



Capitalize Albany Corporation - City of Albany Small Business Façade Improvement Grant Program Application

Application Checklist

All of the following should 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
- Plan for the project including:
 - Concept for façade, showing design/"feel" (photos of similar concepts, material samples, etc.)
 - Detailed scope of work and/or architectural drawings and/or renderings of the improvements, reflecting placement, materials and colors to be used
 - Color photographs of the existing exterior conditions of the building (including photos of the building façade as a whole, specific items to be addressed within the scope of work, and of the property's location within the district)
- Up to three (3) estimates from licensed (if required), insured contractors reflecting work to be performed and costs
- A copy of the current property tax bill or deed to confirm ownership of the property
- Documentation that all taxes are current (federal, state, local, business, property, sales & payroll)
- For lessees, a legally valid and binding lease for a period that, at a minimum, does not expire prior to anticipated project completion date
- Documentation of commitment of funds for the project (bank statement(s) and/or commitment letter(s) per the discretion of Capitalize Albany)
- If the applicant is a lessee, Property Owner Declaration and Consent Form