROJECT BUDGET

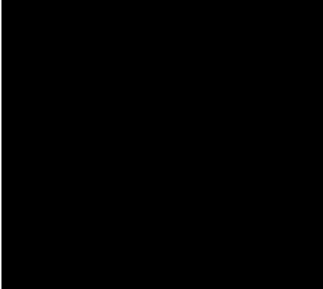
Cost Category	Amount (US Dollar)	Additional Notes	Supported with contractor bid/estimate? (Answer "Yes" or "No")
Design/Architecture Fees	\$ 7,800.00	Already Paid	No
Permitting Fees	\$ 500.00		No
Demolition/Site Preparation	\$ 2,800.00		No
Roofing	N/A	No roofing work needed	N/A
Walls	\$ 7,800.00		Yes
Floors	\$ 1,500.00		Yes
Windows	N/A	Now windows needed	N/A
Doors	\$ 9,764.00		Yes
Masonry	\$ 7,000.00		Yes
Plumbing	\$ 24,000.00		Yes
HVAC/Mechanical	\$ 32,000.00		Yes
Electrical	\$ 30,200.00		Yes
Carpentry	\$ 4,500.00		No
Building System Security	\$ 3,700.00		No
Outdoor Landscaping/Signage	\$ -		N/A
Finishes and Fixtures	\$ 7,000.00		No
Furniture and Equipment	\$ 12,000.00		No
Other Non-Construction Costs (please describe in additional notes)	\$ -		
Other Construction Costs (please describe in additional notes)	\$ -		
Property Acquisition Cost	\$ -		
<b>Total Construction Costs</b>	<b>\$ 131,564.00</b>		
<b>Total Non Construction Costs</b>	<b>\$ 19,000.00</b>		
<b>Project Contingency (10%)</b>	<b>\$ 13,156.40</b>		
<b>Total Project Costs</b>	<b>\$ 163,720.40</b>		

- Good examples of a project budget will...
  - Have accurate cost estimates, because that will impact the overall grant award
  - Be supported by actual bids by potential contractors
  - Have a lot of detail, and will have lines that are sufficiently broken out
  - Not include ineligible costs, like the Furniture and Equipment line item shaded in yellow

# ★ DESIGN AND CONSTRUCTION PLANS

If you are working with an architect at this stage, providing design documents and construction plans help to demonstrate a project's readiness.

