

Kane County Economic Development Advisory Board 2011 Small Cities Grant Program Guidelines

1. Program Purpose

The Kane County Small Cities Grant Program is designed to provide assistance to urban and rural communities (50,000 or less population) throughout Kane County in the area of economic/community development. This is a competitive grant program which requires applicants to demonstrate a committed interest in creating an economic climate compatible with the Implementation Strategies of the Kane County 2030 Land Resource Management Plan and 2030 Transportation Plan. Applicants should carefully review the Ten Principles of Smart Growth within the Implementation Strategies chapter of the 2030 Land Resource Management Plan. This review should include an understanding of what a “Priority Place” is. Further, where applicable, the applicant should indicate to what degree the subject project promotes appropriate strategies in the development of efficient land use, with an emphasis on reducing vehicle miles traveled, while at the same time, bolstering opportunities for economic development. The Kane County Economic Development Advisory Board (EDAB) is responsible for administering the Small Cities Grant Program. The Kane County Board awards the grants.

2. Eligible Applicants

To be eligible for a Small Cities Grant, an applicant must meet the following criteria:

- A. The applicant must be an incorporated municipality located within, or in part of Kane County.
- B. The incorporated municipality must have a population of less than 50,000 persons within its legal jurisdiction.

3. Eligible Assistance

A. Available Funding:

1. The applicant may apply for a grant of no more than \$20,000 under the Kane County Small Cities Grant Program.
2. The applicant is responsible to pay expenses equal to or greater than the amount of the Small Cities Grant funding request. This commitment may be made in the form of cash, in-kind resources or a combination thereof. A project budget must be submitted on the 2010 Small Cities Application. Documentation that the local match has been approved and is in place **must** be submitted before funds are disbursed. Being a competitive grant program, preference will be given to those applicants who provide actual dollars. The dollars and in-kind services must be documented in detail on the application;
3. It is the County’s intent that applicants attempt to maximize the use of the County’s Small Cities Grant funds, as awarded. As such, applicants are encouraged to explore opportunities to secure funds from other County Community Investment Fund Programs (e.g. River Board, Community Development) to increase the scope, size and/or overall impact of the proposed project. If County Community Investment funding, other than Small Cities Grant Program funds, is secured, this funding shall be not be included or considered a part of the required local match described above in Section 2.
4. The Small Cities Grant Application shall identify activities that rely on County Community Investment funding other than that of the Small Cities Grant Program. In considering the grant application, the County shall consider these activities as additive, in as much as, in the event that the applicant is unsuccessful in securing funds from other County funding sources, the project in question, exclusive of the additive activities, can be judged on its relative merit and can be completed successfully, consistent with the intent and objectives of the County’s Small Cities Grant Program.

5. The Grantee is required to pay project expenses directly and submit to Kane County a copy of each invoice and a copy of the receipt of payment for *completed* work.

B. Grant Requirements:

1. The applicant is required to submit a Final Report at the end of the grant period to be reimbursed for expenses incurred and paid for by the applicant throughout the duration of the grant period.
2. The Final Report must be accompanied by a letter of acceptance and approval by the Grantee's organization and be clearly titled Final Report.
3. The Final Report should be submitted in electronic form as well as a form suitable to use for display purposes.
4. Each 2011 Grantee will be required to present its project to the EDAB at a meeting of said Board to be held at the completion of the grant period.

C. Eligible Projects:

1. Projects generally are considered based upon the degree in which they are consistent with the goals and objectives set forth in the Kane County 2030 Land Resource Management Plan, with specific attention to the Plan's "Implementation Strategy" (pp. 164-181), the "Ten Principles of Smart Growth" (see below, Sect. D), "Priority Places" (generally throughout the 2030 Plan) and the Five Guiding Principles of the Economic Development Advisory Board (<http://www.co.kane.il.us/kcedc/kanecountyed/programs.asp>).
2. Further, for the 2011 program, projects will be favorably considered when shown to adhere to one or more of the following:
 - a. The 2030 Plan's *Urban Corridor Area Renaissance, Critical Growth Area Refinement or Agricultural/Rural Village Area Recommitment* themes;
 - b. The Kane County 2030 Transportation Plan;
 - c. Strategies to reduce VMTs (Vehicle Miles Traveled) within the eligible applicant's area roadway network.
3. The Board is looking for creative, innovative projects.
4. The project should encourage and foster partnerships.
5. Projects that are eligible and have applied for grants from multiple Kane County Community Investment Initiative Funding Programs, reflecting a broader scope and greater impact, shall receive favorable consideration. Note further information at Sections 3(A.3) and 3(A.4), above.
6. The project must have a clear beginning and end.

