



BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1)

Introduction

This Project Questionnaire is Step #2 in the application process for Microgrants of \$1,500 - \$4,999 (Track #1). If you intend to submit a Major Project Grants of \$5,000 - \$25,000 application (Track #2), please contact Capitalize Albany staff for access to that application.

With funding from the City of Albany, the Small Business Building Improvement Grant Program ("BIG") is designed to support Albany's aspiring entrepreneurs and small businesses as well as not-for-profits in the childcare, arts/cultural, tourism, and hospitality industries with reimbursable grants as they recover from the ongoing and evolving challenges of the COVID-19 pandemic and its economic impact.

[Program Guidelines](#), including details regarding applicant and project eligibility, scoring system, and eligible expenses can be found on Capitalize Albany's website at www.CapitalizeAlbany.com/Grants-BIG. **Before starting this application, applicants should read through the [Program Guidelines](#) in their entirety.** Applicants are encouraged to contact Capitalize Albany Corporation staff at development@capitalizealbany.com or (518) 434-2532 ext. 1 with questions prior to beginning this questionnaire, throughout the application process, or if they require special accommodations to complete the application.

Applications for the BIG Program will be accepted from January 17, 2023 until 11:59PM on February 17, 2023.

Applicants must submit a full and complete application as outlined in the Program Guidelines. A complete application consists of Step #1: Intake and Eligibility Form and Step #2: Project Questionnaire and Required Documents.

Applicants must complete this Project Questionnaire as Step #2 of the application process.

Please visit the Capitalize Albany website to register for or watch recordings of webinars for an overview of the BIG Program and guidance on the BIG Application Process.

The BIG program can fund interior and exterior building improvements and furniture, machinery, and equipment acquisitions. Funding related to cash assistance for COVID recovery, entrepreneur training and education, and technical assistance is available under the Small Business Vitality Assistance Program at www.businessvitalityalbany.org.

BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1)

Application Checklist - Microgrants of \$1,500 - \$4,999 (Track #1)

All of the following must be submitted to Capitalize Albany Corporation as part of Step 2: Project Questionnaire – Microgrants of \$1,500 - \$4,999 (Track #1). Determinations of whether submitted documentation is considered complete and sufficient are in the sole discretion of Capitalize Albany Corporation staff. All documents listed below must be uploaded as directed into this online application. **You will not be able to submit your application without uploading all required documents.**

Required documentation for all Microgrants of \$1,500 - \$4,999 (Track #1) applicants:

- Step #1: Intake and Eligibility Form
- Step #2: Project Questionnaire and Required Documents, including:
 - Project Description Form, available for download [here](#)
 - Official business documentation (i.e. certificate of incorporation, insurance certificate, bank statement, tax documentation, etc.) identifying the applicant business or organization as a legal entity
 - At least one (1) detailed estimate for each project component (i.e., equipment, demolition, installation, materials) from a licensed (if required), insured vendor or contractor reflecting work to be performed and costs
 - Photographs or renderings of proposed investments (i.e., photographs of equipment, product specification sheets, proposed design, layout, and/or “feel”)
 - Certifications, included as part of this application

Required documentation for applicants requesting funding for capital improvement projects only:

Capital improvement projects may include interior and/or exterior fixed improvements, i.e. lighting installations, painting, and flooring.

- Color photographs of existing conditions of the building, including photographs of the entire façade and interior, each as a whole, and photographs of specific items to be addressed
- Property Owner Consent and Declaration Form, including verification of lease term, if applicant is a lessee, available for download [here](#)



BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1)

Before Starting Step #2: Project Questionnaire

Applications will be accessible through your unique application link provided via email until the application has been submitted or until 11:59 PM on February 17, 2023. You will be able to close your web browser and return to your application using the unique link provided via email, however **please keep in mind that your progress will not be saved until you click “NEXT” at the bottom of each page.**

All questions marked with an asterisk (*) require responses, and applicants will not be able to progress to the next page if no response is provided. **Once your application has been submitted, staff will no longer be able to provide assistance.**



BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1)

Step #2: Project Questionnaire - Major Project Grants of \$5,000 - \$25,000 (Track #2)

*** 1. Applicant Business/Organization Name**

Legal Name of
Business or Not-for-
Profit Entity*

Entity DBA(s), if
applicable

*** 2. Physical Address of Business/Organization**

Street Number*

Street Name*

Apartment/Unit

City/Town*

State*

ZIP/Postal Code*

*** 3. Applicant Contact Information**


First Name*

Last Name*

Email Address*

Phone Number*

*** 4. Mailing Address**

Street Number*	<input type="text"/>
Street Name*	<input type="text"/>
Apartment/Unit	<input type="text"/>
City/Town*	<input type="text"/>
State*	-- select state -- 
ZIP/Postal Code*	<input type="text"/>

*** 5. Business Owner/Not-For-Profit Manager 1**

Name*	<input type="text"/>
Title*	<input type="text"/>
Ownership Share (write N/A if a not-for-profit)*	<input type="text"/>
Years with the Business/Organization*	<input type="text"/>

6. Business Owner/Not-For-Profit Manager 2

Name	<input type="text"/>
Title	<input type="text"/>
Ownership Share (write N/A if a not-for-profit)	<input type="text"/>
Years with the Business/Organization	<input type="text"/>

7. If there are additional business owners/not-for-profit managers not previously identified, please indicate their names, titles, ownership shares if applicable, and years with the business/organization below.

<input type="text"/>



BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1) Business/Organization Information

* 1. When did or when will the business/organization commence operations?

Please provide the answer in date format as MM/YYYY.

* 2. Is the Applicant business/organization a start-up whose operations have commenced within the past six months?

☐ Yes

☐ No

* 3. Does the Applicant business/organization currently operate or plan to base operations in the City of Albany, New York?

To be eligible for the BIG Program, the applicant business/organization must currently operate or plan to establish a base of operations in the City of Albany, New York. If the answer to this question is neither, the Applicant is ineligible for the BIG Program.

☐ Currently operating in the City of Albany, NY

☐ Plan to operate in the City of Albany, NY

* 4. Please provide the address(es) of operations referenced in Question 3.

Address(es) of any
present operations in
the City of Albany, NY

Address(es) of any
future operations in
the City of Albany, NY

* 5. Federal Employer Identification Number (EIN)

EINs are a nine (9) digit number and also known as Tax ID number. Sole proprietors may use their Social Security Number (SSN). All responses should be given using numeric characters only, with no space or hyphen separating characters.

6. DUNS Number (if known)

Obtain or look up your DUNS Number [here](#). Funding may require grant recipients to obtain a DUNS number.

* 7. Is the Applicant a for-profit business or not-for-profit organization?

- ☐ For-profit Business
- ☐ Not-for-profit Organization

BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1)

Business Formation and Characteristics

* 1. Business Structure

☐ Corporation

☐ Partnership

☐ LLC

☐ Sole Proprietorship

☐ Other (please specify)

* 2. What is the Applicant business's primary industry? (choose one)

☐ Child Care Facilities

☐ Manufacturers of a physical product for sale

☐ Convenience Retail Store

☐ Professional Service Firms (which serve the public year-round)

☐ Grocery, Specialty Food Stores/Establishment

☐ Salons/Spas/Barbershops

☐ Health, Wellness Stores, and Pharmacies

☐ Soft Goods (e.g., apparel, shoes, home furnishings, books, gifts, novelties)

☐ Hospitality-oriented businesses, including full-service restaurants/venues

☐ Other (please specify)

* 3. Typical/Target Consumer(s)

What type(s) of customer(s) does your business intend to serve (i.e., individuals, families, businesses, parents, etc.)? Where are your customers (i.e., within the City of Albany, Albany County, Capital Region, etc.)? How will your customers access your business' products/services (i.e. largely walk-ins, primarily (or only) shop online, or mostly/be required to make an appointment)?

