



City of Collinsville
Economic Development Department
125 S. Center Street, Collinsville, IL 62234

Questions? Please contact:

Mitch Bair, Economic Development Director
618.346.5200 x1119 | mbair@collinsvilleil.org

Cristen Hardin, Associate Planner
618.346.5200 x1140 | chardin@collinsvilleil.org

NORTHEAST BUSINESS DISTRICT SIGN GRANT PROGRAM

The **Northeast Business District (NEBD) Sign Grant Program** is intended to assist business owners with the purchase, renovation, replacement or repair of commercial signage. Furthermore, this program is intended to promote a safe and aesthetic urban environment which will enhance the City's economic potential by promoting reasonable, orderly and effective display of commercial signage. The following shall apply:

How much will the NEBD Sign Grant Program reimburse?

The NEBD Sign Grant Program will reimburse successful applicants up to 50 percent (%) of the total program-eligible project cost. **Such funding shall not exceed \$30,000 unless otherwise agreed to by the City Council.** The maximum allowable NEBD Sign Grant Program reimbursement for any given project is \$30,000 within a five year period. Reimbursements may be disbursed in one lump sum or in a series of installments upon approval by City Council. All grants greater than \$15,000 must be approved by the City Council. The City Manager is authorized to approve grants up to \$15,000.

NEBD Sign Grant Program Eligibility

- Priority will be given to those applications promoting monument graphic at a minimum of 48 square feet in area, six feet in overall height and constructed of stone, brick, or other high quality material.
- All signs must meet the requirements of the City of Collinsville, Illinois – Zoning Regulations, Section 17.930 - Signs
- Applicant must obtain a valid Sign Permit from the Community Development Department prior to reimbursement.

Owners and contractors must adhere to the requirements of the Prevailing Wage Act and must disclose this mandate on all construction-related contracts. No labor costs shall be reimbursed by the City unless the developer pays and documents such fact. Failure to pay prevailing wage may result in rescindment of Business District funds and is punishable by law

Application Process and Guidelines

- All applications will be reviewed by the Economic Development Department who may require more information from the applicant if necessary. All applications must be reviewed and approved **before** the project begins. Work completed prior to application review and approval is ineligible. If there is significant change in the scope of the project after the application has been approved the applicant must re-apply with the scope of the new project. All changes in scope will be reevaluated by the Economic Development Department. The City is under no obligation to approve the new project scope and a refund of the grant may be required.
- **Grants are only approved in writing by the Economic Development Director upon review of a formally submitted and complete application.** No verbal commitment to funding shall conveyed or be recognized. Verbal or written feedback on a business' general eligibility or comments on a draft application shall not be construed as approval or disapproval of a grant application. For grant over \$15,000 the Economic Development Director shall make a written recommendation to the City Council to "Approve" or "Deny" the application in whole or in part, or as modified or amended.
- All projects must be completed within one year of the grant award date to be eligible for reimbursement. The City Manager is authorized to approve up a 6-month extension of a project deadline for all grants without additional council approval. Projects that have lost funding eligibility by lapsing past the approved deadline may reapply to the NEBD Sign Grant Program. **Reapplications are also subject to the availability of funding.**
- Reimbursements will be made upon the submission and verification project completion and proof of payments made for eligible reimbursable project costs incurred. Proof of payment shall include but not be limited to paid invoices and matching cancelled checks. The City shall request any documentation required to verify proof projection completion and payment of project costs.

How Do I Apply?

- Contact the Economic Development Department to discuss whether this grant is a good fit for your business.
- Complete and return the NEBD Sign Grant Application Form and any required attachments to the Economic Development Department
- Complete and return the Sign Permit Application Form and applicable permit fees to the Community Development Department.

For Sign Code or Sign Permit inquiries, please contact:

**Community Development Department
125 S. Center Street
Collinsville, IL 62234
618.346.5200 x1118**

NEBD SIGN GRANT APPLICATION CHECK LIST

A completed sign grant application shall include the following:

- ✓ Completed and signed Sign Grant Application Form
- ✓ Completed W-9
- ✓ Three comparable bids for project improvements
- ✓ Completed Contractors Wage Certification Form, if reimbursement for labor costs is being requested.
- ✓ Any architectural drawings, renderings, floor plans, site plan drawings, etc. of proposed project improvements
- ✓ Photographs of existing conditions
- ✓ Additional attachments required within the Application Form

Please note that award of Northeast Business District funds does not constitute the approval of NEBD Sign Grant Program project. All facets of the project should be coordinated with appropriate departments to ensure necessary approvals are obtained. Additionally, all relevant City Ordinances must be followed subsequent to the award.

Submit completed NEBD applications to:

Cristen Hardin

***Associate Planner | City of Collinsville
125 S. Center Street | Collinsville, IL 62234
618.346.5200 x1140
chardin@collinsvilleil.org***



Northeast Business District Sign Grant Program – Application Form

All applications are subject to the availability of funding.

Applicant Information

Applicant Name: Steve Sues
Mailing Address: 1900 Vandalia Collinsville IL 62234
Phone Number: 618-345-1827 Email: Orchardshell@yahoo.com
Does the Applicant own the building? ☒ Yes ☐ No
Building Owner (if Applicant does not own the building): _____
Owner's Address: _____
Owners Phone Number: _____ Owner's Email: _____

Business Information

Business Name: Orchard Shell Service LLC
Business Address: 1900 Vandalia Collinsville IL 62234
Is Applicant also owner of the business? ☒ Yes ☐ No

Disclosure of Previous Incentives

Has the business owner(s) or any beneficiaries of this project received any financial incentive from the City of Collinsville in the last five years? Yes ☒ No (If Yes, please attach a description.)

Sign Description:

Please provide a brief description of the sign for which grant funding is being requested, and attach any drawings or photos of the prospective sign.

Price sign with leader board

Applicant's Signature: _____ DATE: 5-25-17

Property Owner's Signature: _____ DATE: _____
(If different than applicant)

Submit completed applications to:

Cristen Hardin, Associate Planner
City of Collinsville

125 S. Center Street, Collinsville, IL 62234
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Bill Young Signs SA

Cost: \$21,806.21

Eligible Reimbursement

Amount: \$10,903.11

SA Rec'd: 6-1-17
"needs W-9" 6-22-17
Rec'd W9 on 6-28-17

Approved by: _____ Date: _____

Signature: _____ Date: _____



V.P. Racing
Steve

CONTRACTORS WAGE CERTIFICATION FORM

I, Robert Williams of Bill Yount Signs & Electric, LLC
Officer, Owner, Authorized Rep. Company Name

do hereby certify that the Bill Yount Signs & Electric, LLC
Company Name

7002 Woodson Road
Street

St. Louis, MO. 63114
City

and all of its subcontractors will pay all workers on the

V.P. Racing Gym Signs
Project Name

1900 Vandalia St. Collinsville, IL 62234
Street and City

the wages as listed in the schedule of prevailing rates required for such project (a copy of which can be found at <http://www.state.il.us/agency/idol/rates/Rates.htm>).

[Redacted Signature]

Signed

VERIFICATION

State of Illinois)

County of Madison) SS

Subscribed and Sworn to before me, a Notary Public this May day of 26, 2017

Notary Public

[Redacted Notary Signature]

