Capitalize Albany Corporation - Amplify Albany Grant Program Application

Application Checklist

All of the following must be submitted to development@capitalizealbany.com, and determined to be sufficient solely by Capitalize Albany Corporation staff, in order for an application to be considered complete:

- Completed online application
- Budget Worksheet
- Copy of meeting schedule for your organization (if applicable)
- List of organization members and/or participating businesses including contact information
- Map of area the project will target
- List of needed supplies and vendors (e.g., food, beverages, tent rental, musician fee) and associated quotes/estimates for each item for which Amplify Albany Grant funds are requested
- Plan for advertising including the amount and types of print collateral needed, how traditional and social media will be utilized and cost
- Copies of any proposed advertising materials for review before public distribution
- Signed letter of support from the relevant Business Improvement District or Neighborhood Association, if applicable
- Documentation of commitment of funds for the total project (e.g., commitment letters from any funding sources)
- Color photographs of prior events or projects in progress, if applicable
- Completed special events permit application (if necessary) and copies of permits when received