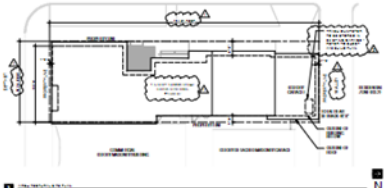





REVISION SET REVISION 11  
REVISION SET REVISION 12  
ISSUED FOR CONSTRUCTION

01/18/2024  
02/07/2024  
02/07/2024

**SITE PLAN**



**CERTIFICATION**



**PROJECT DATA & SCOPE OF WORK**

**PROPOSAL:** [REDACTED]

**OWNER:** [REDACTED]

**PROJECT ADDRESS:** [REDACTED]

**PROJECT NUMBER:** [REDACTED]

**PROJECT PHASE:** [REDACTED]

**PROJECT STATUS:** [REDACTED]

**PROJECT TYPE:** [REDACTED]

**PROJECT DESCRIPTION:** [REDACTED]

**PROJECT SCOPE:** [REDACTED]


**PROJECT BOUNDARIES:** [REDACTED]

**PROJECT ZONING:** [REDACTED]

**PROJECT PERMITS:** [REDACTED]

**PROJECT REGULATIONS:** [REDACTED]

**LOCATION MAP**



**SHEET LIST**

NUMBER	NAME	NUMBER	NAME	NUMBER	NAME
001	001 SITE PLAN	002	002 CERTIFICATION	003	003 CERTIFICATION
002	002 SITE PLAN	003	003 CERTIFICATION	004	004 CERTIFICATION
003	003 SITE PLAN	004	004 CERTIFICATION	005	005 CERTIFICATION
004	004 SITE PLAN	005	005 CERTIFICATION	006	006 CERTIFICATION
005	005 SITE PLAN	006	006 CERTIFICATION	007	007 CERTIFICATION
006	006 SITE PLAN	007	007 CERTIFICATION	008	008 CERTIFICATION
007	007 SITE PLAN	008	008 CERTIFICATION	009	009 CERTIFICATION
008	008 SITE PLAN	009	009 CERTIFICATION	010	010 CERTIFICATION
009	009 SITE PLAN	010	010 CERTIFICATION	011	011 CERTIFICATION
010	010 SITE PLAN	011	011 CERTIFICATION	012	012 CERTIFICATION
011	011 SITE PLAN	012	012 CERTIFICATION	013	013 CERTIFICATION
012	012 SITE PLAN	013	013 CERTIFICATION	014	014 CERTIFICATION
013	013 SITE PLAN	014	014 CERTIFICATION	015	015 CERTIFICATION
014	014 SITE PLAN	015	015 CERTIFICATION	016	016 CERTIFICATION
015	015 SITE PLAN	016	016 CERTIFICATION	017	017 CERTIFICATION
016	016 SITE PLAN	017	017 CERTIFICATION	018	018 CERTIFICATION
017	017 SITE PLAN	018	018 CERTIFICATION	019	019 CERTIFICATION
018	018 SITE PLAN	019	019 CERTIFICATION	020	020 CERTIFICATION
019	019 SITE PLAN	020	020 CERTIFICATION	021	021 CERTIFICATION
020	020 SITE PLAN	021	021 CERTIFICATION	022	022 CERTIFICATION
021	021 SITE PLAN	022	022 CERTIFICATION	023	023 CERTIFICATION
022	022 SITE PLAN	023	023 CERTIFICATION	024	024 CERTIFICATION
023	023 SITE PLAN	024	024 CERTIFICATION	025	025 CERTIFICATION
024	024 SITE PLAN	025	025 CERTIFICATION	026	026 CERTIFICATION
025	025 SITE PLAN	026	026 CERTIFICATION	027	027 CERTIFICATION
026	026 SITE PLAN	027	027 CERTIFICATION	028	028 CERTIFICATION
027	027 SITE PLAN	028	028 CERTIFICATION	029	029 CERTIFICATION
028	028 SITE PLAN	029	029 CERTIFICATION	030	030 CERTIFICATION
029	029 SITE PLAN	030	030 CERTIFICATION	031	031 CERTIFICATION
030	030 SITE PLAN	031	031 CERTIFICATION	032	032 CERTIFICATION
031	031 SITE PLAN	032	032 CERTIFICATION	033	033 CERTIFICATION
032	032 SITE PLAN	033	033 CERTIFICATION	034	034 CERTIFICATION
033	033 SITE PLAN	034	034 CERTIFICATION	035	035 CERTIFICATION
034	034 SITE PLAN	035	035 CERTIFICATION	036	036 CERTIFICATION
035	035 SITE PLAN	036	036 CERTIFICATION	037	037 CERTIFICATION
036	036 SITE PLAN	037	037 CERTIFICATION	038	038 CERTIFICATION
037	037 SITE PLAN	038	038 CERTIFICATION	039	039 CERTIFICATION
038	038 SITE PLAN	039	039 CERTIFICATION	040	040 CERTIFICATION
039	039 SITE PLAN	040	040 CERTIFICATION	041	041 CERTIFICATION
040	040 SITE PLAN	041	041 CERTIFICATION	042	042 CERTIFICATION
041	041 SITE PLAN	042	042 CERTIFICATION	043	043 CERTIFICATION
042	042 SITE PLAN	043	043 CERTIFICATION	044	044 CERTIFICATION
043	043 SITE PLAN	044	044 CERTIFICATION	045	045 CERTIFICATION
044	044 SITE PLAN	045	045 CERTIFICATION	046	046 CERTIFICATION
045	045 SITE PLAN	046	046 CERTIFICATION	047	047 CERTIFICATION
046	046 SITE PLAN	047	047 CERTIFICATION	048	048 CERTIFICATION
047	047 SITE PLAN	048	048 CERTIFICATION	049	049 CERTIFICATION
048	048 SITE PLAN	049	049 CERTIFICATION	050	050 CERTIFICATION
049	049 SITE PLAN	050	050 CERTIFICATION	051	051 CERTIFICATION
050	050 SITE PLAN	051	051 CERTIFICATION	052	052 CERTIFICATION
051	051 SITE PLAN	052	052 CERTIFICATION	053	053 CERTIFICATION
052	052 SITE PLAN	053	053 CERTIFICATION	054	054 CERTIFICATION
053	053 SITE PLAN	054	054 CERTIFICATION	055	055 CERTIFICATION
054	054 SITE PLAN	055	055 CERTIFICATION	056	056 CERTIFICATION
055	055 SITE PLAN	056	056 CERTIFICATION	057	057 CERTIFICATION
056	056 SITE PLAN	057	057 CERTIFICATION	058	058 CERTIFICATION
057	057 SITE PLAN	058	058 CERTIFICATION	059	059 CERTIFICATION
058	058 SITE PLAN	059	059 CERTIFICATION	060	060 CERTIFICATION
059	059 SITE PLAN	060	060 CERTIFICATION	061	061 CERTIFICATION
060	060 SITE PLAN	061	061 CERTIFICATION	062	062 CERTIFICATION
061	061 SITE PLAN	062	062 CERTIFICATION	063	063 CERTIFICATION
062	062 SITE PLAN	063	063 CERTIFICATION	064	064 CERTIFICATION
063	063 SITE PLAN	064	064 CERTIFICATION	065	065 CERTIFICATION
064	064 SITE PLAN	065	065 CERTIFICATION	066	066 CERTIFICATION
065	065 SITE PLAN	066	066 CERTIFICATION	067	067 CERTIFICATION
066	066 SITE PLAN	067	067 CERTIFICATION	068	068 CERTIFICATION
067	067 SITE PLAN	068	068 CERTIFICATION	069	069 CERTIFICATION
068	068 SITE PLAN	069	069 CERTIFICATION	070	070 CERTIFICATION
069	069 SITE PLAN	070	070 CERTIFICATION	071	071 CERTIFICATION
070	070 SITE PLAN	071	071 CERTIFICATION	072	072 CERTIFICATION
071	071 SITE PLAN	072	072 CERTIFICATION	073	073 CERTIFICATION
072	072 SITE PLAN	073	073 CERTIFICATION	074	074 CERTIFICATION
073	073 SITE PLAN	074	074 CERTIFICATION	075	075 CERTIFICATION
074	074 SITE PLAN	075	075 CERTIFICATION	076	076 CERTIFICATION
075	075 SITE PLAN	076	076 CERTIFICATION	077	077 CERTIFICATION
076	076 SITE PLAN	077	077 CERTIFICATION	078	078 CERTIFICATION
077	077 SITE PLAN	078	078 CERTIFICATION	079	079 CERTIFICATION
078	078 SITE PLAN	079	079 CERTIFICATION	080	080 CERTIFICATION
079	079 SITE PLAN	080	080 CERTIFICATION	081	081 CERTIFICATION
080	080 SITE PLAN	081	081 CERTIFICATION	082	082 CERTIFICATION
081	081 SITE PLAN	082	082 CERTIFICATION	083	083 CERTIFICATION
082	082 SITE PLAN	083	083 CERTIFICATION	084	084 CERTIFICATION
083	083 SITE PLAN	084	084 CERTIFICATION	085	085 CERTIFICATION
084	084 SITE PLAN	085	085 CERTIFICATION	086	086 CERTIFICATION
085	085 SITE PLAN	086	086 CERTIFICATION	087	087 CERTIFICATION
086	086 SITE PLAN	087	087 CERTIFICATION	088	088 CERTIFICATION
087	087 SITE PLAN	088	088 CERTIFICATION	089	089 CERTIFICATION
088	088 SITE PLAN	089	089 CERTIFICATION	090	090 CERTIFICATION
089	089 SITE PLAN	090	090 CERTIFICATION	091	091 CERTIFICATION
090	090 SITE PLAN	091	091 CERTIFICATION	092	092 CERTIFICATION
091	091 SITE PLAN	092	092 CERTIFICATION	093	093 CERTIFICATION
092	092 SITE PLAN	093	093 CERTIFICATION	094	094 CERTIFICATION
093	093 SITE PLAN	094	094 CERTIFICATION	095	095 CERTIFICATION
094	094 SITE PLAN	095	095 CERTIFICATION	096	096 CERTIFICATION
095	095 SITE PLAN	096	096 CERTIFICATION	097	097 CERTIFICATION
096	096 SITE PLAN	097	097 CERTIFICATION	098	098 CERTIFICATION
097	097 SITE PLAN	098	098 CERTIFICATION	099	099 CERTIFICATION
098	098 SITE PLAN	099	099 CERTIFICATION	100	100 CERTIFICATION
099	099 SITE PLAN	100	100 CERTIFICATION		



