



## Illinois Department of Commerce & Economic Opportunity

JB Pritzker, Governor

### Illinois Business Interruption Grant Application

Last Updated: 06/23/20

This round of the Business Interruption Grant program will make \$60 million available for 3,500 businesses experiencing losses or business interruption as a result of the COVID-19 public health emergency.

Businesses eligible for funding in this round include:

- Restaurants and bars that were unable to provide on-site outdoor food or beverage services between May 29, 2020, and June 17, 2020;
- Barbershops and salons;
- Health and fitness centers;
- Businesses located in specific Disproportionate Impact Areas that experienced property damage due to civil unrest.

Additional eligibility criteria are posted [here](#).

- If your business is not eligible for this grant, you may be eligible for future rounds of funding. DCEO will announce future funding rounds via the [DCEO website](#) and [newsletter](#).
- Eligibility determinations must be validated by requested documentation included in the application. Business owners that do not provide valid documentation requested will be deemed ineligible for this round of grant funding.

DCEO will begin accepting applications for this round of Business Interruption Grants on Friday, June 26, 2020. The questions posted today are designed to allow business owners time to review, assess their eligibility and gather any documents needed to complete the application.

On Friday, June 26, this document will be replaced with an online submission portal that will collect applicant information and required documents.

Business entries will be randomized during the application period, the timing of when a business submits an application has no bearing on funding priority. Applications submitted during the open period will be given equal priority.

### Eligibility Questions

The following questions will determine your eligibility for the Illinois Business Interruption Grant.

- *If the business applicant is eligible for this grant the full application questions for the business owner and business will load.*
- *Responses to these questions will be considered as part of the grant application.*

1. Type of Business
  - a. Restaurant or Bar
  - b. Fitness Center
  - c. Barbershop or Salon
  - d. Other

➤ Note: If your business falls into the category “Other” your business must be located in a Disproportionately Impacted Area that was impacted by property damage due to recent civil unrest. A list of these Areas is available [here](#).
2. Disproportionately Impacted Areas (DIA). Is your business located in one of the following areas?
  - a. [Drop Down List of Zip Codes]
3. Business Revenue in 2019: What was your business revenue in 2019? If your business is less than a year old, please estimate your annual revenue.
  - a. Less than \$80,000
  - b. \$80,000 to \$500,000
  - c. \$500,000 to \$999,999
  - d. \$1,000,000 to \$1,999,999
  - e. \$2,000,000 to \$3,000,000
  - f. More than \$3,000,000

➤ Note: Businesses must not exceed the annual revenue threshold outlined for their business type and location based on this round of funding.

➤ These thresholds, for calendar year 2019 or a pro-rated amount if business has been in operation for less than one year are:

  - Restaurant or Bar: Between \$80,000 and \$3 million
  - Barbershop or Salon: Between \$80,000 and \$500,000
  - Fitness Center: Between \$80,000 and \$2 million
  - Other Businesses: Between \$80,000 and \$2 million
4. Does 80% or more of your Illinois workforce work in the DIA zip codes listed above?
  - a. Yes
  - b. No
5. Revenue Loss: What is an estimate of your business’s operating (\$) losses from March 21st, 2020 through the date of this submission due to the COVID-19 Public Health Emergency?
  - a. Less than \$10,000
  - b. \$10,000-\$19,999
  - c. \$20,000 or more

➤ Note: Business applicants must have experienced eligible costs or losses due to COVID-19 of at least the amount of the grant award they are eligible for. If a business has not experienced

eligible costs and losses in the amount of the grant, they will not be eligible in this round of funding.

