



## Community Wealth Building Planning & Pre-Development Grant January 31 Pre-Submittal Conference

### Frequently Asked Questions (FAQs)

#### Eligibility & Application Questions

**Q: Are applicants able to work with/designate community-wealth consultants that were not chosen in the City's phase 1 of this initiative?**

A: Yes, applicants can collaborate with any consultants, regardless of if they are a grantee of the City's or not.

**Q: What if the LLC would be set-up in this phase of the grant? Is that eligible for funds?**

A: Fees associated with setting up a business are an eligible use of the fund, as long as that business is focused on one or more of the Community Wealth Building (CWB) Priority models (worker cooperative, limited-equity housing cooperative, community land trust, community investment vehicle).

**Q: If I am a lead organization (501c3) and assisting with technical assistance and guidance for 3 worker co-ops (in food/finance/marketing) from the planning stage/early pre-development stage through the different stages to fully operable with these funds, is this an ideal grant program for us?**

A: The CWB Planning and Pre-Development Grants are designed for CWB projects (e.g. worker cooperatives) to get what they need to advance their project. The Grants are not designed to fund the general operations and programming of technical assistance organizations. Technical assistance organizations may apply, however, it must be on behalf of one of the projects they are incubating. See more on our website about the difference between Phase 1: Ecosystem Building and Phase 2: Pipeline Development.

**Q: Can the grant funds be used to build or renovate a building for operation use?**

No. This grant is for projects in the planning and pre-development stage, so the funds must be used for eligible pre-construction needs.

**Q: Do you need to have a building secured or can you buy with grant funds?**



A: You are not required to have a building to apply for this grant. Eligible costs include earnest money, closing costs, and more.

**Q: Are letters of support from Phase I Community WEB grantees allowed?**

A: Yes, letters of support are allowed (but not required) from the Phase 1 Community WEB grantees.

**Q: About resident/locally owned and controlled, what if a group has a brick-and-mortar space in a neighborhood that members do not live in?**

A: This grant is focused on four specific Community Wealth Building models: worker cooperatives, limited-equity housing cooperatives, community land trusts, and community investment vehicles.

**Q: What does LWCA mean- on slide describing eligibility of cooperatives?**

A: Entities incorporated as a Limited Workers Cooperative Association (LWCA) are eligible to apply.

**Q: If an organization is submitting through fiscal sponsor with address that is NOT in a QCTs, but the project is by and for a QCT area, will this impact consideration?**

A: The location requirements are for the projects themselves. They are not requirements for the lead organization. For example, a lead organization can be based downtown, but be working towards a project in Auburn Gresham.

The CWB Planning & Pre-Development grants will be made citywide, but focusing on low income neighborhoods and communities with Qualified Census Tracts (QCTs). QCTs are present in the following community areas: Albany Park, Archer Heights, Armour Square, Auburn Gresham, Austin, Avalon Park, Avondale, Belmont Cragin, Bridgeport, Brighton Park, Burnside, Calumet Heights, Chatham, Chicago Lawn, Clearing, Douglas, East Garfield Park, East Side, Edgewater, Englewood, Fuller Park, Gage Park, Gage Park, Grand Boulevard, Greater Grand Crossing, Hermosa, Humboldt Park, Hyde Park, Kenwood, Lincoln Square, Logan Square, Lower West Side, McKinley Park, Morgan Park, Near North Side, Near West Side, New City, North Lawndale, Oakland, Pullman, Riverdale, Rogers Park, Roseland, South Chicago, South Deering, South Lawndale, South Shore, Uptown, Washington Heights, Washington Park, West Englewood, West Garfield Park, West Lawn, West Pullman, West Ridge, West Town, Woodlawn

**Q: Is community surveying/outreach related costs an eligible expense?**

A: Yes, community outreach is an eligible cost.

**Q: Does applicant or business owner residency have bearing on the application decision (if they live outside of Chicago city boundaries)?**



A: The project needs to be based within the city limits of Chicago, Illinois. The lead organization does not need to be based within Chicago. Projects led by local organizations will be prioritized.

**Q: How organizations with non-capital needs can utilize this grant?**

A: The City of Chicago provides a list of eligible expenses on the website. Some non-capital needs include project managers, community engagement stipends, and more.

**Q: May an organization submit more than one proposal?**

A: Yes. An organization can submit more than one proposal.

**Q: Can grant funding be used for equity or startup funding?**

A: No.

**Q: Can we select more than one project type if it addresses two of the models for example?**

A: Yes, the application lets you select all models that apply.