# APPLICATION REVIEW

1

## Readiness

Projects can demonstrate readiness by providing:

- Site control documentation
- A detailed project budget and construction timeline
- Construction and design documents

2

## Feasibility

Projects are more competitive when:

- 50% of project financing has been secured
- Permits have been issued
- A detailed business plan and leadership team summary is included
- A profit and loss statement or demonstration of financial stability is included

3

## Community Impact

Explain how your project will contribute to the community

- Incorporate the neighborhood design guidelines in your plans
- Submit letters of support from community members and elected officials
- Provide a detailed plan for community engagement and outreach
- Introduce yourself and your project to your Alderperson

4

## Due Diligence

Before moving forward with an application, the City will:

- Check for City-owned debt, Cook County property tax debt, and zoning compliance
- Work with the Department of Buildings and Department of Business Affairs and Consumer Protection to review your organization, project feasibility, and project site
- Confirm your business is in Good Standing with the State of Illinois



# HOW TO APPLY

---

- **Register on the City of Chicago Submittable page (for free) to review and complete the application.**
- **Read and answer all questions thoroughly and completely.**
- **Provide all required documents.**
- **Provide all supplemental documents, where available:**
  - Design and Construction documents
  - Business plans
  - Community letters of support
- **Submit your application by 11:59 AM on November 8, 2024.** No late applications will be accepted.

# Questions?

View the webinar and see the  
frequently asked questions:  
[Chicago.gov/CDG](https://chicago.gov/CDG)

Email:  
[DPDGrants@cityofchicago.org](mailto:DPDGrants@cityofchicago.org)



**DPD**  
Department of Planning  
and Development

