

AGENDA

MUNDELEIN ECONOMIC DEVELOPMENT COMMISSION MEETING

August 22, 2024 - 7:30 AM
Village Hall - Board Room
300 Plaza Circle, Mundelein, IL 60060

I. CALL TO ORDER

II. ATTENDANCE

III. ADDITIONS OR DELETIONS TO AGENDA

IV. PUBLIC COMMENTARY

V. MINUTES APPROVAL

- A. Approval of the July 19, 2024 Minutes

VI. NEW BUSINESS

- A. S.T.A.R. Grant Application Review - Stankovic Music Learning Center

Motion to recommend **approval/denial** of Stankovic Music Learning Center STAR Grant application for an amount not to exceed \$4,900.

- B. Great Lakes Naval Base Welcome Packet/Pamphlet

VII. OLD BUSINESS

- A. Networking Event

1. Subcommittee: Laurie, Angela, and Sarah

B. Social Media & Marketing Seminar

1. Subcommittee: Jen, Miguel, and Raymond

C. List of Businesses to Attract to Mundelein

1. Attract Committee: Sarah and Ed

D. Research Incentive Programs of Other Communities

1. Retain and Educate Committee: Miguel, Angela, Virginia, and Laurie

E. Review and Advise/Educate the Village (i.e. Economic Trends)

1. Subcommittee: Jen, Miguel, and Raymond

F. Site Visits and After Site Visit Form

G. Mundelein Community Connection Grant Partnership

VIII. COMMITTEE UPDATES

A. Recognize (Robert Kalicki, Jen Grieco)

B. Advise (Michael Decker, Raymond Jackson)

C. Attract (Ed Streb, Sarah Mital)

D. Retain (Angela Trillhaase, Miguel Echevarria)

E. Educate (Virginia Gibbs, Laurie Lowry)

IX. OTHER REPORTS

X. VILLAGE PROJECT UPDATES

XI. NEXT REGULARLY SCHEDULED MEETING: THURSDAY, SEPTEMBER 26TH, 2024, AT 7:30 AM

XII. ADJOURNMENT

The Village of Mundelein, in compliance with the Americans with Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting, or who have questions about the accessibility of the meeting or facilities, to contact the ADA Coordinator at 847-949-3200 to allow the Village to arrange accommodations for those persons.

CALL TO ORDER

The special meeting of the Economic Development Commission was held on July 19, 2024. Staff called the meeting to order at 7:30 AM.

ATTENDANCE

Staff took attendance. It indicated as follows:

Board Attendance

PRESENT: Chairman Decker, Commissioner Lowry, Commissioner Kalicki, Commissioner Trillhaase, Commissioner Grieco, Commissioner Echeverria

ABSENT: Commissioner Streb, Commissioner Mitial, Commissioner Gibbs, Commissioner Jackson

Village Attendance

PRESENT: Community Development Director Amanda Orenchuk, Jessica Marvin, Associate Planner, Trustee Tim Wilson

ABSENT:

ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

PUBLIC COMMENTARY

There was no public commentary.

MINUTES APPROVAL

Approval of the June 24, 2024, EDC Minutes

There was no quorum.

NEW BUSINESS

Fall Event Planning

Networking Event

The commission discussed the Back to Business Mixer Event. This event will be held on

Thursday, September 12, 2024, at the Mundelein Village Hall Patio from 5:30–7:30 PM.
The schedule is as follows:

5:30–6:00 PM: Network and Mingle

6:00–7:00 PM: 30 minutes of Village Updates and 30 minutes of "Speed Dating"
Networking

7:00–7:30 PM: Wrap Up Event and Clean Up

Our main goal is to help Mundelein businesses network with each other and engage in co-promotions. They will learn about ways to attract and retain employees and information about vacancies and new developments within Mundelein. Staff will work on a to-do list for the subcommittee (Laurie, Angela, and Sarah) and draft an invitation.

Social Media & Marketing Seminar

The commission discussed the Social Media & Marketing Seminar and decided to host this event on November 14, 2024, at the Mundelein Village Hall from 8:30–10:00 AM.
The tentative schedule is as follows:

8:30–9:00 AM: Network and Mingle

9:00 - 10:00 AM: TBD

- Ideas:
 - Have a speaker talk about social media for businesses (30 Minutes)
 - Basic social media dos and don'ts (15 Minutes)
 - Examples of businesses who do a great job at marketing (15 Minutes)

Staff will work on a to-do list for the subcommittee (Jen, Miguel, and Raymond) and draft an invitation in early October.

AT and TW left at 8:30 AM.

NEXT REGULARLY SCHEDULED MEETING,

July 25, 2024, will be canceled. Next meeting August 22, 2024.

ADJOURNMENT

The meeting was adjourned at 8:34 AM.

To: Commission Members

From: Jessica Marvin, Associate Planner

For: Mundelein Economic Development Commission Meeting of August 22, 2024

Subject: S.T.A.R. Grant Application Review - Stankovic Music Learning Center

Attachments:

1. STAR Grant - Stankovic Music Learning Center - 8-22-2024

Background:

Staff has received a STAR Grant Application from Stankovic Music Learning Center, which we will review at Thursday's meeting.

Recommendation:

Motion to recommend **approval/denial** of Stankovic Music Learning Center STAR Grant application for an amount not to exceed \$4,900.

PROGRAM GUIDELINES, POLICY, AND APPLICATION

PURPOSE: The purpose of the S.T.A.R. Business Grant Program is to: (1) **STIMULATE** the growth of the local economy, (2) support local businesses in workforce development through additional **TRAINING**, (3) **ASSIST** local small businesses so they can thrive in a competitive environment, and (4) help businesses **RECOVER** from specific hardships imposed upon them. The S.T.A.R. Business Grant Program is a pilot program and individual proposals are capped at a maximum request of \$5,000 per business, with funds being available on a first-come, first-serve basis and dependent on approval of each proposal by the Mundelein Village Board. Because the needs of each business are unique, this program allows businesses to propose projects tailored to their specific needs.

ELIGIBILITY: To be eligible under this grant program the local business must meet all the following requirements:

1. The applicant must be an authorized representative of, and the proposal must be for, a business operating within the corporate limits of the Village of Mundelein, Illinois.
2. The local business must be in a state of good standing with the Village of Mundelein.
3. The local business must have an active Business Registration on file with the Village (*excludes home occupations*).
4. Costs must be new expenses.
5. Business must be for-profit. Public and private schools, home-based businesses (*except those relocating to a commercial space*), political activities, and civic organizations are not eligible.
6. Recipients of other Village assistance (e.g. utility grants, Business Incentive Grants, prior agreements) are eligible provided that the request is for services, expansions, or other business operations not previously incorporated into prior grant awards.

PROPOSAL GUIDELINES:

1. Total requested relief must not exceed 50% of the total project cost.
2. Total requested relief should not exceed \$5,000, however, the Village Board may consider additional amounts.
3. Project must comply with all federal, state, and local laws and regulations.

