



Date: \_\_\_ / \_\_\_ / \_\_\_

**PROPERTY IMPROVEMENT PARTNERSHIP PROGRAM (PIPP)  
GRANT APPLICATION**

Village of Schiller Park | 9526 Irving Park Rd. Schiller Park, IL 60176 | T: 847-671-8555 | cd@schillerparkil.us

*I/We, the undersigned, hereby make application under and by virtue of the Ordinances of the  
Village of Schiller Park for the PIPP grant.*

**BUSINESS OWNER INFORMATION**

<b>Business owner name:</b>	<b>Business name:</b>
<b>Home address:</b>	<b>Business address:</b>
<b>Home phone:</b>	<b>Business phone:</b>
<b>Email</b>	<b>Email</b>

**PROPERTY OWNER INFORMATION (if different from above)**

Property owner name:	Current lease expiration:
Home address:	Email:
Home phone:	

**PROPOSED PROPERTY IMPROVEMENTS (check all that apply)**

- |   |  |
|---|--|
| 1. <input type="checkbox"/> Canopy/awning   | 5. <input type="checkbox"/> Restoration of missing or altered architectural features |
| 2. <input type="checkbox"/> Exterior brick painting (in conjunction with restoration) | 6. <input type="checkbox"/> Accessibility improvements (exterior)                    |
| 3. <input type="checkbox"/> Signage   | 7. <input type="checkbox"/> Landscaping enhancements                                 |
| 4. <input type="checkbox"/> Exterior lighting   | 8. <input type="checkbox"/> New or updated fencing                                   |
|   | 9. <input type="checkbox"/> Other (please specify below)                             |

**DESCRIBE THE SCOPE & PURPOSE OF THE WORK**

**SUBMISSION REQUIREMENTS**

- A) Completed application form;
- B) Copies of estimate(s) for each aspect of the proposed work. At least two (2) bids required for each aspect of the proposed work;
- C) Color photographs of the property as is;
- D) Illustration/design of proposed work to be completed;
- E) W-9 form (for purposes of reimbursement);
- F) If tenant is the applicant, a letter of support from the property owner indicating their support of the project and that they have reviewed the terms and conditions of the Program;

**STATEMENT OF UNDERSTANDING**

- A. I agree to comply with the guidelines and procedures of the Village of Schiller Park PIPP Program.
- B. I understand that I must submit detailed cost documentation, copies of bids, contracts, invoices, receipts, and contractor’s final waivers of lien upon completion for the approved improvements.
- C. I understand that work completed *before* a PIPP Agreement is approved by the Village Board is not eligible for a grant.
- D. I understand that the PIPP grants are subject to taxation and that the Village is not required to report the amount and recipient of said grants to the Internal Revenue Service.
- E. I understand that PIPP stipulates that improvements must be constructed within 180 days of approval. Projects still ongoing after 180 days need to notify the Beatification Liaison of the Village of Schiller Park for an extension of up to 120 days.
- F. Once completed, applicant must maintain the improvement for no less than two years. Should improvements be removed within two years of completion, the applicant must repay the Village the entire grant award within six (6) months of the improvements’ removal.
- G. The village and its representatives have the right, and are hereby granted permission and license, to enter upon property, and into any structures located therein, for the purpose of conducting any inspections that may be necessary in connection with this application.

Signature of applicant: \_\_\_\_\_ Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

**CONSENT FROM PROPERTY OWNER (required if applicant is other than the owner)**

Signature of owner: \_\_\_\_\_ Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE**

Received: \_\_\_\_\_

Reviewed: \_\_\_\_\_

Inspection: \_\_\_\_\_

Issued: \_\_\_\_\_