*** 4. Is the Applicant business a Disadvantaged Business Enterprise (DBE)? DBEs are owned (51% or more) by one (or more) disadvantaged individuals including minorities, women, and veterans. (select all that apply)**

For the purposes of this program, minorities, women, and veterans are presumed to be disadvantaged. Capitalize Albany will also consider socially disadvantaged business owners as defined by the Small Business Administration's Minority Small Business and Capital Ownership Development Program [the "8(a) Business Development (BD) Program"]. (Read more about qualifying 8(a) businesses [here](#))

- ☐ Minority
- ☐ Women
- ☐ Veteran
- ☐ Other disadvantaged group as defined by the federal definition in the link above (please specify)
-
- ☐ None of the above/Prefer not to disclose

*** 5. Is the Applicant business owned (51% of more) by one or more residents of the City of Albany?**

Applicants where the owner(s) reside in the City of Albany, especially if their residence is located in a Qualified Census Tract, are an identified strategic priority under the BIG Program.

- ☐ Yes
- ☐ No

6. If yes to the preceding question, please provide the below information for owner(s) who are residents of the City of Albany.

Capitalize Albany is seeking to collect this data for reporting purposes.

Street Number	<input type="text"/>
Street Name	<input type="text"/>
Apartment/Unit	<input type="text"/>
City/Town	<input type="text"/>
State	<div>-- select state --<div></div></div>
ZIP/Postal Code	<input type="text"/>

7. Please list the addresses of any additional owner(s) that is/are residents of the City of Albany.

BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1)

Not-For-Profit Formation and Characteristics

* 1. What is the Applicant not-for-profit organization's primary industry? (choose one)

☐ Arts/cultural

☐ Childcare

☐ Hospitality

☐ Tourism

☐ Other (please specify)

* 2. Typical/Target Consumer(s)

What type(s) of customer(s) does your organization intend to serve (i.e., individuals, families, businesses, parents, etc.)? Where are your customers (i.e., within the City of Albany, Albany County, Capital Region, etc.)? How will your customers access your organization's products/services (i.e. largely walk-ins, primarily (or only) online, or mostly/be required to make an appointment)?

BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1) Business/Organization Location(s)

* 1. Project Address

This is the location where the proposed investments would occur if awarded.

Street Number*	<input type="text"/>
Street Name*	<input type="text"/>
Apartment/Unit	<input type="text"/>
City/Town*	<input type="text"/>
State*	<input type="text" value="-- select state --"/>
ZIP/Postal Code*	<input type="text"/>

* 2. Size of Project Location (total square feet)

Please enter a whole number. No commas can be used.

* 3. Is the location listed above owned in whole or in part by the City of Albany, County of Albany, State of New York or Capitalize Albany Corporation or any other related government entity?

Answering yes to this question does not necessarily disqualify this application from submission. It is at the sole discretion of Capitalize Albany Corporation to deem a building or property ineligible for program funds if any of the above criteria are met. We strongly encourage you to contact us prior to moving ahead with your application if your answer is "yes".

☐ Yes

☐ No

If yes, please explain:

* 4. Is the location listed above a physical/commercial storefront that is (or will be) open to the public?

☐ Yes

☐ No

☐ Other (please specify):

* 5. Is the project location compliant with the Americans with Disabilities Act (ADA) and offer barrier-free access to the public? For example, this may include ramps and/or elevators if stairs are required for access to the business's amenities.

☐ Yes

☐ No

☐ Location is not open to the general public

6. If no to the preceding question, please explain how the proposed project will address ADA non-compliance.

* 7. Do/will you lease or own the business property?

☐ Lease

☐ Own



BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1)

Lease Information

* 1. Landlord Contact Information

Name of Landlord*

Landlord's Email
Address*

Landlord's Phone
Number*

* 2. Year of Lease Expiration

Please write year as YYYY.



BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1)

Current Operations of Business/Organization

* 1. Is the business/organization currently operating at the project location?

