



Renew the Avenue

COMMERCIAL INTERIOR IMPROVEMENT PROJECT (C-IIP) GRANT PROGRAM & COMMERCIAL SOCIAL MEDIA GRANT (C-SMG) PROGRAM

Guidelines

Grant Program – Purpose

The Commercial Interior Improvement Project (C-IIP) Grant Program and the Commercial Social Media Grant (C-SMG) Program are intended to support licensed Oak Park businesses located within the Hemingway Business District (“District”) from February 1, 2025 to December 31, 2025, time in which the Renew the Avenue Streetscape Improvement Project is undertaken and completed. The grant programs both promote reinvestment in the physical amenities of first floor Village of Oak Park (“Village”) commercial buildings/businesses and support all the District’s licensed businesses increased use of social media efforts, during construction, for the benefit of said business and thus, the community.

Grant Program – Eligibility and Reimbursement

Eligibility - The **C-IIP Grant Program** will be made available to qualified first floor commercial property owners or Oak Park licensed first-floor business commercial tenants who have documented permission from the property owner to complete the work proposed. The **C-SMG Program** will be made available to all Oak Park licensed businesses within the District. The boundaries of the Hemingway Business District have long been established. The district extends and is defined by Pleasant Street on the South, Euclid Avenue on the east, Ontario Street on the North and Kenilworth to the west. The business or property address confirms eligibility.

Reimbursement – These 50/50 C-IIP Grant and C-SMG Programs are reimbursement based.

C-IIP GRANT PROGRAM - As an example, the commercial building property owner or commercial tenant must pay their architect, contractors, suppliers, etc., prior to being reimbursed by the Village for the qualified and approved work up to the total grant reimbursement amount. The minimum **C-IIP Grant Program** reimbursement request to the Village shall be \$1,000.00 meaning the total cost of that improvement was \$2,000.00. There will be no more than one grant recipient per qualified address. See the chart below.

C-SMG PROGRAM – As an example, a licensed Oak Park Business in the Hemingway District pays expenses to a social media company to promote their business, prior to being reimbursed by the Village for the qualified and approved services up to the potential total grant reimbursement amount. The minimum C-SMG Program reimbursement request to the Village shall be \$200.00, meaning the total cost of services billed was \$400.00. See the chart below.

For illustrative purposes, a reimbursement chart, with various scenarios, is provided below.

(Grant Program) Total Expenditure	Property Owner/Business Tenant Cost	Potential Grant Reimbursement
(C-SMG) \$400.00	\$200.00	\$200.00 (1)
(C-SMG) \$600.00	\$300.00	\$300.00
(C-SMG) \$1,500.00	\$750.00	\$750.00
(C-SMG) \$2,000.00	\$1,000.00	\$1,000.00 (2)
(C-IIP) \$2,000.00	\$1,000.00	\$1,000.00 (3)
(C-IIP) \$4,000.00	\$2,000.00	\$2,000.00
(C-IIP) \$8,000.00	\$4,000.00	\$4,000.00
(C-IIP) \$10,000.00	\$5,000.00	\$5,000.00 (4)

(1) C-SMG - Minimum licensed business owner reimbursement request.

(2) C-SMG - Maximum licensed business owner grant pay-out.

(3) C-IIP – Minimum commercial property owner/licensed business owner reimbursement request.

(4) C-IIP – Maximum commercial property owner/licensed business owner grant pay-out.

C-IIP Grant Program – Examples of Grant Eligible Improvements

Business/building interior first-floor improvements only, including the following:

- Replacement of interior windows or doors (Does not include door or window on exterior of building)
- Replacement of flooring/carpet;
- Painting of wall and ceiling surfaces;
- Replacement or installation of fixed light fixture (Not bulbs);
- Interior tuckpointing, if brick is exposed;
- First floor HVAC improvement (Not maintenance);
- First floor electrical improvements (Not maintenance)
- First floor plumbing improvements (Not maintenance).
- Building or replacement of customer reception counter;
- Building or replacement of fixed shelving systems (Affixed to the wall);
- Building or replacement of changing rooms;
- Interior restoration that will improve the historic integrity of a building;

Interior improvements that are not specifically listed as eligible are subject to review by Village staff.

C-SMG Program – Eligible Expenditures

Boosting social media posts can be significantly beneficial for increasing the visibility of your business, especially during the Renew the Avenue Streetscape Improvement Program. A boosted post is an ad you create from an existing piece of content (e.g. post, Stories, video, Reels) you published on your social media account. This is one of the simplest ways to have your post reach more people on social media. Even with a small budget, significant additional visibility can be achieved. The grant program looks to assist all licensed businesses in the Hemingway District to increase their social media ad and boosting visibility through financial support from this grant.

Grant Programs - Terms and Conditions

Both Grant Programs

- Grant applications will be considered in the order they are received.
- Reimbursement grants are subject to federal and state taxes, and are reported to the Internal Revenue Service on Form 1099. A property owner or tenant is required to provide their taxpayer identification number as part of the Commercial Façade Improvement Agreement. Property owners and tenants should consult their tax advisor for tax liability information.
- Not more than one grant recipient shall be approved for a specific address for each grant program, no matter how many reimbursement requests are submitted.
- As a reminder, the 50/50 Commercial Interior Improvement (C-IIP) Grant Program and Commercial Social Media Grant Program are both reimbursements based.

C-IIP Grant Program

- No exterior finishes, fixtures or remodeling qualifies for C-IIP grant funding.
- The maximum amount of reimbursement grant for the C-IIP will be set forth in a Commercial-Interior Improvement Program Grant Agreement between the Village and the commercial property owner or commercial tenant. If the actual costs of the improvements exceed the original final estimates that were submitted with the grant application and used to determine the final amount of reimbursement, the commercial property owner or commercial tenant will be responsible for the full amount of the excess. The Village cannot reimburse more than the total amount specified in the approved Agreement.
- A copy of the contractor or product estimate for the proposed work shall accompany the C-IIP grant application.
- Work that has been initiated prior to the execution of the C-IIP grant Agreement is NOT eligible for grant reimbursement, unless approved by the Village Manager or their designee.
- Any C-IIP project changes must be approved by the Village before being started. All C-IIP improvements must be completed on or before December 31, 2025. If the work is not complete by that date, the Village's obligation to reimburse the owner or tenant for the project terminates.
- For the C-IIP Grant Program, the commercial property owner and/or the commercial tenant shall be responsible for maintaining the interior improvements.