IDEAL PROJECTS: Besides the guidelines included in this application packet, there are no specific project types or parameters, and the program is intentionally broad to enable businesses to propose projects which are specific to their business' needs or plans. Proposals should be accompanied with sufficient documentation and exhibits to fully explain the project scope and costs. Ideal proposals will provide clear evidence to demonstrate that the project will: **(1) stimulate the local economy, (2) further develop the local workforce, (3) assist the business with improvements to the service, capabilities, or aesthetics of a business, or (4) support the business through a particular hardship.** Applications which do not demonstrate a specific need for assistance or do not provide an obvious benefit to the community (meaning the general public, the Village of Mundelein, business employees, or customers/clients) are strongly discouraged. The strongest proposals will show a significant investment by the business in addition to the assistance requested and will clearly demonstrate the potential return on investment, either financially or in its value to the community.

REQUIRED ATTACHMENTS

- ☐ Completed Application
- ☐ IRS Form W-9
- ☐ Prior year ST-1 or ST-2 form, if applicable
- ☐ Quote or equivalent of project cost estimate
- ☐ Additional documentation to sufficiently detail the project scope and its benefit to the business and/or community

Applicant Information	Business Legal Name: Stankovic Music Learning Center	Business Address: N510 Lake St, Mundelein, 60060
	Business DBA Name: Stankovic Music Learning Center	Federal Tax ID#/EIN#: 319-08-9434 (soc. sec)
	Applicant (Business Owner or Authorized Agent) Name: Vasilije Stankovic & Ivana Stankovic Title: Ms. & Mrs Phone: 773-943-2870 Email: stankovicmusic@gmail.com Mailing Address: 941 Deer Trl, Round Lake Beach, 60073, IL	
Property Information	Address of Property Applicable to the Grant	N510 Lake St
	Project: Grant for Stankovic Music Learning Center	Mundelein, 60060
	Property Owner Name: Amy Vrabel Title: Mrs. Phone: 708-514-9681 Email: mpb11079@gmail.com Mailing Address: 301 N Prospect Dr, Round Lake Park, IL	

PROCESS:**1. Application Proposal Review**

Proposals reviewed for completion and accuracy. Staff and/or an Economic Development Commission member may contact applicants to provide initial feedback or request additional information.

2. Economic Development Commission (EDC) Recommendation

All proposals will be presented to the EDC in a public meeting. Applicants will be required to explain the proposed project and justify their need for the requested assistance through a combination of verbal, visual, and/or written documentation. After review, the EDC will make a recommendation to the Village Board to approve or deny the request. The EDC may place conditions on their approval such as requiring additional documentation or a consultation with the College of Lake County and the Small Business Development Center.

3. Village Board Approval

Applications and the recommendation of the EDC will be presented to the Mundelein Village Board of Trustees for their final determination. Only applications approved by the Village Board will be guaranteed funding.

4. Implementation

Business starts and completes the project. Once the expenses for the approved project have been paid, business may submit a reimbursement request form to the Village.

Please provide thorough written responses to each of the following items. A separate sheet may be attached if additional space is needed. Applications which fail to adequately respond to these items will be considered incomplete.

PROJECT TYPE:	☐ Building Improvement ☐ Workforce Development ☒ Equipment Purchase ☒ Overhead Costs ☒ Marketing/Branding ☐ Professional Services (e.g. architect, engineering) ☐ Other (short description): <u>Music Garters</u> <u>Licence for their program</u> <u>offered for kids from 0-5 y.</u>
PROJECT OVERVIEW (Scope of Work) Provide a written description of the proposed project. Be sure to include as many details as possible.	See please attached letter with details about all costs, imovations and program Licence costs.
HARDSHIP If the project is the result of a particular hardship, describe this hardship in detail. Additional exhibits may be attached for reference or in support of this hardship.	We are low income family of 9 (7 minor kids ages from 9-2 year) We have medical complex condition child 7 y old boy with rare disease, quadriplegic and epileptic. Inovations in our business will help in our business stability and profitability and that will cause positive impact on our family on financially way too.
BENEFIT TO THE VILLAGE Describe how the Village stands to benefit from the proposed project. (e.g. how it will increase sales tax revenue, improve aesthetics of an area, provide a service to the community, provide jobs, or improve workforce skills)	See please attached letter about benefits for community from the proposed projects.
Total Project Budget (Include all costs for the project as a whole) Attach any estimates,	<u>\$4531,95 + tax costs</u>

quotes, contracts, or other written documentation to verify project costs.	
Total Grant Amount Requested (maximum request of \$5,000) Grant request may not exceed 50% of the total project budget.	\$ 4900.00 (4531.95 + tax, shipping)
Number of jobs created (if applicable):	with prediction for the future, additional 2,3 jobs and many paid partners
Number of jobs retained (if applicable):	
Estimated Project Completion Date or Timeline (project must be completed within 6 months):	If grant is approved, whole project can be completed for 30 days.

REQUIRED SIGNATURES

The Applicant states under oath that he/she/they have authorization from the property owner to perform any improvements on the subject property and acknowledges that the Village is not responsible for any decisions which may require owner approval. Furthermore, the undersigned acknowledges that: (1) completion of this application proposal form does not obligate the Village to approve of the application request, (2) the proposed assistance is not being funded or reimbursed by any other federal, state, or local grant programs, (3) I affirm that any assistance received will be used for only for those costs demonstrated by this application proposal, (4) the Village may request additional financial documentation as needed to substantiate the statements contained in this application, and (5) the Village may deny reimbursement for any violation of the terms of the STAR Grant Program.

Additionally, by signing below, the Applicant acknowledges that they have received and read the Program Description and Requirements and has received and read the Rules Implementing the Program.

The Applicant states that the information contained in this Application is true, correct and complete and agrees to comply with all Village requirements applicable to the Program and the Rules Implementing the Program. The Applicant agrees that in the event of his breach of any condition or provision of the Program or the Rules Implementing the Program or, if any of the information submitted to the Village by the Applicant is found to be false, the Village has the right to terminate the Applicant's participation in the Program.

The Applicant further understands that, after the improvement(s) have been completed, they must submit a Reimbursement Request Form (on the Form provided by the Village) and detailed cost documentation such as copies of lien waivers, paid invoices, receipts, cancelled checks and credit card statements, in order to receive payment.

The Applicant authorizes the Village to use their name, likeness, photos and/or information about the Project for promotional purposes.

Signature (PROPERTY OWNER)*: _____

Date: _____

Printed Name: _____

Title: _____

*Not required for projects which do not alter, modify, or otherwise affect the real property where the business is located

Signature (APPLICANT): Ivana Stankovic
Vasilije StankovicDate: 6/28/24Printed Name: IVANA STANKOVIC

Title: _____

VASILIJE STANKOVIC

(Stankovic Music Learning Center
owners - small family business)

[Stankovic Music Learning Center] [

510 N Lake St, 60073 Mundelein, IL

stankovicmusic@gmail.com

<https://brand.page@stankovicmusic>

773- 943- 2870

June 24, 2024

City Grant Program STAR Committee

Dear City Grant Program Committee,

I am reaching out on behalf of Stankovic Music Learning Center to express our sincere appreciation for the opportunity to apply for the City Grant program. Our music learning center is at an exciting juncture, brimming with potential to engage our community in enriching programs that foster a love for the arts and music education.

