



## WESTMONT FIRST BUSINESS GRANT REQUEST

- Grant requests must be submitted between 3-to-12 months before the Event
- Form must be completed by a for-profit business located in the Village of Westmont
- The business must be in good standing with the Village (IE: no outstanding code violations, no outstanding tax or other liabilities to the Village, etc.)

Requesting Entity (to whom check should be payable) \_\_\_\_\_

Address to which check should be mailed: \_\_\_\_\_  
\_\_\_\_\_

Contact Information: \_\_\_\_\_

Event Name \_\_\_\_\_

Date of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Brief Description of Event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Event Budget \_\_\_\_\_

Requested Amount (Cannot exceed lesser of \$500 or 50% of Total Event Budget) \_\_\_\_\_

Explanation of how the Event will benefit the business either directly or indirectly: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Benefits to the Village (If Applicable) \_\_\_\_\_

Plan for Publicity of Event, including how the proposed publicity will directly benefit and promote the Event:

I certify that:

- My business is sponsoring and/or hosting the Event
- The Event will be open to the public
- The Event is not part of my business's normal business operations
- I understand a safety/compliance exterior inspection of the business will be performed prior to grant approval
- To the best of my knowledge, all the information in this form is correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

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**Village Staff Approvals / Confirmation of Good Standing (to be completed by Village Staff)**

\_\_\_\_\_ Community Development

\_\_\_\_\_ Deputy Liquor Commissioner

\_\_\_\_\_ Finance

\_\_\_\_\_ Fire

\_\_\_\_\_ Clerks

\_\_\_\_\_ Communications/Westmont First

## **Additional Information for Submitters**

### **Payment of Grant**

- Within 45 days of the conclusion of the Event, the entity will submit to Finance ([finance@westmont.il.gov](mailto:finance@westmont.il.gov)) receipts documenting and verifying that the business spent the full amount of the grant on publicity, and that they spent at least twice the amount of the grant on the Event in total.
- The Village will reimburse the grantee up to 50% of documented expenditures, not to exceed the cost of the publicity, and not to exceed the amount granted.
- Grant money will be paid by the Village in a single payment within 30 days after approval of supporting documentation by the Finance Department.

## **Potentially Acceptable and Unacceptable Uses of the Grant**

### **Potentially Acceptable**

- A restaurant with an extensive and unique wine offerings brings in an expert sommelier who educates the public at the Event about wines, about the specific wines sold at the restaurant, and includes a wine tasting. Such an event is not part of the restaurant's normal operations and would draw people into this business.
- A brewery hosts a special Event with live music, a tent, beer samples, etc.
- An eyeglass store in a strip mall hosts an Event in a tent in their parking lot where they perform free vision exams and recommends glasses for purchase.
- A group of businesses who engage in various aspects of weddings events (gown sales, photography, catering, etc.) jointly host a special bridal Event.
- A fitness center organizes and hosts a 5K run/walk, with the proceeds to benefit a local or nationally-recognized charitable organization

### **Likely Unacceptable**

- An annual spring flower sale in a parking lot of a business that regularly sells flowers.
- A special sales event for a business of their regular merchandise.
- A restaurant desires to promote a band playing in the restaurant.