

EVANSTON ILLINOIS

Entrepreneurship Emergency Assistance Program

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Economic Development Division

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City of
Evanston™

Economic Development

GRANTS TO HELP MINORITY AND WOMEN OWNED STARTUPS

- **Established in 2017**
 - Focused on helping women and minority early entrepreneurs
 - Provided up to \$2,500 in start-up costs, and up to \$1,000 in City licensing/permitting
 - Required business plan
 - Required entrepreneurship training certificate

EXPANDED QUALIFICATIONS TO ADDRESS COVID-19 EMERGENCY

- **Additional eligible expenses**
- **Eliminated business plan and entrepreneurship training certificate**
- **Guidelines will be in effect until December 31, 2020**
- **First come, first served**

ELIGIBLE GRANT EXPENSES

- Professional Services (Accounting, tax, insurance, legal)
- Tools and Equipment (software, hardware, process-specific tools or equipment)
- Licenses and Certifications
- Production and Work Space
- Continuing Education and Personnel Development
- Professional and Market Networks
- Rent or mortgage payment – **NEW!**
- Utility bills – **NEW!**
- Payroll – **NEW!**

ELIGIBILITY CRITERIA

- **Business existing at least a year on or before March 16, 2020**
- **Physical location in Evanston (includes home-based)**
- **No outstanding debts to City of Evanston including parking tickets, taxes, utility bills and other fees.**
- **Complete application submitted with all supporting documentation**
- **Has NOT received this grant in the past 5 years**

APPLICATION

Have you read the program guidelines?

- Yes
- No

Applicant Info

Applicant Name *

Applicant Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Applicant Email *

Applicant Phone Number *



APPLICATION

Business Info

Business Name *

Business Website

Business Address

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

How long have you been in business? *

Upload proof of being in business for 12 months prior to March 16, 2020 (i.e. business license from the City, the State, an utility invoice, etc.) *

No file chosen



APPLICATION

Business type *

- Brick and Mortar
- Home-based business
- Other

Is your business still operating?

- Yes
- Not at the moment
- Other

Please provide a description of your business (500 words max) *

Maximum of 500 words. *Currently Used: 0 words.*

APPLICATION

Services to be funded: *

- Professional Services
- Tools/Equipment
- Licenses/certifications
- Production & Work Space
- Research & Development
- Continuing Education
- Professional and Market Networks
- Rent/mortgage
- Payroll
- Utilities

Do you need financial assistance with City licensing or permitting requirements?

- No
- Yes (please specify below):

Please describe how you intend to use Emergency Assistance Entrepreneurship Grant funding to help your business (500 words max) *

APPLICATION

Please describe how your business has been affected by the pandemic (500 words max) *

Maximum of 500 words. *Currently Used: 0 words.*

Upload proof of residency or business location (lease, utility bill, bank statement, etc.)

No file chosen

Supporting documents

No file chosen

Supporting documents

No file chosen

Supporting documents

No file chosen

Supporting documents

No file chosen

REMINDERS AND TIPS

- **Turn in PDF documents only**
- **No reimbursement for purchases of equipment/services already made/rendered**
- **For equipment/professional services, submit three comparable quotes (one from Evanston-based business) for each item.**
- **Turn in a copy of your lease or most recent mortgage bill**
- **Turn in copies of the most recent utility bills received**
- **Only check the categories you are requesting and have documentation for.**
- **Be descriptive about your ask!**

APPROVAL PROCESS

- **Applications are approved by the Economic Development Committee and the City Council**
- **Staff will make an amount recommendation based on supporting documentation**
- **If approved, you will have to register as a vendor with the City to receive payment via paper check.**

QUESTIONS?

- **Email us at**
economicdevelopment@cityofevanston.org
- **Fill out an application:**
cityofevanston.wufoo.com/forms/emergency-assistance-entrepreneurship-grant/