



The Northeast Business District (NEBD) Improvement Program is a reimbursement grant program for certain improvements of property located within the [Northeast Business District](#). The NEBD Improvement Program is designed to provide financial assistance to property and business owners within the NEBD for the purpose of improving the overall appearance of the NEBD. Eligible applicants may receive reimbursement up to 50% of project costs, based upon fund availability; awards not to exceed \$100,000.00 in any 3-year period. This is a competitive reimbursement program, and all grants are subject Staff and City Council review as well as to availability of funds.

To be considered for a NEBD Improvement Program Grant, please review the minimum eligibility requirements below and complete the application attached. City staff shall review all applications for eligibility and make recommendations to the City Council for consideration. The City Council shall approve all applications prior to the commencement of any on-site improvements or construction activities. Improvements completed prior to approval of a grant award will not be eligible for reimbursement. In order to receive grant disbursement, all agreed upon work must be satisfactorily completed per the requirements of Ord. 24-117, and proof of payments provided to the City.

**Minimum eligibility requirements:**

- Located within the [Northeast Business District](#)
- Property is commercial, mixed use, or multi-family use
- No current, outstanding, or significant history of Code violations with the City, unless remedial plans are in place
- Current on all local, county, and state taxes
- Ability to provide proof of sufficient funds to cover all project costs
- Ability to provide proof of property and casualty insurance

**Eligible improvements include, but are not limited to, the following:**

- Significant façade improvements (more than general building maintenance), including murals\*
- New or improved trash enclosures (must be of complementary materials to primary building)
- Screening of mechanical equipment and storage areas
- Exterior lighting that contributes to overall look and feel of NEBD and/or enhances safety
- Sign conversion from pole/pylon to monument sign
- Conversion of impervious surface to green space (must still meet minimum parking requirements)
- Installation/repair of curbs, consolidation of multiple curb cuts, addition/repair of sidewalks, aprons, and similar site improvements that enhance aesthetics of NEBD, improve traffic circulation, and overall safety
- Installation of landscape islands in parking lots (must meet landscape code requirements and maintain minimum parking requirements)
- Replacement or removal of inappropriate screening or fencing materials
- Removal of residential-style features/replacement with commercial-style features
- Relocation of overhead utilities to underground
- Improvements to pedestrian access to, and connectivity within, the NEBD

\*Murals that receive NEBD grants shall be subject to additional staff review. Mural content that is deemed controversial may not be eligible for NEBD funding.

**Evaluation and approval process:**

- Projects shall be evaluated and recommended to the City Council based on the following:
  - Overall contribution to improved appearance of the NEBD
  - Improvements to pedestrian and vehicular safety
  - Alignment with all adopted City Codes, Plans, and Design Guidelines

The City reserves the right to reject any project or request additional information at its sole discretion. Once approved, projects must be completed within the same fiscal year, unless the City agrees to extend the timeline due to extenuating circumstances. All projects will need to secure any and all required permits, approvals, etc.; a NEBD award does not guarantee any such permits, approvals, etc. A licensed architect or engineer may be required depending on the type/scope of the project.



**Property Details:**

Common Address(es): \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Associated Business/Development Name: \_\_\_\_\_

**Applicant Name:**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner (if different, permission letter will be required):**

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Project Details:**

Summary of Improvements (attach additional sheet if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approximate Start Date: \_\_\_\_\_ Approximate Cost: \_\_\_\_\_

**Required Documents**

- Photos of current building/site conditions
- Conceptual drawings
- 2 detailed cost estimates/bids for entire scope of work
- Letter from bank or statement proving sufficient funds to cover full project costs
- Copy of current property and casualty insurance
- Signed permission letter from property owner (if applicant is not owner)

**Authorization Section:**

- I have attended a pre-application/Development Assistance Team meeting with the City
- I am current on all local, county, and state taxes
- I have no outstanding fees or debts to the City
- I have no current or outstanding code violations
- I affirm that no elected official or employee of the City of Collinsville has an interest in the subject property or associated business(es)

By signing below, I hereby certify that, under the penalty of perjury, the statements on, and attachments provided with, this application are true and complete to the best of my knowledge and belief, and that I will comply with all applicable City of Collinsville Illinois ordinances. I acknowledge that this application does not guarantee any incentives, benefits, or approvals of any kind.

Applicant Agent Signature \_\_\_\_\_ Date \_\_\_\_\_