☐ Yes

☐ No

BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1) New Business/Organization Location(s)

* 1. Is the project location currently vacant?

☐ Yes

☐ No

2. If yes to the preceding question, how long has the project location been vacant?

* 3. Will any other locations of this business/organization close as a result of this project/is this project a relocation of the business/organization?

☐ Yes

☐ No



BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1) New Locations

* 1. Is the business/organization relocating from a location within the City of Albany?

☐ Yes

☐ No

2. If yes to the preceding questions, please explain which location(s) will close and the need for expansion or inability to operate at the existing location.



BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1) Business/Organization Location(s)

* 1. Is the project location the only location for the business/organization?

☐ Yes

☐ No

2. If no to the preceding questions, how many other locations does the business have?

3. Where are the other locations?

Please list the addresses of all other locations below. Include street address, city/town, state, and ZIP code.



BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1)

Prior Grant Information

* 1. For the investments you are applying to fund with a BIG grant, has the Applicant business/organization been awarded and/or received money from any of the following sources?

Select all that apply. If you have not previously received funding for the investments you are applying to fund with a BIG grant, select "None of the above."

- ☐ American Rescue Plan Act
- ☐ Amplify Albany Grant Program
- ☐ Downtown Albany Retail Grant Program
- ☐ Small Business Adaptation Program
- ☐ Small Business Emergency Response Grant Program
- ☐ Small Business Façade Improvement Grant Program
- ☐ Neighborhood Retail Grant Program
- ☐ Other (please specify)
- ☐ None of the above

2. How much funding did you receive from the program(s) referenced above?

Please list the funding source and amount of funding received for each program selected above. Type "unsure" if you are unsure.

3. If any funding sources were selected for Question 1, please describe how this is not a duplicative request for funding.

Please be specific; for example, "The business/organization previously received funding for interior renovations including flooring, lighting, and electrical work. This request is for furniture/equipment/exterior work."



BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1)

Employment Information

* 1. Total Current Employment at all Locations for this Business/Organization

Please indicate the number of jobs using whole numbers only. If there are no full-time employees, please enter "0". If there are no part-time employees, please enter "0", and please enter "0" as the average number of hours per week worked by part-time employees.

Full-time*

Part-time*

Average number of
hours per week
worked by part-time
employees*

2. Total Current Employment at the Project Location, if different from above

Applicants with multiple locations should provide employment numbers for the Project Location only. Please indicate the number of jobs using whole numbers only. If there are no full-time employees, please enter "0". If there are no part-time employees, please enter "0", and please enter "0" as the average number of hours worked.

Full-time

Part-time

Average number of
hours per week
worked by part-time
employees

BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1)

Project Overview

Please provide budget information that pertains to the entire scope of the proposed project. **Information listed below must match the completed Project Description Form uploaded at the end of this application.**

*** 1. Project Title (75 characters or less)**

Please provide a title that succinctly describes the project you are requesting funding for, i.e. "Façade restoration", "Acquisition of new kitchen equipment", "Buildout for new retail space".

*** 2. Which of the following Project expenses are the proposed use(s) of BIG Program funding? (select all that apply)**

- ☐ Exterior building improvements (i.e., signage, paint, lighting, storefront doors and windows)
- ☐ Interior building improvements (i.e., flooring, painting, drywall, electrical, HVAC, other fixtures)
- ☐ Capital machinery/equipment and/or furniture (i.e., production equipment, point-of-sale systems, interior or exterior furniture)

*** 3. Please provide a brief description of the entire Project and identify the proposed use(s) of Capitalize Albany funding (250 characters or less).**

This should include additional information, i.e. "This project will upgrade the interior by installing new flooring in the retail space. Funding is being requested for flooring materials and installation costs," "This project will upgrade kitchen appliances. Funding is being requested for the purchase and installation of a new stove," etc.