Beginning this September, we are thrilled to announce our partnership with the Park District and SRCLC, marking the inception of a new chapter where we will offer specialized classes and sessions tailored for individuals with special needs, encompassing both children and adults. This endeavor is a testament to our commitment to inclusivity and accessibility in arts education, and we are dedicated to making a positive impact in the lives of those within our community.

As a small family-owned business, we are met with substantial upfront costs that are fundamental to the success of our projects. To ensure operational efficiency and the delivery of quality services, we are in need of modern technical devices that will enable us to reach a wider audience and make our programs accessible to all members of our community.

We deeply value the City's support for small businesses like ours. Stankovic Music Learning Center is not merely a business venture; it is our passion, our love, and our unwavering mission to promote music and arts education. In the contemporary business landscape, effective advertising is indispensable for sustainability. We have identified new avenues for local advertising and expanding our reach on social networks like Facebook and Instagram.

1) Advertising

To achieve our advertising objectives, we must allocate a monthly budget for printing services such as brochures, cards, flyers, pens, shirts, and art aprons featuring our logo for the kids. Additionally, we have identified a superb new opportunity to advertise locally through Town Planner, with an estimated cost of \$200 covering all our advertising needs. In addition, there is a need for signage costs for our windows to enhance visibility locally. Signarama Grayslake has provided a pre-invoice amounting to \$538.45 for this purpose.

To expand our presence at local events and performances, we intend to invest in a tent featuring our logo for advertising purposes. This tent will be utilized during performances outside our studio when we act as performers or sponsors for local events. Costs – \$220.50

2) Space set- up

For our Tea Party program (included knitting, crochet, painting book discussions) we seek to acquire stylish chair covers to create a more authentic vintage royal look, comprising eight pieces at a cost of \$80. (Local store)

3) Amplifiers/ recording

Moreover, we have identified specific equipment requirements that will enhance our program offerings. We aim to acquire a Presonus digital mixer 16 channels and two speakers valued at(\$1700 plus tax)to establish our own stage setup system for performances at outdoor ceremonies and small events. This equipment with our computer support will also facilitate recording of our students during their musical performances.

We also need one set of music headphones for \$50, specially for “ silent” practice on electric drums and feedback information during recording.

Furthermore, we seek a choir microphone "overhead" that is ideal for choir recordings and performances on stage. 329\$ plus tax

4) Instruments – Studio/ stage use

We also aim to procure various musical instruments and equipment to enrich our educational offerings. These include a youth-size guitar for \$100(Guitar center), a small-sized electric guitar for \$90(Marketplace), a portable electric piano with 88 keys for \$200(Marketplace), a ukulele for \$65(Classic Violin Mundelein store), a nylon-string guitar for classical guitar classes at \$339(Guitar Center)

5) Music Garten program License

Because we are familiar with amazing concept of Music Garten program of Music teaching, we like to obtain license for an infants/toddler's program with sets for kids and eight musical toys/rhythm sets costing \$700. Music Garten is unique, but very sophistic and traditional “ old school” way for teaching methods “ in person”.

Total costs – \$4531.95

We believe that with the support of the City Grant program, we can further our mission and create a lasting impact on individuals through music and arts education. Your assistance will not only help our business flourish but also contribute to the cultural enrichment of our community.

Thank you for considering our application. We eagerly anticipate the opportunity to delve into the details of our proposal with you and showcase how your support can help us realize our goals.

Warm regards,

 & Vasilije Stankovic
Ivana Stankovic (Iva) (VASILJE STANKOVIC - the owner, INSTRUCTOR)
(Founder, General manager, Instructor, Owner of Stankovic Music Learning Center)

Title: Benefits to the Community if Stankovic Music Learning Center Receives Grants from the City of Mundelein

1) Advertising and Promotion:

If approved for grants from the City of Mundelein, the Stankovic Music Learning Center (SMLC) will utilize advertising funds to contribute to a wide local network. This will provide us with the opportunity to share our content with others in the local business network through local chambers, events, and posts in local media outlets and newspapers. Additionally, we will sponsor local events such as the Miss Mundelein event in June 30, 2024. As part of our sponsorship, we will offer free class vouchers for 5 kids, along with bags containing personalized tumblers featuring our logo, pens, and brochures. By participating in more attractive and official local events, we aim to present our business as an integral part of the successful business community in Mundelein.

2) Innovative Furniture Design:

By investing in new innovations in furniture, we aim to create a unique concept for royal vintage tea parties at the Stankovic Music Learning Center. This initiative will provide our students and guests with a one-of-a-kind experience, fostering a sense of uniqueness and pleasure during their time in our space. Particularly for individuals with special needs, visual sensations play a crucial role in their cognitive and sensory understanding of the world around them. We strive to offer them a beautiful, clean, and cozy space with a unique experience that caters to their specific needs.

3) Community Engagement through Music and Art:

As a music and art studio with a team of professional musicians and performers, including our older kids and students as future performers under the SMLC name, we highly value the opportunity to be recognized and invited to important cultural events and ceremonies within the local community. We feel honored to occasionally perform without profit in support of our community, showcasing our mission, talent, and skills at SMLC. To ensure our independence and readiness for such performances, we aim to have a well-equipped stage setup center that includes amplifiers and mixers to provide high-quality sound tailored to the needs of various performance spaces, even in locations lacking professional equipment..

4) Enhanced Instrument Access and Support:

By incorporating new instruments at our studio, we aim to provide our students with the opportunity to directly interact with a variety of instruments, helping them decide if they would like to pursue further education and plan for the purchase of their own instrument. For families facing financial constraints, we are committed to offering instruments at the studio for temporary rentals at no cost, provided they sign a security contract ensuring the proper care of the instruments. Additionally, our ukulele classes will attract more students, as they will have easy access to affordable ukuleles at local stores. Students can familiarize themselves with the ukulele at our studio, making an informed decision about continuing

their lessons. A studio filled with a variety of instruments will create a more professional and welcoming environment, ensuring our students feel satisfied and motivated to practice in our space. The addition of a choir microphone will enable us to perform on stages that lack professional choir microphones, enhancing the quality and coherence of our sound.

5) Collaboration with Music Garten Center and Community Enrichment:

Having been acquainted with the Music Garten Center through my volunteer work at a church, I greatly admire their teaching methods and concepts. I am thrilled at the prospect of becoming a licensed Music Garten instructor for their program catering to children aged 0-5 years. In these programs, parents actively participate by singing and dancing alongside their children, fostering a sense of community engagement. Introducing this program will enrich our community with another wonderful offering, providing young children with exposure to simple yet engaging musical toys and cultivating a lasting affinity for music. Through partnerships with City institutions such as the Park District and SRACLC, we are confident that the new investments in our business, along with the grant funding, will enhance our mission and capacity to deliver high-quality programs to our diverse and inspired community.

