



WILLIAMSVILLE
DOWNTOWN
IMPROVEMENT
PROGRAM
2008

Village of Williamsville
Village Hall
141 West Main
Williamsville, Illinois 62693
217-566-3806

Approval & Reimbursement Process

1. Secure a Downtown Improvement Program Matching Grant Application from the Village Hall, located at 141 West Main Street, Williamsville, Illinois 62693 or download an application at www.williamsvilleil.org.

Complete the Downtown Improvement Program Matching Grant Application, submit with the following required attachments:

- a. Project description
 - b. Photograph of existing conditions
 - c. Rendering and color scheme of proposed design/changes
 - d. Schedule for completion of the project
 - e. Two cost estimates of the project (if applicant is providing own labor, only material cost estimates are required)
 - f. Approved Building Permit copy, as necessary
2. The Economic and Residential Development Committee will review the application for completeness and consistency with the program and forward their recommendation to the full Village Board. If approved, the Village will provide written authorization to proceed.
 3. Reimbursement requires:
 - a. Adherence to the design plan and/or project as submitted and approved by the Village Board
 - b. Project completion within 18 months from date of authorization by the Village of Williamsville
 - c. Submission of letter stating project satisfaction, along with project invoices, to the Chairman of the Economic and Residential Development Committee requesting final inspection and reimbursement
 - d. Satisfactory completion of final inspection and audit by Chairman of the Economic and Residential Development Committee, resulting in recommendation that the Village Board release grant monies to applicant

IMPORTANT NOTE: Only approved work will be eligible for the Downtown Improvement Program. Project work may not commence until the applicant receives a written notice to proceed from the Village Board of Trustees. Should the recipient of a Downtown Improvement Program matching grant sell the property before completion of the project, the award will be forfeited and the new owner must re-apply.