



TIF NEIGHBORHOOD IMPROVEMENT GRANT PROGRAM APPLICATION- BUSINESS

CITY OF SPRINGFIELD – OFFICE OF PLANNING AND ECONOMIC DEVELOPMENT

Section 1: Applicant Information

*Attach Certification of Good Standing issued in the last six (6) months

*Attach a copy of a valid, government-issued photo ID (e.g., driver's license) for identity verification purposes.

Is the applicant the property owner or a developer? (check one)

☐ Property Owner

☐ Developer

Applicant Name: _____

Co-Applicant Name: _____

Mailing Address: _____

Business Name: _____

Business Address: _____

State of Organization: _____

Phone Number: _____

Email: _____

FEIN: _____

Type of Business:

☐ Sole Proprietorship

☐ Partnership

☐ For-Profit Corporation

☐ Nonprofit Corporation

☐ Limited Liability

☐ Other: _____

Section 2: Property Information

*Attach current interior and exterior photos

Is this property within the **Far East TIF District** or the **SHA (Madison Park) TIF District**? ☐ Yes ☐ No

PIN(s): _____

Project Address: _____

Current Parcel Use: _____

At project completion, who will occupy the site:

Section 3: Evidence of Site Control

A. If the applicant owns the project site, attach a copy of the deed.

Also include:

Mortgage Holder(s): _____

Annual Mortgage Payment (P&I): _____

Outstanding Balance of Mortgage: _____

Name, address, and phone numbers of other persons or entities having an ownership interest in the property to be redeveloped:

B. If the applicant has a contract or option to purchase the project site, attach a copy of the purchase/option contract

Also include:

Date contract was signed: _____

Closing / Expiration date: _____

Section 4: Project Information

*Attach project description that includes detailed scope of work and architectural renderings

*Attach detailed construction budget, as applicable

Current Fair Market Value: _____ Current Property Tax: _____

Current EAV: _____ Anticipated Future Tax: _____

General Contractor: _____

Address & phone number: _____

Architect: _____

Projected start and end dates: _____

Brief Project Description (Describe what improvements you plan to make):

Section 5: Financing

*Attach letter of support or other documentation demonstrating Financial Capacity

Total Project Cost: _____

Financing: ☐ Bank ☐ Private ☐ Other

(1) Bank Contact: _____

Address and Phone: _____

(2) Bank Contact: _____

Address and Phone: _____

Upon request, the applicant shall provide any market and financial feasibility studies, appraisals, environmental reports, or other information provided to private lender for the project.

Neighborhood Improvement Grant Application

Identify the total TIF assistance requested. (Note: The maximum grant award under this program is \$75,000. Requests exceeding this amount will not be considered.)

Has any other government assistance been provided to the applicant or property (grants, tax incentives, or other economic benefit?

☐ Yes ☐ No

If yes, describe the type and amount of assistance provided:

Section 6: Housing (If Applicable)

*Attach business plan, including expertise of key management personnel

Number of units: _____

Total square footage: _____

Anticipated Rents: _____

Target Market: _____

Section 7: New Business (If Applicable)

*Attach business plan, including expertise of key management personnel

Business Name: _____

Jobs Created: Full Time: _____ Part Time: _____

Description: _____

Section 8: Conflict of Interest Discloser

Is any owner of the business, land or building, or any tenant, or any of the project developers:

- an elected or appointed official of the City of Springfield;
- related to an elected official or appointed official of the City of Springfield; or
- routinely contracts with the City of Springfield to provide good or services?

☐ No

☐ Yes (Explain):

Section 9: Certification

I, _____ (print name), certify that the information provided in this application and all supporting documentation is true and complete to the best of my knowledge. I understand and agree to the following:

- Submission of this application does not guarantee approval or funding.
- Any work initiated prior to written grant approval is not eligible for reimbursement.
- All improvements must comply with local codes, zoning, and permit requirements.
- If approved, I am responsible for completing the project as described and for covering any costs exceeding the grant award.

I agree to allow representatives of the City of Springfield access to the property for inspection of improvements related to this grant.

Signature of Applicant:

Date:

Neighborhood Improvement Grant Application

Application Checklist

- ☐ Pre-application meeting with OPED staff
- ☐ Complete application form
- ☐ Certificate of Good Standing
- ☐ Interior and exterior photos
- ☐ Proof of site control (deed or contract)
- ☐ Project Description
- ☐ Architectural Renderings
- ☐ Detailed Project Budget
- ☐ Financial Capacity Demonstration
- ☐ Business Plan
- ☐ Valid, government-issued photo ID

SUBMIT COMPLETED APPLICATION TO:
Office of Planning & Economic Development
City of Springfield
800 E Monroe Street, Room 107
Springfield, IL 62701
or
Email: Julia.Griffin@springfield.il.us

Completion of this application does not entitle the applicant to financial assistance.
Any such assistance must be approved by City Council