



Getting Started Guide: Preparing to Apply

Overview

The online application for Cook County Cannabis Development Grant ("CCC Development Grant" or "the Program") is made up of 7 sections:

1. **Business Information**
2. **Business Ownership**
3. **Cannabis License**
4. **Document Uploads**
5. **Attestations**
6. **Business Characteristics**
7. **Research Questions**

This Getting Started Guide focuses on **Section 4: Document Uploads**. It provides detailed guidance about each of the documents that must be included as part of the CCC Development Grant application, to help applicants identify and gather the necessary materials to begin their application.

We strongly recommend gathering all necessary documents before starting the application because you cannot save your application and go back to make changes. Once your application is submitted, you cannot return to it to edit or attach different or additional documents. Please plan to enter all data, documents and other materials in one sitting.

NOTE: Information shown on uploaded documents must be consistent across all documents and consistent with information entered into the CCC Development Grant application. This includes the business name, Employer Identification Number (EIN), business owner names and address of the business's primary operating location. Mismatched information will delay processing of your grant application and may impact whether you receive an award.

Please be sure you have answered every required question and uploaded all necessary documents before submitting your application. If you need to upload more than 10 documents, please use the supplemental document upload form, available [here](#). This form will allow you to upload up to 10 additional documents. You may

submit the supplemental document upload form as many times as necessary to upload all of your documents.

As a reminder, all information provided in this application should be true and accurate to the best of your knowledge. Any materially false statements willfully or fraudulently made may render the submitting business ineligible for a CCC Development Grant and, in addition, may subject the person making the false statement to criminal charges.

Guidance about other aspects of CCC Development Grant and the application process can be found in the **FAQs available on the program webpage** [cookcountyil.gov/service/cannabis]. Any additional questions can be sent to the **CCC Development Grant Help Desk** at cannabis.oed@cookcountyil.gov for support.

File Formats

Documents uploaded as part of your CCC Development Grant application must be submitted in one of the following file formats:

- **PDF (strongly preferred)**
- BMP
- GIF
- JPG
- PNG
- TIFF

Valid Photo ID for the Applying Business Owner

Cook County requires that an owner of the business that holds the State of Illinois Adult-Use Cannabis Social Equity Program complete the application. No other individual is permitted to submit an application on behalf of such an owner.

The applying business owner needs to upload an image of a current (not expired) form of photo identification. Valid forms of photo identification are:

- Driver's license
- Permanent resident card
- REAL ID
- State ID
- US passport

US passport uploads must include both the photo page and the signature page, and all US passports must be signed to be considered valid. All other valid forms of photo identification must include both the front and back of the ID.

The following information must be visible, complete and readable:

- Name
- Photo
- ID number

- Issue date
- Expiration date
- Signature (excluding permanent resident cards, which do not include a signature)

The file name for the upload must include the last name of the applying business owner and the type of photo ID. For example, "Jones_license," "USPassport_Smith," etc.

Evidence of Good Standing with the State of Illinois

To be eligible for a CCC Development Grant, Cook County requires evidence that your business is in good standing with the State of Illinois.

To obtain proof that your business is in Good Standing with the State of Illinois:

1. Visit the Illinois Secretary of State (ILSOS) website.
2. Search for your business and click on the appropriate entry in the list of search results. This will take you to the entity Information page for your business.
3. From this page, you can either:
 - a. Save or print this web page as a PDF; OR
 - b. Scroll to the bottom of the page and select "Purchase Certificate of Good Standing," "Purchase Master Entity Certificate of Good Standing" or "Purchase Assumed Name Certificate of Good Standing," as appropriate for your business. The ILSOS charges a fee of \$25 plus a payment processing fee.

Either (a) or (b) is acceptable documentation that your business is in good standing with the ILSOS.

