

# WOODRIDGE RESTAURANT RELIEF GRANT PROGRAM

A program to support eligible Woodridge restaurants and breweries impacted by COVID-19.

The Woodridge Restaurant Relief Program was established in November 2020 in direct response to the economic injuries to restaurants and breweries whose primary food and beverage sales are derived from on-premise dining caused by the COVID-19 pandemic. These measures, including State-mandated restrictions on on-premise dining, social distancing, and capacity restrictions have had a tremendous negative impact on Woodridge on-premise restaurants and breweries. This program allows the Village to offer grants to reimburse certain capital and operating expenses suffered as a direct result of the public health crisis.

## ELIGIBILITY

Restaurants and breweries within the corporate limits of Woodridge that derived no less than 60% of their 2019 food and beverage sales from on-premise dining

## PROGRAM DESCRIPTION

The program includes two grant opportunities. The Village will provide up to \$15,000 for COVID-19 related capital expenses and up to \$7,500 for COVID-19 related operating expenses. Eligible establishments may apply for either or both grant opportunities.

### **Capital Expenses Grant – Eligible Expenses (up to \$15,000)**

- Furniture, equipment, and supplies to support expanded outdoor dining (tents, tables, chairs, heaters)
- Safety partitions, filtration systems, UV disinfection, and other COVID-19 modifications
- COVID-19 related signage regarding safety procedures (floor decals, wall signage, and other related messaging)
- PPE, COVID-19 related cleaning supplies (masks, gloves, plasticware, cleaning supplies over and above normal types/quantities specifically for COVID)

### **Operating Expenses Grant – Eligible Expenses (up to \$7,500)**

- Rent
- Utilities
- Payroll

- Marketing
- Technology, website/point of sale upgrades
- Delivery partnerships (DoorDash, Uber Eats)

## REQUIRED SUBMITTALS WITH APPLICATION

- Receipts of all expenses related to COVID-19 (provide receipts separately according to the program under which reimbursement is sought, i.e., capital receipts separate from operating receipts) between March 16, 2020 and November 23, 2020
- Completed IRS Form W-9 Request for Taxpayer Identification Number
- Financial documentation validating that 60% or greater of 2019 food and beverage sales were derived from on-premise dining (e.g., POS reports)
- A narrative demonstrating your financial loss due to COVID-19 and an itemized list of expenses incurred

## GRANT AMOUNT

The total available funds for the program are \$292,700. Grant amounts may vary, but will not exceed \$15,000 for capital expenses and \$7,500 for operating expenses, respectively.

## GRANT ADMINISTRATION

It is the intent of the program to divide all available funding among qualified applicants in two rounds of funding. Grant applications are due by Monday, November 23, 2020 at 4:00 p.m.

Operating expense grants will be awarded on a rolling basis. It is anticipated that applicants will be notified of approval or denial within 10 business days after the date of submittal.

Capital expense grants will be determined based on the number of qualified applicants and the eligible expenses submitted. Capital expense grants will be awarded once the application deadline has passed and all requests are known and assessed. It is anticipated that applicants will be notified via email of approval or denial by December 11, 2020.

The audit firm of Lauterbach and Amen (L&A) will administer the grant program on behalf of the Village. L&A will accept, review, and approve applications, and the Village will issue the grant payments. You will be notified if additional information is required.

The Village of Woodridge reserves the right to deny or grant any application at any time. Additional information may be requested during review of applications.

## To find out if you qualify, answer these questions:

- Are you a restaurant or brewery located within the corporate limits of the Village of Woodridge?
- Did 60% or more of your 2019 food and beverage revenue come from on-premise dining?
- Were you in business as of February 15, 2020?
- Has your business been affected by COVID-19, making this grant request necessary to support your ongoing operations?

If you answered YES to all of the above, you could be eligible to receive a grant from this program.

## APPLICATION PROCESS

Submission of a complete grant application is required. The applicant must submit all required documents as outlined on the first page of the application. Applications are to be submitted to third party administrator Lauterbach & Amen (L&A) at [RestaurantRelief@woodridgeil.gov](mailto:RestaurantRelief@woodridgeil.gov).

**Applications are due by Monday, November 23, 2020 at 4:00 p.m.**

## QUESTIONS?

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