



FINANCE

31 West Quincy Street, Westmont, Illinois 60559

Tel: 630-981-6230 Fax: 630-829-4440
westmont.il.gov | finance@westmont.il.gov

Restaurant Outdoor Seating Grant Information & Application

The Village has earmarked \$76,000 to reimburse a portion of the costs to businesses to facilitate temporary out-door seating. Awarded grant funds will reimburse up to 75% of eligible expenses up to a cap of \$2,000 per eligible restaurant. Any questions should be emailed to covid19relief@westmont.il.gov. Grant applications should be submitted prior to June 30, 2020.

Business Eligibility

To be considered eligible to receive a Grant, a business must meet the following requirements:

1. Business must be a restaurant or bar that is open for outdoor dining in the month of June 2020.
2. Business must have and maintain a valid Village of Westmont Business License.
3. Business must be current with annual inspections and in good standing regarding Village codes.
4. Business must be open to the general public.
5. Business must meet one of the following requirements:
 - a. Business is located in the downtown Central Business District, OR
 - b. Business had annual sales-tax eligible revenue which did not exceed \$1,500,000 in calendar year 2019 (if business did not operate the full 12 months in 2019, the sales during the business's operational period will be annualized to an equivalent of 12 months).

Eligible Expenses

Reimbursements will only be approved for expenses directly associated with the rental or purchase of physical items needed to provide outdoor seating, which were purchased no earlier than May 1, 2020. The following items are examples of expenses considered acceptable for reimbursement for purchase or rental costs.

- Chairs and/or Tables
- Barriers
- Lamps / Lighting Fixtures
- Tents
- Umbrellas
- Fencing

The following items are examples of expenses not considered eligible for reimbursement:

- Payments to landlords for use of additional space
- Construction of a space for outdoor seating
- Utility costs presumed to increase due to outdoor seating
- Dishes, utensils or servingware

Required Documentation

Proof of purchase must be an invoice, receipt or statement that shows Purchase date, Item description, and Amount paid. Receipts showing only dollar amounts will not be accepted. Quotes showing what a price will be (not that it was purchased) will not be accepted.

A current W-9 must be submitted as part of the application process.



Restaurant Outdoor Seating Grant Application Form

Business Contact Information		
Doing Business As Name:	FEIN:	
Business Location Address:		
Postal City:	State: Illinois	Zip:
Contact Name:		
Contact Email:		
Contact Phone Number:		

Business Remit Information (to be on the check)		
Remit Name:		
Remit Address:		
Remit City:	Remit State: Illinois	Remit Zip:

Business Information		
Does your business have a current Village of Westmont Business License?	Yes	No
Is your business in compliance with Village Codes?	Yes	No
Was your business operating in Westmont from 1/1/2019 to 12/31/2019?	Yes	No
If answer to above is "No", when was your business 1st operating in Westmont?		
Is your Business a restaurant/bar that is open for outdoor dining in the month of June 2020?	Yes	No
Is your business located in the Downtown Central Business District?	Yes	No
Were sales revenues from 1/1/2019 to 12/31/2019 less than \$1,500,000?	Yes	No
Is your business open to the general public?	Yes	No



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Reimbursement Request

Please include documentation of purchase or rental for all items for which you are requesting reimbursement. For each attached receipt, please provide the information below

Receipt #	Date	Amount	Type of Purchase (check all that apply)					
			Chairs/ Tables	Lights	Barrier/ Fence	Tent	Umbrella	Other
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								



Application Submission	
After completing and signing the form, attach it and all required documentation in a single email addressed to covid19relief@westmont.il.gov .	
Please be sure your email includes the following attachments	
Completed Grant Application	
Receipts showing proof of purchase or rental, including the date of purchase, item description, and amount spent	
A completed 2018 W-9 form	

Attestation, Acknowledgement, and Signature	
I hereby affirm that I have full legal capacity to authorize the filing of this application and that to the best of my knowledge and belief, the information stated in this application and in all supporting documentation is true and accurate. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties, and that I may be required to refund the Grant. I permit Village representatives to make all reasonable inspections and investigations of the business's financial and proprietary information during the process period of this application. I understand that any reimbursement received from this is a grant and may be reported by the village on a 1099-G form.	
Applicant Signature	Date:
Printed Name:	

Note on Use of Funds

In the event that eligible expenses for reimbursement exceed the \$76,000 allotted, the Village will award funds based on the order in which full and complete applications for eligible expenses were received. In the event the eligible expenses for reimbursement submitted through June 30 are less than \$76,000, unused funds may be reallocated to other purposes.