



This form is required to be completed if your project requires a resolution of endorsement from the governing body of the City of Albany and/or a letter of support from the Mayor of the City of Albany. Please contact us with any questions.

Please download and save this form to your computer prior to beginning your work.

Consolidated Funding Application (CFA) Project Intake Form

Project Title:

Project Location:

CFA Applicant:

Applicable CFA Funding Source(s) (Required): *(include agency name and program name)*

Funding Request(s): *(indicate dollar amount and program name)*

Organization Name:

Address:

Telephone:

Contact Name:

Contact Email:

Project Description: *(Provide a brief overview of the proposed project. Also, describe what issues and/or events are driving this project and what benefits will result.)*

Project Implementation Schedule: *(Provide a description of project readiness and estimated timeframe for completion.)*

Project Finances: *(including estimated project costs; major sources and uses of funds)*

Job Creation/Retention: *(estimated permanent and/or short-term jobs created or retained as a result of this project)*

Challenges and/or Potential Obstacles: *(Identify any challenges/obstacles to successful completion of the project.)*

Which CREDC goals does this project meet and why? *(Refer to the handout for a full explanation of each goal, and then **check the goal(s)** that applies to this project.)*

Goals:

Leverage and collaborate	Bring cities to life	Build a superhighway
Open new doors	Celebrate and optimize our surroundings	Spotlight our strengths
Prepare for tomorrow	Showcase our beauty	

Why:

Does this project meet the goals of the Albany 2030 Plan? Yes No

Does this project align with the Capital 20.20 Plan? Yes No

Has a NYS Consolidated Funding Application (CFA) been submitted for this project previously? Yes No

Please return the completed form to: development@capitalizealbany.com or 21 Lodge Street, Albany, New York 12207 by June 26, 2019. If you are requesting letters of support from the Mayor and/or Capitalize Albany Corporation, please enclose a draft letter of support for your project with your completed project form.