*** 4. Total Cost of the Project, including materials, equipment costs, and installation/labor**

*Please provide your answer in dollar format with two decimal places, i.e. 7000.00. No dollar signs or commas can be used. **The dollar amount indicated below must match the number in the uploaded Project Description Form.***

*** 5. Total Funding Request from this Grant Program**

*Please provide your answer in dollar format with two decimal places, i.e. 2500.00. No dollar signs or commas can be used. **The dollar amount indicated below should be between \$1,500 and \$4,999, and must match the number in the upload Project Description Form.***

*** 6. Have you included any project costs that have been incurred prior to your application submission?**

Please note that project costs incurred/improvements made prior to grant approval are ineligible for reimbursement.

☐ Yes

☐ No

7. If yes to the preceding question, please identify which costs have been incurred.

BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1)

Required Documents

Uploads are limited to a maximum of 20 files. Each file has a size limit of 16MB per upload. The following file types may be uploaded: PDF, DOC, DOCX, PNG, JPG, and JPEG. Applicants are encouraged to combine multiple items in the same upload category (i.e., all photographs of existing conditions, all quotes or estimates, and all photographs/product specification sheets/renderings) into one upload (such as by inserting multiple photos into a Word document or PDF file with multiple pages) as size permits. **Applicants will not be able to progress to the next page without submitting an upload for each required question marked with an asterisk (*).**

Please name all files with the format "[Applicant Business/Organization Name] - [File Type (estimate, exterior photo, interior photo, rendering, business plan, etc.)]".

Required Documentation for All Applicants

* 1. Upload Project Description Form (required for all applicants)

Access the Project Description Form [here](#). Information in the Project Description Form must match the information provided earlier in this application.

Please name file "[Applicant Name] - Project Description Form".

Choose File

Choose File

No file chosen

* 2. Upload official business documentation (required for all applicants)

Official business documentation may be a certificate of incorporation, insurance certificate, bank statement or tax documentation, etc., identifying the applicant business or organization as a legal entity.

Please name file "[Applicant Name] - Official Business Documentation".

Choose File

Choose File

No file chosen

* 3. Upload estimates/quotes (required for all applicants)

Upload at least one (1) detailed estimate for each project component (i.e., equipment, demolition, installation, materials) from a licensed (if required), insured vendor or contractor reflecting work to be performed and costs (required for all applicants). Applicants are encouraged to combine all estimates/quotes into a single file for upload.

Please note that estimate totals must match those provided in the Project Description Form.

Please name file "[Applicant Name] - Estimates".

Choose File

Choose File

No file chosen

4. Upload additional estimates, if applicable

Please name file "[Applicant Name] - Estimates 2".

Choose File

Choose File

No file chosen

5. Upload additional estimates, if applicable

Please name file "[Applicant Name] - Estimates 3".

Choose File

Choose File

No file chosen

6. Upload additional estimates, if applicable

Please name file "[Applicant Name] - Estimates 4".

Choose File

Choose File

No file chosen

* 7. Upload photograph(s) and/or rendering(s) of proposed investment(s) (required for all applicants)

Upload photograph(s) and/or rendering(s) of proposed investments (i.e., photographs of equipment, product specification sheets or product descriptions for furniture, machinery, and acquisitions; proposed design, layout, and/or "feel" for interior or exterior building improvements). Applicants are encouraged to combine all photograph(s) and/or rendering(s) into a single file for upload.

Please name file "[Applicant Name] - Photograph/Rendering".

Choose File

Choose File

No file chosen

8. Upload additional photograph(s) and/or rendering(s) of proposed investment(s), if applicable

Please name file "[Applicant Name] - Photograph/Rendering 2".

Choose File

Choose File

No file chosen

9. Upload additional photograph(s) and/or rendering(s) of proposed investment(s), if applicable

Please name file "[Applicant Name] - Photograph/Rendering 3".

Choose File

Choose File

No file chosen

10. Upload additional photograph(s) and/or rendering(s) of proposed investment(s), if applicable

Please name file "[Applicant Name] - Photograph/Rendering 4".