Choir mics

(No Subject)

From: Ivana Stankovic (ivastankovic@yahoo.com)
To: ivastankovic@yahoo.com
Date: Sunday, June 23, 2024 at 03:09 AM EDT

2:08

Rode M5 Match...
sweetwater.com

< Sweetwater

Q

🛒

MENU

<

>

Rode M5 Matched Pair Bundle with Stereo Bar, Stand, and Cables

★★★★★ 1 | [Write review](#)

Item ID: M5MPPack

\$44.97
BUNDLE SAVINGS!

Buy together and save!

Sells separately for \$373.97

Your price

\$329.00

Earn \$33 back in [Bonus Bucks](#)* OR pay \$14/month with 24 month financing* [Details](#) v

FREE Shipping

FREE Sweetwater Support

FREE 2-year Warranty

✓ In Stock!

Add to Cart

|||

□

<

[Yahoo Mail](#), [Search](#), [Organize](#), [Convert](#)

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Canopy tent with business logo

(No Subject)
From: Ivana Stankovic (ivastankovic@yahoo.com)
To: ivastankovic@yahoo.com
Date: Sunday, June 23, 2024 at 02:58 AM EDT

1:58

Buy Custom ca...
bestofsigns.com



Search for Neon Signs



Custom Canopy Tents 10 x 10

4.3 ★

3517 Reviews

SKU: GMBDFD01-WSBDFD01





Order by 1 Jul, Monday 20650 US

Buy Now Pay Later (with easy EMI options) - Klarna, Affirm

\$220.50

Save 60%

Add To Cart



Yahoo Mail Search, Organizer, Composer

(No Subject)

From: Ivano Stankovic (ivastankovic@yahoo.com)
 To: ivastankovic@yahoo.com
 Date: Saturday, June 22, 2024 at 09:38 PM EDT

Speaker stands
 and cables

560.98 +

49.99 x 2

+ 16.95 x 2 = 694.86



Frequently Bought Together



12 Payments of **\$52.33**

[Add All Three To Cart](#)

Total Price: \$627.92

☒ **Current item:** Mackie Thrash 212 12" 2-Way 1300 Watt Powered Loudspeakers
 Pair \$560.98

☒ Mackie T100 Loudspeaker Tripod Stand
 \$49.99 *x 2*

☒ Hosa WTI-508 Hook and Loop Cable Tie
 Set 50pk ~~\$16.95~~ *x 2*



[Yahoo Mail: Search, Organize, Connect](#)

youth guitar (8ms11)

(No Subject)

From: Ivana Stanković (iva.sunflower@yahoo.com)
 To: iva.sunflower@yahoo.com
 Date: Saturday, June 22, 2024 at 10:41 PM EDT

9:40

Get 10% off your first ukulele

ranchukulele

Guitalele Acoustic Ranch 28 inch Professional 6 Strings Small Guitar

★★★★★ (12 customer reviews)

\$129.95 \$99.99

IN STOCK

Quick Overview



nylon used guitar



Used Yamaha NTX700 Classical Acoustic Electric Guitar

Item #:120004313 POS #:120004313

Contact or Visit Us for More Details

Every used item is unique—we can help ensure this gear is right for you

Item Location: [Guitar Center Alpharetta](#)

 [\(678\) 893-0870](tel:(678)893-0870)

 [Message Us](#)

Condition: Used - Good [?]

\$339.99

Speakers (set of 2)

(No Subject)

From: Ivana Stančević (iva.stanc@yashoo.com)
To: iva.stanc@yashoo.com
Date: Saturday, June 22, 2024 at 09:29 PM EDT

8:28 [icons]

americanmusical.com/ + [icons]

 [search icon]

Home > Live Sound > PA Speakers > PA Speakers

Item #: MAC THRASH212PR [Text to Phone](#)



5 ★★★★★ Read 14 Review(s)
[Write a Review](#)

Mackie Thrash 212 12" 2-Way 1300 Watt Powered Loudspeakers Pair

Save 15% Today! Ltd Time!

\$560.98 MSRP: ~~\$659.98~~
Save 15%

[icons]

Yahoo Mail: Search, Organize, Conquer

mixer

8:26 [Icons]



★ ★ ★ ★ ☆ 27 [Write review](#)

INSTANT SAVINGS!

\$300.00 Off!



\$999.99





YOUR COMMUNITY CALENDAR

Peapod Publishing and Consulting, Inc.
2233 Concord Drive
McHenry, IL 60050

Tel: 847-322-2429

Fax:

diesterheft@townplanner.com, boss@townplanner.com

Your Town Planner Representative: Richard Diesterheft and Barbara Boss

2025 TOWN PLANNER

06/04/2024

Sponsor:

Ivana Stankovic
Stankovic Music Learning Center
510 Lake Street
Mundelein, IL 60060

Tel: 773-943-2870

Fax:

stankovicmusic@gmail.com

***** STATEMENT *****

Date	Description	Amount	Balance
05/29/2024	2025 TOWN PLANNER	\$1120.00	\$1120.00

Please make checks payable to Peapod Publishing.

----- Please return the below portion with your payment. Thank you. -----

Stankovic Music Learning Center
510 Lake Street
Mundelein, IL 60060

Amount Due This Statement for Invoice #250064:

CURRENT AMOUNT DUE IF PAID BY 06/30/2024: \$100.00

monthly

Please remit to:

Peapod Publishing and Consulting, Inc.
2233 Concord Drive
McHenry, IL 60050

Credit Card Payments: Please enter below and fax to . Thank You.

Name on Card _____

Card No. _____

Exp. Date _____ 3-Digit Sec. Code _____

Billing Address _____

Billing Zip/PC _____ Amt. Paid \$ _____



Webinar Certification and Trademark License Requirements

Family Music for Toddlers

Requirements for Webinar Training Certification

1) Complete the 6 hour *Toddlers 1: My Day* Webinar. Cost \$275, includes *My Day* teacher materials

- Be present for and participate in each of the sessions.
- Watch videos as assigned before or between the webinar sessions.
- Show the ability to sing tunefully in the proper register and to keep a steady beat. This will be demonstrated within the context of the webinar, as participants will be assigned simple songs and patterns to sing and chant during the webinar. Anyone not able to show these abilities at that time will be assigned follow-up times to work with a teacher trainer to work to attain these goals.
- Complete assignments given by trainer. Most assignments are due within 2 weeks of completion date of the webinar.

2) Complete the 3-hour *Toddlers 2: Animal Friends* webinar within 6 months of your completion of the *Toddler 1* webinar. Cost: \$120, includes *Animal Friends* materials.

3) Attend the following two (2) *Musikgarten Coaching, Live! Sessions*. Getting Off the Ground and Parent Education. These sessions are offered several times for your convenience and can be taken anytime during your training process, before, during or after attending the training webinar. Dates will be announced during the webinar and are on the Musikgarten website. NOTE: If you have already attended these sessions, you are not required to retake these sessions.

Upon completion of the above, you will have completed your Musikgarten certification, a pre-requisite for applying for a *Musikgarten Trademark License*.

Musikgarten Trademark License

Start teaching and marketing by applying for the *Musikgarten Provisional License*! Once you have completed your first training webinar, you are eligible for our *Provisional License*. This has all the benefits of our License program, with the provision of completing your requirements for Musikgarten Webinar Training certification within one year.

