




MEMORANDUM

TO: Scott R. Niehaus, Village Manager

FROM: William J. Heniff, AICP, Director of Community Development 

MEETING DATE: November 4, 2021

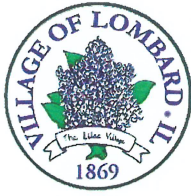
SUBJECT: **Grant Application Assistance Policy**

Please find the following items for Village Board consideration as part of the November 4, 2021 Board meeting:

1. Economic and Community Development Committee (ECDC) memo; and
2. Village Board policy document.

The ECDC unanimously recommended approval of the proposed policy. Please place this on the November 4, 2021 Board of Trustees consent agenda for a motion to approve.

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VILLAGE OF LOMBARD
VILLAGE BOARD POLICY

Subject: Grant Application Assistance Policy

Section: 4.G
Dept.: Community Development
Date: November 4, 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adversely affect the Village, as solely determined by the Village, the grant award request may be withdrawn.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