6. Business Start Date: Did your business start operating before December 2019?
    - a. Yes
    - b. No
  
  7. [For restaurants and bars] Did you provide on-site outdoor food or beverage services between May 29, 2020, and June 17, 2020?
    - a. Yes
    - b. No
  
  8. [Bar/Restaurant, Salon, Fitness Center] Do you possess current valid documentation indicating your license or certification to do business of your selected business type?
    - a. Yes
    - b. No
- Valid Forms of Documentation Include:
- Bar and Restaurant: Consumption on Premise License
  - Restaurant: Retail Food License
  - Restaurant: Local Health Department Inspection Certification
  - Barbershop or Salon: IDFP License
  - Fitness Center: Current Membership Agreement
9. Is the Applicant or any owner of the Applicant presently suspended, debarred, proposed for debarment, or declared ineligible by any State or Federal department or agency?
    - a. Yes
    - b. No
- *Responses to the questions above will be used to screen applicants for eligibility.*
- *Applicants that are not eligible for this round of funds will not move forward to complete the application.*
- *Applicants that are preliminarily considered eligible will continue to complete the application. Eligibility information will be included in the complete business application.*

## **Additional Grant Application Questions**

### Business Owner Information

1. First name
  
2. Last name

3. Phone number
4. Email address
5. Race
  - a. American Indian, Indigenous, Native American, or Alaskan Native
  - b. Asian American or Pacific Islander
  - c. Black or African American
  - d. White or Caucasian
  - e. Multiracial
  - f. Prefer not to respond
6. Ethnicity: Do you identify as Hispanic or Latino?
  - a. Yes
  - b. No
  - c. Prefer not to respond
7. Gender:
  - a. Man
  - b. Woman
  - c. A gender not listed here
  - d. Prefer not to respond
8. Veteran Status:
  - a. Veteran
  - b. Non-Veteran
  - c. Prefer not to respond

#### Business Information

9. Business Name
10. Doing Business As (DBA) Name
11. Business Tax Identification Number (TIN) or Employer Identification Number (EIN)
12. Business Address: Street Address
13. Business Address: City
14. Business Address: Zip Code
15. Business Address: County
16. For-Profit or Non-Profit (501c3 or 501c19)

- a. For-Profit
- b. Non-Profit

17. Did your business receive a loan under the federal Paycheck Protection Program?

- a. Yes
- b. No

### Document Upload

Please upload all the required documents listed below. Incomplete applications will be disqualified. All documents should be clear and legible.

- Business bank statement(s) from 2020
  - Please attach one or more business bank statements covering periods after March 21, 2020 which at minimum demonstrate eligible costs and losses in excess of the grant award
  - If you are a sole proprietorship and do not have a business bank statement, please provide your most recent Schedule C.
- Business tax returns from 2019
  - If business tax return from 2019 has not yet been submitted, please upload 2018 tax return.
  - If a business has not been in business for a full tax year, please upload 3 months of bank statements.
  - Business tax returns must be legible, complete and signed to be accepted.
- Valid business license or eligibility document
  - Business applicants must submit valid documentation to verify they are eligible to do business within their stated eligibility group
    - i. Businesses applying as a bar must submit a valid consumption on premise license
    - ii. Businesses applying as a restaurant must submit documentation that they are currently authorized by their local health department to serve food to the public, which may include
      - 1. A local business license to operate as a retail food provider
      - 2. A recent uniform inspection report
      - 3. A valid consumption on premise license
    - iii. Businesses applying as a barbershop or salon must upload their current licensure from the Illinois Department of Professional Regulation
    - iv. Businesses applying as a health and fitness center must submit a current membership contract as required of all physical fitness centers under the Physical Fitness Services Act (815 ILCS 645).

- v. Businesses applying as a business located in a Disproportionate Impact Area must submit a current utility bill or insurance statement indicating the business location address
- Valid identification card (e.g., driver's license, State ID, CityKey ID, or consular identification card/matricula)
  - Identification card must match business owner applicant
- Completed Form W-9 (access a fillable form here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- 501(c)(3) or 501(c)(19) approval letter, if applicable

#### Business Attestations

Under penalty of perjury and the False Statements Ordinance, MCC § 1-21-010, the person clicking the box below warrants that he/she is authorized to execute this application on behalf of the applicant and warrants that all statements contained in this application are true, accurate and complete as of the date furnished to the State.

- Application will include check box to affirm attestation above.
- Businesses will also be required to complete acknowledge that they certify understanding of the requirements of the grant, should they be selected. These certifications will be posted on the DCEO BIG web page for review on 6/24/20 or sooner.