The cost is \$110 and will remain in effect for one year from your start date. **(Price subject to change. Call 800-216-6864 for current License cost)**

For License details, questions, or an application, contact License at Musikgarten.

Teach Ages 1 ½ to 5 ½ (Two Musikgarten levels): \$480

List Price or \$440 Musikgarten License Teacher Price (a

\$590 value!, plus materials value of over \$200).

Special Includes:

1) The Family Music for Infants webinar training series focuses on how to teach children ages 16 months to 3½ years and their parents. Special emphasis is placed on nurturing the musical bond between parent and child as you strengthen family relationships through singing, moving, listening, and instrument playing

Sign up for this webinar and you will receive:

- 6 hours of live, real time training, divided into two 3-hour sessions.
- personal business and teaching mentoring.
- *My Day* Teacher Guide.
- *My Day* packet.

2) The Circle of Seasons webinar training series focuses on how to teach three to five year olds in a parent/child

Musikgarten Musical Instrument Sets

For ages 18 months to 5 years

Set 1

- Instruments provide a wide range of sounds. Scarves for dancing and exploring.
- Perfect size instruments for children's small hands to use in group or individual play.
- Natural wood and environmentally friendly.
- Two instruments for you and your child to play together.
- Drawstring carrying bag.

Price: \$17.95, plus \$5.50 shipping



Set 2

- Add a drum! Wood frame, natural calf skin

Price: \$34.95, plus \$8.50 shipping



Set 3

- Add groove sticks, sand blocks, wood rattles, and a bean bag!
- All items appropriate for ages 18 months to 5 year
- **BEST DEAL!**

Price: \$49.95, plus \$8.50 shipping



**To order: Talk to your teacher or call Musikgarten directly,
800.216.6864.**

NOTE: Shipping prices are for USA. Call for shipping prices on international orders.

To: Commission Members

From: Jessica Marvin, Associate Planner

For: Mundelein Economic Development Commission Meeting of August 22, 2024

Subject: Great Lakes Naval Base Welcome Packet/Pamphlet

Attachments:

1. GLNB Presentation to EDC

Background:

Trustee Wilson thought there may be value in engaging the EDC to develop a marketing plan or packages for the Great Lakes Naval Base graduations, which are every Thursday. According to the Commercial Sponsorship Coordinator (Shell Smith), Navy families are used to driving off base and exploring different communities. Staff has prepared a presentation for the Economic Development Commission (EDC). The EDC would contact the highlighted businesses to see if they would offer a discount for Navy graduates and their families.

Recommendation:

Great Lakes Naval Base Welcome/Family Guide to Mundelein



Background Information

- The Navy's largest training installation
- Graduations every Thursday
- Located less than 30 minutes away
 - Directions: Exit GLNB and head south on Sheridan Road. Take a left (westbound) on Buckley Road (Route 137) (7.5 miles). Slight merge onto E Peterson Road. Take a left and head south on US Highway 45 (Lake Street) (1 mile) towards Downtown Mundelein.

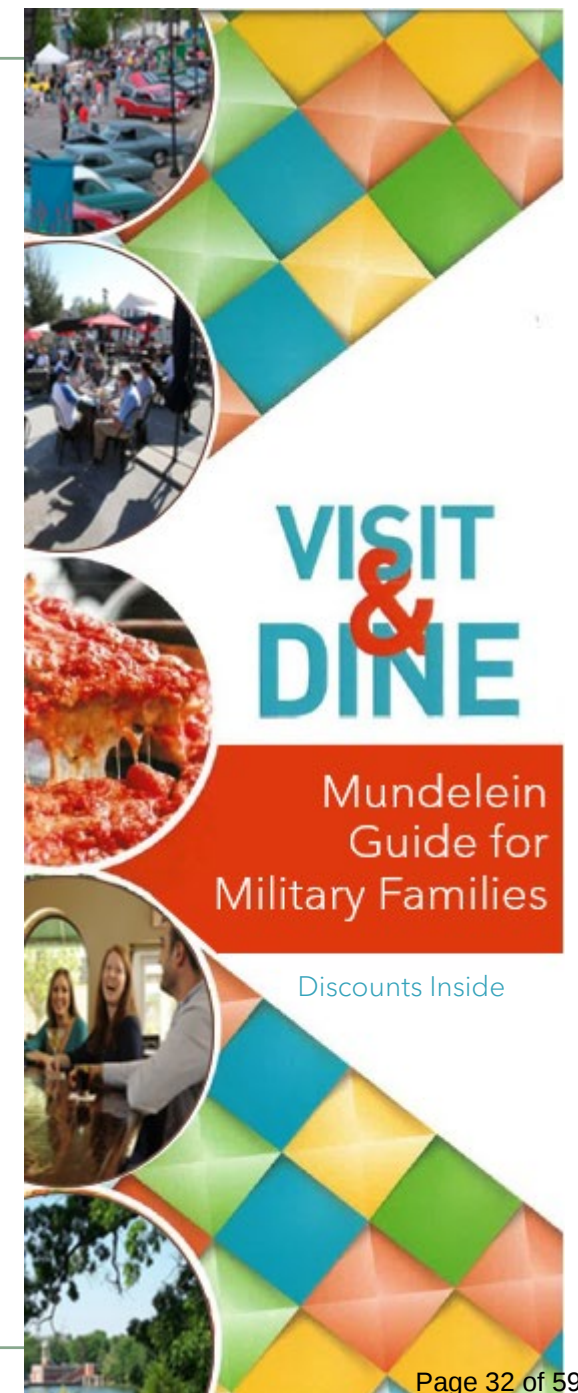
What does Mundelein offer?

- Diverse and Specialty Restaurants
- Aquatics: Barefoot Bay, Spray Park, and Diamond Lake
- Golf Courses: Steeple Chase, Village Green, and Pine Meadows
- Gyms: MRPD, Planet Fitness, CFX, Conquer Fitness, and LA Fitness
- Multiple bowling alleys, Just for Fun Roller Rink, and X-Factor Trampoline Park
- Multiple hotels/motels for families to stay at (DoubleTree, Comfort Inn, and Super 8)

What are some popular places for naval grads and their families to visit in Mundelein?

Visit and Dine: Mundelein Guide for Military Families

- Includes:
 - Local Restaurants
 - Name, Address, Description, and Discount
 - Activities (year around and seasonal)
 - Events on the Community Events Calendar
 - Concerts in the Park
 - Farmers Market
 - Park on Park
 - Outdoor Dinning
 - Hotels/Motels
 - Name, Address, and Discount
 - Flower Shop
 - Name, Address, and Discount
- We will provide a QR Code on this pamphlet which would lead the user to a page on the Mundelein website with all the restaurants in town and additional information (if needed).



Local Restaurants to Highlight

"You have been highlighted in our Visit and Dine: Mundelein Guide for Military Families pamphlet. Would you like to provide a discount to military graduates and their families?"