Filed 2022 or 2023 Federal Tax Return OR Acceptable Alternative Documents

To verify the current existence of the cannabis-based business, its owners and their ownership shares, Cook County requires EITHER:

- 1) A complete, filed copy of the applicants business's 2022 or 2023 federal tax return; OR
- 2) BOTH:
 - a) The business's IRS EIN confirmation letter (also known as "CP575" if it is the original letter or "147C letter" if is a replacement letter); AND
 - b) The organization, ownership and control table that your business most recently submitted to the state agency that issued its license (IDFPR or IDOA).

Upload the version of the table that you submitted most recently, even if it has not yet been approved by the licensing agency.

For applicants who choose to upload their business’s The appropriate federal tax return, the appropriate form depends on the entity type and filing status of your business:

Entity Type & Filing Status	Acceptable Tax Return Forms
Single Member Limited Liability Company (LLC)	IRS Form 1040 including Schedule C or IRS Form 1120
Limited Liability Company (LLC) filing taxes as a C Corporation	IRS Form 1120 including Schedule K-1s
Limited Liability Company (LLC) filing taxes as a S Corporation	IRS Form 1120 including Schedule K-1s
Limited Liability Company (LLC) filing taxes as a Partnership	IRS Form 1065 including Schedule K-1s
Partnership	IRS Form 1065 including Schedule K-1s
C Corporation	IRS Form 1120 including Schedule K-1s
S Corporation	IRS Form 1120 including Schedule K-1s

Applicants who choose to upload their federal tax return must include in their upload all pages of the return and all schedules and attachments, such as K-1s, to document the ownership of the business.

They must also provide evidence that the uploaded 2022 or 2023 federal tax return was filed and is not an unfiled draft. Acceptable evidence is:

- If you filed your return as a paper copy using the US Postal Service, DHL, FedEx, or UPS, it must be signed, and the signature must be visible, complete, and readable in the document upload.
- If filed electronically, examples of acceptable evidence of filing include, but are not limited to, an accountant’s cover page indicating the date of filing, a statement or watermark indicating that the return was e-filed on a specific date using specific software, etc.

Business Bank Account Statement OR Acceptable Alternative Document

To receive a CCC Development Grant, applicants must have a business bank account for their cannabis-based business. Cook County strongly recommends that each applicant have a bank account with a financial institution that has authorized that account to be used for their cannabis-based business. If a CCC Development Grant is

awarded and the awardee has a non-cannabis bank account (i.e., an account with a financial institution that has not expressly consented to using that account for cannabis-related activities), the awardee will be solely responsible for any impairment or loss of the grant proceeds resulting from that financial institution freezing the grant funds or the bank account or taking other legal compliance-related action.

As evidence of a business bank account, you must upload a statement for the account that is no more than 3 months old (dated February, March, or April of 2024) OR ONE of the following alternative documents if you are unable to provide a recent statement:

1. "Proof of account" letter provided by your financial institution; OR
2. Copy of your bank account application; OR
3. Letter from the financial institution confirming that your application is under review.

The following information must be visible, complete, and readable in the document upload:

- Business name
- Business address
- Document date
- Name of the financial institution where the account is held

The name associated with the business bank account must match the business name on the uploaded federal tax return or the IRS EIN confirmation letter.

Prior to receiving a Cannabis Development Grant, awardees must provide proof that their cannabis-based business has a business bank account in place.

Valid Cannabis License

Each applicant is required to upload a copy of their valid Illinois cannabis license. The following information must be visible, complete, and readable on your cannabis license upload:

- Name of the licensee
- License number
- Issue or effective date
- Expiration date
- Facility location (if applicable)
- BLS region number (for dispensary licensees only)

Dispensary licensees that have been awarded an operational Adult Use Dispensing Organization (AUDO) License should upload their AUDO license. Dispensaries that have not received an AUDO license should upload their Conditional Adult Use Dispensing Organization License ("conditional license").

Consent for Disclosure Form

Each applicant is required to upload a completed and signed Consent for Disclosure form, authorizing the appropriate State licensing agency to verify information that is submitted as part of the grant application. Only one (1) Consent for Disclosure form is required to be provided on behalf of your business.