**Q: Can one individual be a part of two successful application teams without affecting their likelihood of award, or should an individual choose to align with one particular project?**

A: Yes, it is possible for one individual can be part of two successful applications.

**Q: Do you have to already have past experience in Chicago to apply for this grant? Can we submit a plan to how we would find local partners if needed?**

A: Past experience is not required, however, it would strengthen your application. There is a question in the application about the lead organization's past experience and record of success leading similar projects.

**Q: So we can use funds to offer stipends for the members in the worker's co-op, under Personnel?**

A: Yes.

**Q: Does every question have a 100–250-word limit, or only certain questions?**

A: Questions with word limits are marked on the application.

## Project Timeline

**Q: So you will be notified by June and you need to be “shovel ready” and starting your project in 2023? Do you expect the pipeline projects to get to shovel-ready status by Q4 or by end of 12 months? Will projects be judged based on likelihood of getting to shovel-ready status?**

A: Applicants will be notified in May or June 2023. Grantees will have 12 months to spend their grant dollars. By the end of that 12 months, some projects will reach the development stage and be “shovel ready,” other projects will still be in the pre-development stage. The goal of this grant program is to advance these projects, moving them further down the pipeline. The City expects to award grants to projects at the planning stage, early-stage pre-development, late-stage pre-development. The City expects all projects to eventually be shovel-ready at some point in the future, but projects that are closer to being shovel-ready than others won’t be favored over others.

**Q: How is phase 3 related to phase 2 planning grants?**

A: The City is still in program design for Phase 3, but anticipates the funding going towards development-ready projects.

**Q: What are the selection criteria/priorities?**

A: The City of Chicago will list this on our website shortly. Typical City funding looks at a variety of factors including project feasibility, community impact, and more.

**Q: What is the timeline for grant use? Once awarded when does the grant begin?**

A: After being awarded, the grant contract is valid for a period of 12 months, with the opportunity for extension.

**Q: Are applicants able to work with/designate community-wealth consultants that were not chosen in the City’s phase 1 of this initiative?**

A: Yes, applicants can work with any consultants they want.

**Q: Will proposals be reviewed when they are received or all at once?**

A: All applications will be reviewed all at once.

**Q: There a timeline with which projects for this grant are projected to be completed? i.e. – within 1-3 years after application**

A: No, there is no timeline for the full project to be completed. The only timeline that exists is that grantees will have 12 months to fully spend down their grant dollars.

**Q: If we're applying for the Chicago Recovery Grant (Large) or Neighborhood Opportunity Fund can we also apply for this? (They don't seem to be the same thing, but I'm unclear on that) Thanks.**

A: Yes.

**Q: When is funding released? At beginning of project, in stages or as reimbursement?**

A: Funds will be in form of reimbursement.

**Q: How should anticipated technical assistance/support from phase 1 awardees be included in proposed budget/use of funds for this grant application?**

A: If you already have a working relationship with a Community WEB awardee from phase 1 and have confirmation that you will continue to receive their services for free, then do not include that in your project budget. If you are unsure, then we recommend you include the cost of consultant services in your project budget and things can be adjusted, if needed, after the award has been made.

#### Additional Resources

**Q: Can we do 1:1 calls with you if we have more questions, or do you prefer us to email you only?**

A: All questions and inquiries should be sent to [cwb@cityofchicago.org](mailto:cwb@cityofchicago.org). If we are not able to answer your questions via email, we will schedule a 15-minute call.

**Q: Can you provide the link to the other funding sources?**

A: Visit the Chicago Recovery Plan website for all funding opportunities  
<https://www.chicago.gov/city/en/sites/chicago-recovery-plan/home.html>

**Q: The Technical Assistance that would be very helpful to have from DPD is feedback from previously submitted Chicago Recovery Fund RFP's that were not accepted.**

A: Thanks for this feedback! DPD tries to make it a practice to offer up an opportunity to give feedback to applicants that were not accepted. DPD is also working with the Department of Business Affairs and Consumer Protections (BACP) for their Nonprofit Capacity Building Program (that includes quarterly



Readiness Summits, monthly workshops, and 1:1 assistance) to share best practices and common mistakes when applying. The first Readiness Summit will take place on February 23. Click [here](#) to register.

**Q: Our project is eligible for both the ETOD and Climate sustainability grants, in addition to a large Chicago Development Grant. Can we also apply for this?**

A: Yes.

**Q: Will you share more about the projects that were funded in the first round?**

A: The list of the 17 grantees for the 1st phase is now available on our website. The city will provide brief descriptions of each grantees program in the coming weeks, as grantees finalize their work plans.