Legend: * Award Winning ^Outdoor Dinning

Bakery: Karina's^ and Nana's Rum Cake

BBQ: Smokin' BBQ

Breweries: Bosacki's, Tighthead^, and Tonality*^

Chinese: Hong Kong Chop Suey and Dragon Star

Coffee: Area Coffee^

Desserts: Greg's Frozen Custard^ and Tony Cannoli*

Family Dinning (Breakfast): Elly's and Mauri's

Fast Food: Luke's of Mundelein*^ and Franks for the Memories*^



Local Restaurants to Highlight

Legend: * Award Winning ^Outdoor Dinning

Fine Dinning: Dover Straits, Gale Street Inn, Park Street^ and Tina G's^

French: Taste of Paris

Greek: Nikko's

Italian: Mambo Italiano

Japanese: Chicago Ramen and Osaka

Korean: Blue House Korean BBQ

Mediterranean: Ararat and Pita Inn

Mexican: Taco & Burrito Express^ and Hay Botana

Pizza: Bill's Pizza^,

Pub Food: Emil's^, Oak Trail Tap House, The Philly Special*, Hitz Pizza and Sports Bar



Award Winning Restaurants

Luke's of Mundelein: Inducted into the Vienna Beef Hall of Fame

Franks for the Memories: Inducted into the Buffalo Wing Hall of Fame

Tony Cannoli: Inducted into "Illinois Made" Program – Celebrating Local Businesses

The Philly Special: 2024 Daily Herald Readers' Choice Best Fries and Sandwiches in Lake County

Tonality Brewing Company: 2024 World Beer Cup Silver Award for their Belgian-Style Dubbel

Activities Year Around

- Free bingo at Emil's every Monday at 7:30 – 9:00 PM
- Bowling at Lakeside Lanes and Fair Haven Lanes
- Roller Skating at Just for Fun Roller Rink
- X-Factor Trampoline Park
- Kids Empire
- Patterson Glass Classes (Group Discount?)
- Tony Cannoli Classes (Group Discount?)
- Sundance Saloon Dance Classes and Concerts (Group Discount?)
- Youthage Culinary Specialist (Group Discount?)
- All sorts of classes and events at MRPD (Cooking, Fitness, Art, Dance)
- Ron's Mundelein Hobbies



Seasonal Activities

- Aquatics: Barefoot Bay, Spray Park, and Diamond Lake
- Golf Courses: Steeple Chase, Village Green, Countryside, and Pine Meadows
- Community Events:
 - Farmers Market (every Saturday)
 - Park on Park
 - Craft Beer Festival
 - Concerts in the Park
 - Mundelein Community Days
 - Mundelein Grand Prix
 - Lure of the Local
 - Mundelein Arts Festival
 - Holiday Tree Lighting and Winterfest
 - Santa's Cottage

2024 MUNDELEIN COMMUNITY EVENTS

PARK ON PARK
MAY 8, JUNE 12, JULY 10
AUGUST 14, SEPT 11
4:00-8:00 P.M.
SEYMOUR & PARK



OPEN MIC NIGHTS
MAY-OCTOBER
6-10:00 P.M.
AREA COFFEE
PARK STREET

CRAFT BEER FESTIVAL
JUNE 8
1-5:00 P.M.
NEW LOCATION
COURTLAND COMMONS



CONCERTS IN THE PARK
MAY 26, JUNE 2, 9, 16, 30
JULY 14, 21, 28
AUG 4, 11, 18
5-6:30 P.M.
KRACKLAUER PARK

FARMERS MARKET
SATURDAYS
JUNE 15 - SEPTEMBER 28
8:00 A.M. - NOON
PARK STREET



COMMUNITY DAYS JULY 4-7
PARADE JULY 7 • 2:00 P.M.
ROUTE: MHS TO SEYMOUR
FIREWORKS 7/4 9:30 P.M.
NEW LOCATION
COURTLAND COMMONS

GO.SEE.DO.ENJOY.
BRINGING YOU THE BEST OF MUNDELEIN
Visit www.mundelein.org to learn more!

INTELLIGENTSIA CUP MUNDELEIN GRAND PRIX
CYCLING EVENT
JULY 22 • 9 A.M.-8 P.M.
HAWLEY & SEYMOUR

MUNDELEIN ARTS FESTIVAL
SEPT 7 & 8
10 A.M. - 5:00 P.M.
COURTLAND COMMONS



BINGO!
4TH MONDAY-EACH MONTH
5:00 P.M.-8:00 P.M.
TIGHTHEAD BREWERY
CHECK TIGHTHEAD WEBSITE FOR DATES



HOLIDAY TREE LIGHTING AND WINTERFEST
DECEMBER 7
VILLAGE PLAZA



SANTA'S COTTAGE
DECEMBER 7, 14 & 21
NOON-3 P.M.
VILLAGE PLAZA

Hotels/Motel

- DoubleTree
- Comfort Inn
- Super 8 Motel



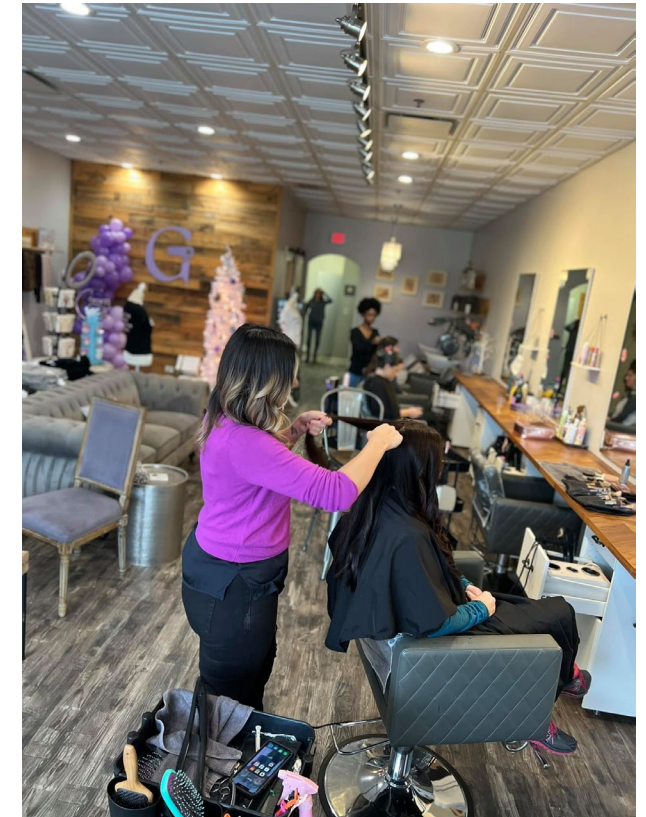
Personal Services

Barber Shops

- John Lucente's
- Mundelein Barber Lounge
- Faded Best
- Brother Barber Shop #2
- Most Faded
- New Era

Dry Bar

- Glamtique
- Salon Boutique



Personal Services

Massage Parlors

- The Massage Spa of Mundelein
- Om Well Mind & Body Massage Therapist
- Touch of Health Therapeutic Massage



Tattoo Shops

- Award Winning Tattoo Society
- Rustik Tattoo Studio
- Lake Street Tattoo and Piercing



Car Equipment and Rentals

Car Equipment

- Advanced Auto Parts
- AutoZone Auto Parts
- O'Reilly Auto Parts



Car Rental

- Enterprise Rent-A-Car



Flower Shops

- Flowerama
- Donna's Flowers
- By Design Event Decorations Inc.