Choose File

Choose File

No file chosen

Required Documents for Applicants Requesting Funding for Capital Improvement Projects

Capital improvements include interior and/or exterior fixed improvements, i.e. flooring, installation of HVAC systems, awnings, fixed/permanent machinery/equipment, and lighting installation. **Applicants requesting funds exclusively for furniture, movable machinery and equipment acquisition expenditures do not need to submit the items listed below.**

11. Upload Property Owner Declaration and Consent Form (required for lessees only)

Access the Property Owner Consent and Declaration Form [here](#).

Please name file "[Applicant Name] - Property Owner Declaration and Consent Form".

Choose File

Choose File

No file chosen

12. Upload color photographs of existing conditions

Upload color photograph(s) of existing conditions of the building, including photographs of the entire facade, photographs of the interior as a whole, and photographs of specific items to be addressed within the scope of the project. Applicants are encouraged to combine all photograph(s) and/or rendering(s) into a single file for upload.

Please name file "[Applicant Name] - Existing Conditions".

Choose File

Choose File

No file chosen

13. Upload additional photograph(s) of existing conditions, if applicable

Please name file "[Applicant Name] - Existing Conditions 2".

Choose File

Choose File

No file chosen

14. Upload additional photograph(s) of existing conditions, if applicable

Please name file "[Applicant Name] - Existing Conditions 3".

Choose File

Choose File

No file chosen

15. Upload additional photograph(s) of existing conditions, if applicable

Please name file "[Applicant Name] - Existing Conditions 4".

Choose File

Choose File

No file chosen

If you have additional documentation that does not fit in the space provided, it can be emailed to development@capitalizealbany.com with the subject line "BIG Program - [Applicant Name] - Application Materials." Additional materials must be received by the deadline of 11:59PM on February 17, 2023.



BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1) Declarations

* 1. Do you acknowledge that this is a reimbursable grant program and, should the application be awarded, Capitalize Albany Corporation will provide grant funds only after the project is completed, business is open/operating, and all required forms and documentation are submitted to the satisfaction of staff?

☐ Yes

☐ No

If you answer "Yes" to any of the below questions, please provide details in the comment boxes provided.

* 2. Are there any outstanding tax liens or judgements filed against you, your business, any principals, subsidiaries or affiliates of any of those entities, any other owner in your business, or guarantor?

☐ Yes

☐ No

If yes, please explain:

* 3. Have you, your business, any other owner in your business, or guarantor been involved in default, bankruptcy, or insolvency proceedings within the last ten (10) years?

☐ Yes

☐ No

If yes, please explain:

* 4. Have you, your business, any other owner in your business, or guarantor had property foreclosed upon or given title or deed in lieu?

☐ Yes

☐ No

If yes, please explain:

* 5. Are you, your business, any other owner in your business, or guarantor involved in any pending lawsuits?

☐ Yes

☐ No

If yes, please explain:

* 6. Do you, your business, or any other owner in your business own the building in which the Project would occur?

☐ Yes

☐ No



BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1)

Declarations (Building Owners Only)

If you answer "Yes" to any of the below questions, please provide details in the comment boxes provided.

* 1. Are there any violations against the building?

☐ Yes

☐ No

If yes, please explain:

* 2. Are there mechanics' or other liens? In REM or other foreclosures, encumbrances, judicial, administrative, or other proceedings against, or defaults affecting the property?

☐ Yes

☐ No

If yes, please explain:



BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1) Declarations (Lessees Only)

* 1. Have you failed to pay rent on time during the last 36 months?

☐ Yes

☐ No

If yes, please explain:



BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1) Declarations

* 1. Are you a grocery store or fresh food outlet seeking to be designated a strategic priority for the review process?

☐ Yes

☐ No



BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1) Declarations (Grocery Store or Fresh Food Outlet)

* 1. If you are seeking to be designated a strategic priority for the review process, do you agree to document and certify that a significant inventory of fresh produce will be offered for sale for the term of the grant?

