




MEMORANDUM

TO: Trustee Anthony Puccio, Chairperson
Economic and Community Development Committee

FROM: Jennifer Ganser, AICP, Assistant Director of Community Development 

MEETING DATE: October 11, 2021

SUBJECT: Grant Application Assistance Policy

Staff has worked with many entities on grant requests, most recently with Prairie Food Co-op (PFC). Village staff facilitated a 2018 grant request by the Lombard Historical Society (a separate 501(C)3 organization) associated with the filing of a matching grant to the State of Illinois Department of Natural Resources in an amount of \$11,250. This was for the application for the National Register of Historic Places for Lilacia Park and the application effort was facilitated through the Village's Historic Preservation Committee.

At the July ECDC meeting, staff was also directed to develop a written policy for these situations to give guidance on similar requests. This policy would be adopted in the Village Board Policy Manual. A draft policy is attached. Staff developed a policy for future use and guidance pertaining to federal and state grant applications for private entities when being done as part of an economic development proposal. Such policies would:

- Minimize Village staff time to process such applications;
- Preclude any Village legal or financial risk;
- Not impact any property tax elements; and
- Not be deemed as an endorsement or recommendation to patronize a given business entity

Separately, staff notes that other requests are often made regarding grant applications. Many times, an entity will apply for funding and ask the Village for a letter of recommendation. The Village has written letters acknowledging that we are aware of the application, however, we have not written letters of recommendation. We also receive data requests for grants. Many times, the data is Census data, or otherwise not maintained/authored by the Village. We can send links to websites and/or reports to help point an applicant in the right direction, or refer them to another agency if appropriate.

COMMITTEE ACTION REQUESTED

This item is being placed on the October 11, 2021 ECDC agenda for a recommendation to the Village Board.



DRAFT

VILLAGE OF LOMBARD
VILLAGE BOARD POLICY

Subject: Grant Application Assistance Policy

Section: _____
Dept.: **Community Development**
Date: _____, 2021

I. Purpose

The purpose of this policy is to establish procedures and guidelines related to grant applications applied for by the Village, on behalf of another entity.

II. Procedures/Guidelines

- A. The applicant must demonstrate that the grant can only be applied for by a unit of local government and not a private entity, however, the funds can be used for the applicant.
- B. The applicant must demonstrate that the grant application will require minimal Village staff time to apply for and process the grant.
- C. The applicant shall bear all application and third-party costs related to the grant application, unless granted a waiver of the costs by the Village Board of Trustees.
- D. The applicant shall demonstrate that the Village will not take on any legal or financial risk.
- E. The applicant shall demonstrate that any project associated with a grant request will not negatively impact property taxes.
- F. The grant application effort by the Village shall not be deemed as an endorsement or recommendation to patronize a given business entity.
- G. Should a grant be awarded, the Village shall undertake a full review of the parameters and limitations that could be associated with the grant. If the terms of the grant would

adversely affect the Village, as solely determined by the Village, the grant award request may be withdrawn.

- H. The Village shall require a written response from the property owner(s) noting they do not object to the grant acceptance and any related terms or conditions that may result as a condition of the award.
- I. Should a grant be awarded and the grant terms be favorable to the Village, the Village shall enter into an agreement with the entity to finalize the project award and any requisite actions that may need to be taken by the awarding party of the private entity. The Village Attorney shall be part of this effort.

III. Legislation/Documentation