Questions?

To: Commission Members

From: Jessica Marvin, Associate Planner

For: Mundelein Economic Development Commission Meeting of August 22, 2024

Subject: Networking Event

Attachments:

None

Background:

Event Date:

The commission further discussed the Back to Business Mixer Event at the July meeting. The EDC was initially selected to host this event on Thursday, September 12. The Mundelein Arts Commission (MAC) is hosting its annual Lure of the Local Art Exhibition opening night on Friday, September 13. This event typically takes a lot of staff involvement and coordination, and staff wants to maintain the quality of both events by having them back-to-back.

A. Orenchuk sent out an email on Friday, August 2 asking EDC members to provide their feedback on whether we should keep September 12 to host the mixer, change it to September 18 or 19, or find a new date. Below are the responses we have received. We will be discussing this event further at Thursday's meeting.

Networking Date	September 18	September 19
Michael Decker	X	X
Angela Trillhaase	N	N
Sarah Mitial	-	X
Raymond Jackson	-	X
Ed Streb	X	-
Miguel Echeverria	N	N
Jen Grieco	N	N

Bob Kalicki	X	X
Laurie Lowry	-	-
Virginia Gibbs	-	-
X = Available N = Not available Blank is waiting for a response		

General Event Information:

EDC's Back to Business Mixer Event

(Subcommittee: Laurie, Angela, and Sarah)

When: **Thursday, September 12, 2024, from 5:30 – 7:30 PM**

Where: Mundelein Village Hall – Patio

Schedule:

5:30 – 6:00 PM: Network and Mingle

6:00 – 7:00 PM:

30 Minutes of Village Update

- 20 Minutes: Village Update and Q&A
- 5 Minutes: Mayor or Trustee Speech
- 5 Minutes EDC What We Do and Available Grants

30 minutes of “Speed Dating” Networking

- Angela will prepare questions
- One EDC member will be at each table

7:00 – 7:30 PM: Wrap up Event and Clean Up

Main Goal: We want Mundelein Businesses to network with each other and engage in co-promotions. They will learn about ways to attract and retain employees and information about vacancies and new developments within Mundelein.

We will invite:

- GLMV Chamber of Commerce
- Mundelein Community Connections (MCC)

- CLC's Small Business Development Center (SBDC)
- Transportation Reps (Metra and Pace)
- **All Mundelein Business**

To Do List:

- Create Invitation (**Staff**)
 - Completed 8/14/2024
- Send invite to GLMV, MCC, SBDC, Metra, and Pace (**Staff**)
 - Deadline: ASAP
- Create Eventbrite (**Staff**)
 - Deadline: ASAP
- Special Events Permit (**Staff**)
 - Deadline: ASAP
- Liquor License (**Staff**)
 - Deadline: ASAP
- PW to assist with stage (**Staff**)
- Ticket to IT for microphone and sound system (**Staff**)
 - Deadline: ASAP
- Site visits once invitations have been created (**ALL EDC MEMBERS**)
- Prepare questions for Speed Dating (**Angela**)
 - Completed 7/29/2024
- Contact Lake Street Rental for High Top Tables (**Subcommittee/Staff**)
- Light Refreshments and finger food (**Subcommittee**)
 - Contact the 2023 Gold Star Winners to see if they would like to donate/provide a sampling platter or alcoholic beverage for attendees to eat and drink.
 - **2023 Gold Star Winners:**
 - Business Investment/Expansion:
 - Oak Trail Taphouse
 - CFI- Components for Industry

- Community Involvement:
 - Youthage Culinary Specialist
 - Tax Lady 1040
- Customer Service:
 - Taco and Burrito Express
 - Gale Street Inn
- Mundy Pride:
 - Tony Cannoli
 - Park Street Restaurant

Recommendation:

To: Commission Members

From: Jessica Marvin, Associate Planner

For: Mundelein Economic Development Commission Meeting of August 22, 2024

Subject: Social Media & Marketing Seminar

Attachments:

None

Background:

General Event Information:

The commission further discussed the Social Media & Marketing Seminar at the July meeting.

Social Media Seminar Event

(Subcommittee: Jen, Miguel, and Raymond)

When: Thursday, November 14th, 2024, from 8:30 – 10:00 AM

Where: Mundelein Village Hall – Board Room (In-person) and Zoom Webinar (Online)

Schedule:

8:30 – 9:00 AM: Network and Mingle

9:00 – 10:00 AM:

Ideas:

- Have a speaker talk about social media for businesses (30 Minutes)
- Basic social media dos and don'ts (15 Minutes)
- Examples of businesses who do a great job at marketing (15 Minutes)

To Do List:

- Create Invitation (**Staff**)
 - Deadline: Early October

- Create Eventbrite (**Staff**)
 - Deadline: Early October

- Special Events Permit (**Staff**)
 - Deadline: Early October

- Meeting with Staff and Subcommittee to work out a more detailed schedule (**Subcommittee and Staff**)
 - Deadline: Late September

- Site visits once invitations have been created (**ALL EDC MEMBERS**)

Recommendation:

To: Commission Members

From: Jessica Marvin, Associate Planner

For: Mundelein Economic Development Commission Meeting of August 22, 2024

Subject: List of Businesses to Attract to Mundelein

Attachments:

None

Background:

Staff would like the assistance of the **Attract Committee** (Ed Streb and Sarah Mital) to help create a working list of businesses the Village should attract to Mundelein.

1. How would you like staff to attract new businesses? How do we accomplish this?
2. In what ways should the Village attract businesses? Online through social media platforms, marketing flyers, and/or advertisements?

Recommendation:

To: Commission Members

From: Jessica Marvin, Associate Planner

For: Mundelein Economic Development Commission Meeting of August 22, 2024

Subject: Research Incentive Programs of Other Communities

Attachments:

None

Background:

Staff would like the assistance of the **Retain** (Angela Trillhaase and Miguel Echevarria) and **the Educate** (Virginia Gibbs and Laurie Lowry) Committee to generally research incentive programs and neighboring villages incentive programs to potentially adopt in the future.

- In March, the Village switched to a different website company to be more user-friendly. Staff would like to review the website with the EDC to see what areas work and what areas need to be updated to best assist the EDC members.

Recommendation:

To: Commission Members

From: Jessica Marvin, Associate Planner

For: Mundelein Economic Development Commission Meeting of August 22, 2024

Subject: Review and Advise/Educate the Village (i.e. Economic Trends)

Attachments:

None

Background:

At past meetings, the EDC has mentioned trying to be more visible on social media. Every month, we could post a different topic on the Village's LinkedIn page to educate the business community. Would the **Educate, Advise Committee or a subcommittee** of 3 EDC members like to start this project?

