

EVANSTON ILLINOIS

Entrepreneurship Emergency Assistance Program

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Economic Development Division

January 19, 2021

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, 2021
- 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
- Has NOT received PPP or EIDL, MicroEnterprise Grant
- Must have a business license/registration from the City of Evanston

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 *



City of
Evanston™

Economic Development

APPLICATION

Business Info

Business Name *

Business Website

Business Address

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Did you receive funds from the Entrepreneurship Support Program in the last five (5) years? *

☒ Yes

☐ No

Did you receive funds from the Paycheck Protection Program (PPP) and/or the Economic Injury Disaster Loan (EIDL) from the SBA in 2020? *

☒ Yes

☐ No



City of
Evanston™

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APPLICATION

Did you receive funds from the City of Evanston COVID-19 MicroEnterprises Grant in 2020? *

- ☒ Yes
☐ No

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

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) *



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.*

Evanston Business Registration/Food License/Contractor License Number *

Copy of business registration receipt, food license, or contractor license certificate *

No file chosen

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

APPLICATION

Supporting documents

No file chosen

Supporting documents

No file chosen

Supporting documents

No file chosen

Supporting documents

No file chosen

Supporting documents

No file chosen

"I certify that all of the information contained in this document, all statements, information, and exhibits that I am submitting is true and accurate and to the best of my knowledge. I certify that I have reviewed the Program Guidelines associated with the City of Evanston's Entrepreneurship Support Program." (Type name below for signature). *

Date *

/ / 
MM DD YYYY

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/