



Sidewalk Café Permit Rebate Program

Description

The Sidewalk Café Permit Rebate Program is funded by SSA #48 and administered by the Old Town Merchants and Residents Association. The goal of the Program is to support local businesses within the boundaries of SSA #48 by providing a resource, in the form of a rebate, for the cost of a sidewalk café permit for the City of Chicago. This is part of an effort to enhance the vibrancy and beautification along Wells Street and the Old Town neighborhood.

Applicants that meet all Program requirements outlined in this document may receive a 100% rebate of eligible costs, not to exceed a total of \$300 per application. The SSA #48 Commission reserves the right to implement additional or change the eligibility requirements of the Sidewalk Café Permit Rebate Program.

Eligible Applicants & Projects

- 1) Applicants must be locally owned-businesses located in the following SSA #48 service area boundaries
 - a. Wells Street: North Ave to Hill St
 - b. North Ave
 - i. North side: North Park Ave to Clark St
 - ii. South side: Orleans St to Clark St
 - c. Division Street
 - i. North side: Wells St to LaSalle St
 - ii. South Side: End of Old Town Park property to LaSalle St
- 2) **Applicants may only seek a rebate for the purchase of a sidewalk café permit.**
- 3) Rebates **will not be applied** to the purchase, installation, or maintenance of the café itself.
- 4) Applicants must be the entity paying for the sidewalk café permit and have already purchased said permit.
- 5) Applicants must be fully licensed by the City of Chicago.
- 6) The Sidewalk Café Rebate Program will only reimburse sidewalk cafe permits that are purchased between January 1, 2021 and December 31, 2021.

- 7) Applicants must comply with all requirements and deadlines set forth in these Guidelines and Application and respond to any questions in a timely manner.
- 8) SSA Commissioners may apply for a rebate, but must recuse themselves on any Sidewalk Café Permit Rebate votes until their application has been settled.
- 9) Applications will be accepted at the start of every month until the end of the rebate program. See below for periods when applications will be accepted.

Month	Dates
January	January 1-7
February	February 1-7
March	March 1-7
April	April 1-7
May	May 1-7
June	June 1-7
July	July 1-7
August	August 1-7
September	September 1-7
October	October 1-7
November	November 1-7
December	December 1-7

Application Process

Applications are subject to review and approval by the SSA #48 Board of Commissioners. In case applications exceed current funding, the SSA #48 Communications Committee and the Old Town Merchants and Residents Association will ensure fair and impartial distribution of rebates by employing a lottery system to determine funding order. Initial 2021 applications will be prioritized over refiling applications.

To apply, please submit the following materials:

- Completed Sidewalk Café Permit Rebate application including a signed Statement of Understanding
- Copy of Business License
- Copy of Sidewalk Café Permit
- Proof of purchase for 2021 Sidewalk Café Permit
- Photo of installed Sidewalk Café

Please send applications to otmra@oldtownchicago.org.



Sidewalk Café Permit Application – Old Town SSA #48

Application Checklist

Please ensure that all the following items are included in your application. Incomplete applications will not be accepted.

- _____ Completed Application
- _____ Copy of Business License
- _____ Copy of Sidewalk Café Permit
- _____ Proof of purchase for 2021 Sidewalk Café Permit
- _____ Photo of installed sidewalk café
- _____ Signed Statement of Understanding

Business Name:

Business Address:

Street Address	City	State	Zip
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Contact Information:

Name of Contact Person	Title
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Phone Number	Email
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Mailing Address	City	State	Zip
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Sidewalk Cafe Rebate Program Reimbursement Expenses:

Please list items/services purchased (for 100% of eligible costs, not to exceed a total of \$300). Copies of paid invoices/receipts must be attached to application in order to be eligible for rebate reimbursement.

1. _____
Item/Service Purchased Amount Paid

The Sidewalk Café Permit Rebate Program will provide a rebate of expenses for 100% of expenses, not to exceed \$300.

Total Amount Paid **Amount Requested**

Statement of Understanding

The applicant (undersigned) agrees to fully and timely comply with the guidelines and procedures of the Old Town SSA #48 Sidewalk Café Permit Rebate Program and the outlined specifications. It is understood by the applicant that they must submit everything under the applicant checklist, and that they have read the entire Sidewalk Café Permit Rebate Program guidelines and agree to be fully bound by their terms and conditions. The applicant certifies that he/she will not sell or vacate this property in the next three years. **APPLICANT RELEASES THE OLD TOWN SSA #48 AND THE OLD TOWN MERCHANT & RESIDENT ASSOCIATION (TOGETHER WITH THEIR OFFICERS, DIRECTORS, AND AGENTS) FROM ALL CLAIMS AND CAUSES OF ACTION OF ANY KIND (KNOWN OR UNKNOWN) IN CONNECTION WITH THIS SIDEWALK CAFÉ PERMIT REBATE PROGRAM.**

Applicant's Signature: _____ Date: _____

Applicant's Name (Please Print): _____

Applicant's Title: _____

For Office Use:

Date Received: _____

Approved: _____

Business Notified: _____

Check Sent: _____