Dispensary license holders must use the IDFPR Consent for Disclosure [form](#). Craft grower, infuser and transporter license holders must use the IDOA Consent for Disclosure [form](#). Both are available for download on the program website.

Please ensure that the form is signed by a Principal Officer of the business that holds the cannabis license and include the badge number of that Principal Officer, if applicable.

The following information must be visible, complete, and readable on the uploaded Consent for Disclosure form:

- Licensee (business) name
- License number
- Name of Principal Officer
- Badge Number of Principal Officer (if applicable)
- Signature
- Date

Business Owners' Place of Residence

If the Program receives more eligible applications than it can fund, priority consideration will be given to applications from cannabis-based businesses that:

- Were issued social equity cannabis licenses in 2020 or 2021;
- Currently operate in a [Disproportionately Impacted Area](#) (DIA) or have committed to do so; and/or
- Are majority-owned (51%+) by individuals who currently reside in DIAs.

To determine whether the business meets the majority-ownership threshold prioritization factor, applicants must provide documentation that confirms the current place of primary residence for each business owner, including the owner who is completing and submitting the application.

For each business owner, two pieces of documentation must be provided:

- A. A current (unexpired), valid form of photo identification (see List A, below);**
AND
- B. Proof of current residential address (see List B, below).**

The file name for each upload must include the last name of business owner and the type of document being uploaded. For example, "Jones_license," "Mortgage_Smith," "Adams_gas bill," etc.

List A

- Driver's license
- Permanent resident card
- REAL ID
- State ID
- US passport

Please refer to the instructions for photo ID document uploads, above, in the section "VALID PHOTO ID FOR THE APPLYING BUSINESS OWNER." The business owner who is submitting the application only needs to provide one (1) upload of their valid photo ID.

List B

- Bank statement
- Credit card statement
- Mortgage statement
- Residential lease (must be current / unexpired)
- Utility bill (e.g., electric, gas, water, cable, internet, phone, cell phone)

With the exception of the residential lease, List B documents must be no more than 3 months old (dated February, March or April of 2024). All List B documents must include the business owner's name, residential address, and the document date, and all three items must be visible, complete, and readable.

Application for Extension of License Expiration Date

If your business holds a dispensary or craft grower license, Section 3 of the CCC Development Grant application asks you to indicate whether you have made a request to extend the expiration date of your Illinois cannabis license. Applicants who answer "yes" must provide evidence that they have applied to the appropriate state licensing agency for an extension.

If you have applied for an extension, you must upload a copy of your filed application for extension as submitted to the Illinois Department of Financial and Professional Regulation (IDFPR; for dispensaries) or the Illinois Department of Agriculture (for craft growers). Include all pages of the application and any attachments.

The following information must be complete, visible and readable in the document upload:

- Name of the licensee
- License number

- Date the extension request was submitted

Evidence of Business Location

Section 3 of the CCC Development Grant application asks applicants to indicate whether they have secured a location in Cook County that is or will be the operating location for their cannabis-based business. Applicants who answer “yes” must enter the address of that location in the application and provide documentation that confirms they have “site control” for the address that they entered.

As mentioned elsewhere, if the Program receives more eligible applications than it can fund, priority consideration will be given to applications from cannabis-based businesses that meet certain prioritization factors. One of those factors is whether the operating location for the business is located in a [Disproportionately Impacted Area](#) (DIA).

If your business has secured an operating location in Cook County, you must upload one of the following forms of documentation:

- Lease/deed for the business location;
- Letter of Intent (LOI) for the proposed business location; or
- Purchase agreement for business location.

The following information must be visible, complete, and readable on the document that you upload:

- Name of the business
- Full address of the business location, including street number, street name, municipality and ZIP code
- Effective dates or term of the agreement (for a lease, LOI or purchase agreement)
- Names and signatures of the individuals executing the document
- Date that the document was executed