Recommendation:

To: Commission Members

From: Jessica Marvin, Associate Planner

For: Mundelein Economic Development Commission Meeting of August 22, 2024

Subject: Mundelein Community Connection Grant Partnership

Attachments:

1. EDCs Chamber Membership Grant Opportunity (PDF)

Background:

Mike Flynn, president of Mundelein Community Connection (MCC), spoke at the April meeting about promoting MCC's membership in the EDC's Chamber Membership Grant. Staff has updated the Chamber Membership Grant application to include the MCC.

Recommendation:



Mundelein's Local Chamber Membership Grant Program

The Mundelein Economic Development Commission has created this grant opportunity to assist Mundelein businesses with the cost of membership to local business chamber organizations. Local chambers provide a great opportunity to collaborate with business peers, promote business services, and receive valuable education to enhance business operations. The intent of this program is to encourage chamber membership from local businesses, particularly new businesses or those which are new to the area. **Applications must be received prior to March 1st.**

Grant Overview

Under this program the Village's Economic Development Commission budget may be used to fund individual grants of up to \$350 per business for chamber membership assistance on a first-come-first-served basis. This program is funded by the Village of Mundelein through its Economic Development Commission on an annual basis and continued funding of the program is not guaranteed. The Village of Mundelein and the Economic Development Commission reserve the right to approve or deny grant applications at their sole discretion.

Eligible Chamber Organizations

Basic-level business membership dues, reimbursable up to \$350, are eligible for this grant opportunity from the following organizations:

- Lake County Chamber of Commerce / Lake County Hispanic Chamber of Commerce
- GLMV (Green Oaks, Libertyville, Mundelein, Vernon Hills Chamber of Commerce)
- Mundelein Community Connection (MCC)
- Black Chamber of Commerce of Lake County
- Visit Lake County

***Applications are limited to one membership per business*

Membership dues to additional Lake County business organizations not listed above may be considered by the Village for eligibility. Eligibility will be determined at the sole discretion of the Village and is not guaranteed for all organizations.

Eligible Applicants

- Any business which has not previously received a Local Chamber Membership Grant from the Village of Mundelein.
- Registered businesses physically located and operating within Mundelein corporate limits. Businesses must have a current business registration on file with the Village.
- Business must not have been a member of the selected chamber within the last two years.

To Apply

1. Complete the application below and submit it to the Village by **March 1st**. Applications will be reviewed in the order they are received by the Village.
2. Following notice of approval of an application, the applicant must submit a reimbursement request form (attached) for the approved membership expense. **Membership dues incurred prior to the date of application approval will not be accepted. Please note that some chamber organizations offer a discounted rate to Grant Recipients and reimbursement will only be given for the discounted rate. The reimbursement request form must be submitted by April 1st.** Once approved for a grant, the applicant will purchase their membership and submit the reimbursement request form. The Village reserves the right to deny any request for reimbursement submitted after the fiscal year deadline.
3. Approved Local Chamber Membership Grant applicants will then receive grant funds from the Village's Finance Department. The actual timeline to receive reimbursement varies – estimated at two to three weeks from date of reimbursement form submittal.

Approvals Needed?

Completed Grant applications will be reviewed by Village Staff to ensure each business is registered with the Village, in compliance with all federal, state, and local laws, and does not have outstanding Administrative Hearing Officer (AHO) code enforcement violations.

Reporting Expenditures

Expenditures for approved Grants must be reported using the request for reimbursement form by the end of the fiscal year in which the award was granted. Only actual costs incurred by the applicant can be reimbursed and quotations/cost estimates will not be considered sufficient proofs of purchase. The easiest method of reporting expenditures is to provide a copy of the receipt issued to you following the membership purchase. Receipts must be dated later than the date of approval of the application.

Release of Funds

Approved applicants will receive funds once a receipt for the qualifying membership expense has been submitted to the Village and it has been reviewed and approved by Village Administration.

Questions?

Village of Mundelein – Community Development, 847-949-3282, planning@mundelein.org

Application Required Documents and Submission

Hard Copy: Village Hall, 300 Plaza Circle, Mundelein, IL 60060

Email: planning@mundelein.org



LOCAL CHAMBER MEMBERSHIP GRANT APPLICATION

Applicant Name: _____

Business Name: _____

Business Address: _____

Business Email: _____

Business Phone: _____

Desired Local Chamber Membership (Select One):

- ☐ Lake County Chamber of Commerce (*Silver Membership, reimbursable up to \$350*)
- ☐ GLMV Chamber (*Regular Membership or Lower, reimbursable up to \$350*)
- ☐ Mundelein Community Connection (*Business Patrons of MCC, reimbursable up to \$350*)
- ☐ Black Chamber of Commerce of Lake County (*reimbursable up to \$350*)
- ☐ Visit Lake County (*reimbursable up to \$350*)
- ☐ Other (*must be approved prior to application submittal*) _____

Total Cost for Desired Membership Level: _____

Has your business been a member of this organization within the last two years? YES / NO

Applicant must certify that the information provided in this application and the supporting information is true and accurate. Applicant understands and agrees that (1) the Village may require additional information or documentation before the application is accepted or processed; (2) the application may be rejected or denied, (3) even if the application is approved, the amount of funds approved for reimbursement may differ from the total grant funds requested.

In processing grant applications, Village staff will have discretion to determine the degree to which requested expenditures are necessary to support the intent of the program, and will be authorized to approve, deny, or limit grant funding made available to applicant. All grant applicants will be required to retain proof of expenditures and provide receipts to the Village in order to receive reimbursement.

Applicant Signature: _____

Date: _____

Business Owner Signature: _____

(If not the applicant)

Date: _____



LOCAL CHAMBER MEMBERSHIP REIMBURSEMENT REQUEST FORM

(Submit this form after notice of grant approval and before April 1st)

Applicant Name: _____

Business Name: _____

Business Address: _____

Business Email: _____

Business Phone: _____

Local Chamber Membership Paid for (Select One):

- ☐ Lake County Chamber of Commerce
- ☐ GLMV Chamber
- ☐ Mundelein Community Connection
- ☐ Black Chamber of Commerce of Lake County
- ☐ Visit Lake County
- ☐ Other (must be approved prior to application submittal) _____

Total Cost of Membership Level: _____

Attach proof of payment to this form. Quotes or estimates will not be accepted.

Applicant certifies that the information provided in this application and the supporting information is true and accurate and the costs on the attached proof of payment were expended by the applicant for membership to the local chamber organization listed above. Applicant understands and agrees that (1) the Village may require additional information or documentation before the application is accepted or processed; (2) the application may be rejected or denied, (3) even if the application is approved, the amount of funds approved for reimbursement may differ from the total grant funds requested.

In processing grant applications, Village staff will have discretion to determine the degree to which requested expenditures are necessary to support the intent of the program, and will be authorized to approve, deny, or limit grant funding made available to applicant. All grant applicants will be required to retain proof of expenditures and provide receipts to the Village in order to receive reimbursement.

Applicant Signature: _____ **Date:** _____

Business Owner Signature: _____ **Date:** _____
(If not the applicant)

SUBMIT TO:

Attn: Community Development
Village of Mundelein
300 Plaza Circle
Mundelein, IL 60060
Planning@mundelein.org