D. Ten Principles of Smart Growth: (For full text see page 179 of the Land Resource Management Plan):

1. Mix Land Uses
2. Take Advantage of Compact Building Design
3. Create a Range of Housing Opportunities and Choices
4. Create Walkable Neighborhoods
5. Foster Distinctive, Attractive Places with a Strong Sense of Place
6. Preserve Open Space, Farmland, Natural Beauty and Critical Environmental Area
7. Strengthen and Direct Development Towards Existing Communities
8. Provide a Variety of Transportation Choices
9. Make Development Decisions Predictable, Fair and Cost Effective
10. Encourage Community and Stakeholder Collaboration

E. Examples of Eligible Small Cities Projects include but are not limited to the following:

1. **Strengthen and Direct Development Towards Existing Communities.**
Encourage the use of existing buildings (e.g., business incubators, civic/cultural uses)
Facilitate infill and/or mixed use and redevelopment strategies
Create public/private partnerships
2. **Develop workforce housing opportunities and choices.**
Create opportunities for attainable housing to meet workforce housing needs
Plan or provide for residential opportunities in above-ground floor space (e.g., downtown commercial or office buildings, adaptive use of existing vacant or underutilized buildings)
3. **Create walkable business districts.**
Plan or construct pedestrian-friendly sidewalks, street crossings and pass-throughs
Provide traffic-calming improvements (signage, “knuckles” to reduce crossing lengths)
4. **Foster distinctive attractive places with a strong sense of place.**
Develop development and design guidelines addressing build-out characteristics of buildings, signage and public rights-of-way.
Enhance public rights-of-way through the acquisition/installation of streetscape and landscape amenities (e.g., street furniture, parkway trees, shrubs and flowers, irrigation systems)
5. **Complete Surveys, Studies and Plans Consistent with Objectives of the Kane County 1030 Land Resource Management Plan and/or 2030 Transportation Plan .**

Note: Applicants are encouraged to carefully assess their needs and be creative in building a suitable grant project.

- F. Border Cities** (those municipalities that have a portion of their jurisdiction located outside of Kane County): In addition to the guidelines established by this Grant Program, border cities must demonstrate that their project directly benefits the citizens of Kane County.

4. Application Procedures

A. Time Frames:

1. Applicants must submit one completed application form in both electronic format and hard copy (with original signature) to the Kane County Development Department, 719 Batavia Avenue, Geneva IL 60134, no later than 4:30 pm on Friday, December 17, 2010. (Electronic submissions should be e-mailed to vankerkhoffmark@co.kane.il.us.) In preparing the application, please be as concise as possible and avoid including unnecessary attachments, photos, graphics, etc.
2. Applications will be reviewed and evaluated by the EDAB. Grants will be awarded by the Kane County Board. Grants awarded will expire one year after County Board approval.
3. The grant project described in the approved application must be completed no later than one year after County Board approval. This includes expenditure of all funds granted and approved in-kind services.
4. The Grantee will be required to present the project to the EDAB at a meeting date to be determined.

B. Applications:

1. Only one (1) application per applicant will be accepted; and
2. The application must be signed by the applicable Mayor or Village President. (This must be submitted electronically and on a hard copy on or before the application due date.)

C. Evaluation of applications will be based on the degree to which the subject project demonstrates the following:

1. Meets objectives of Kane County's 2030 Land Resource Management Plan
2. Adheres to the 10 Principles of Smart Growth
3. Links Transportation, Land Use and Economic Development Strategies
4. Leverages other County Community Investment Initiative Funds
5. Local match
6. Economic impact in the neighborhood, community, and/or county and estimated number of jobs (i.e. construction trades, consultants, etc.) that will be created as a direct result of the project
7. Potential for future job growth that may result indirectly from the project

D. Evaluation of Projects awarded funding:

1. Evaluation of the Grantee's performance and the status of the project will be conducted at the checkpoints indicated by the Grantee in the application and approved by the EDAB.
2. The Grantee is responsible for completing and submitted the **Kane County Economic Development Advisory Board 2011 Small Cities Grant Program Report** to the Kane County Economic Development Director, Development Department, 719 Batavia Avenue, Geneva, IL 60134 no later than the date indicated for each checkpoint in the application.
3. The completion date of the last phase will be the ending date of the project; and upon the completion date a Final Report must be submitted to Economic Development.
4. The Grantee's performance may be evaluated on a more frequent basis if necessary.
5. Kane County must approve any changes regarding the scope, budget, and financing of the project.
6. The Grantee's performance could influence consideration of future grant requests.