



## Capitalize Albany Corporation - Neighborhood Retail Grant Program Application

### Application Checklist

All of the following must be submitted to [development@capitalizealbany.com](mailto: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
- \$250 application fee
- Business Plan for the venture including:
  - Concept and target market
  - Advertising/marketing plan
  - Summary of management team's skills and experience
  - Number of job positions created
  - Detailed cost sheet for tenant space build-out
  - Funding description for the project, including a three year cash flow pro forma
  - Proposed timeline for project construction and projected opening date
  - Floor plan/layout of physical space, including square footage and existing fixtures
  - Photographs, renderings of proposed improvements to the interior and exterior, including design/layout/"feel" (photos of similar concepts, material samples, etc.)
  - Plan for merchandising (inventory levels, brands)
- Color photographs of existing conditions (including the building façade).
- If the applicant is a lessee, written consent from property owner giving permission to conduct improvements
- At least one (1) detailed proposal from a licensed (if required), insured contractor reflecting work to be performed and costs.
- A copy of the property tax bill or deed to confirm ownership of the property.
- For lessees, a legally valid and binding lease for a period of at least five (5) years with use restricted to an allowable retail use. If the tenant is paying for the improvements, the landlord must show a concession to the tenant in the lease.
- Minimum one (1) year corporate and/or three (3) year's personal tax returns (exceptions will be considered).
- Copy of the business owner(s)'s credit report(s) and score(s) (must be dated less than sixty (60) days from application submittal).