☐ Yes

☐ No

BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1)

Certification and Disclosure

By submitting this grant application, the applicant hereby certifies to Capitalize Albany Corporation that he/she has read the program guidelines and supplemental program materials, understands the terms and conditions of the grant, and, if awarded funds from the program, agrees to abide by the program rules and requirements. The applicant further certifies that the grant application and supporting documents are true, complete, and accurate in all respects as of the stated date. The applicant understands that the application will not be accepted unless deemed appropriate by staff and the applicable application fee has been received from the applicant. The applicant agrees that the acceptance of this grant application does not commit Capitalize Albany Corporation to enter into an agreement to pay any costs incurred in its preparation or to participate in subsequent negotiations. Further, the acceptance of this grant application does not constitute an agreement by Capitalize Albany Corporation that any grant will actually be approved. Capitalize Albany Corporation expressly reserves the right to reject any or all grant applications or to request more information from the applicant. Additionally, the applicant certifies that he/she understands that the following will be conditions of the grant, upon award:

- If awarded, grants are provided as reimbursements upon completion and provision of the required documentation after all project costs are paid and the project is complete.
- The funds necessary to complete the project in advance of reimbursement are committed and available for these purposes. (If you require assistance identifying potential sources of funds, please contact Capitalize Albany staff.)
- The Grantee has not been awarded and/or received funding under any other program for the same expenses requested in this application.
- The assisted business must be open/operating for a minimum of twenty-four (24) hours per week.
- Grantees must commit to maintaining the investments and/or improvements for at least two (2) years.
- The approved project must be in compliance with all federal, state, and local laws.
- The applicant is a legal entity and possesses the required licensure and/or registration(s), as required to operate within the City of Albany, Albany County and New York State.
- The applicant is current on all federal, state, and local taxes.
- The undersigned hereby waives any claim against Capitalize Albany Corporation arising out of the use of said grant funds for the purposes set forth in the Application. Additionally, the undersigned agrees to indemnify, defend, and hold Capitalize Albany Corporation, and its officers, directors, employees, and agents harmless from any charges, damages, claims or liens related in any way to or arising out of the applicant's participation in the grant program.
- Capitalize Albany Corporation has the unrestricted right to use, for any lawful purpose, any photographs or video footage taken of the property at the approved project location, and the grantee owns and/or for which the grantee has the authority to grant such permission, and to use the grantee's name in

connection therewith if it so chooses.

- The applicant will notify Capitalize Albany Corporation of any public announcements or events to be held at or in relation to the inception or opening of the approved project location, and Capitalize Albany Corporation will have the right to participate in and/or publicize the event in coordination with the grantee, if Capitalize Albany Corporation so chooses.
- The grantee will be required to include the Capitalize Albany Corporation logo, the City of Albany logo, the Albany for All logo, and any other logos Capitalize Albany Corporation deems appropriate on all print collateral.

By typing your name below, you are certifying that all of the information contained in this application is true, complete, and accurate in all respects as of the stated date.

*** 1. Authorized Signatory 1**

Authorized Signatory
Name

Signatory Title

Date

2. Authorized Signatory 2

Authorized Signatory
Name

Signatory Title

Date

BIG Program - Step #2: Project Questionnaire and Required Documents (Track #1) Before Submitting...

Once you submit this application, staff will no longer be able to assist with any questions you may have. Please note that applications deemed incomplete or ineligible by Capitalize Albany Corporation will not be reviewed for consideration of a BIG award.

Final submission checklist:

- All questions are completed to the best of your ability;
- All required documents have been successfully uploaded;
- All dollar amounts match, including:
 - The funding request and total project cost named in the Project Questionnaire match the numbers provided in the Project Description Form; and
 - The budget lines provided in the Project Description Form match the totals provided in the uploaded quotes or estimates.

Should you have any additional documentation to include as part of your application, please submit it to Capitalize Albany Corporation at development@capitalizealbany.com by 11:59PM on February 17, 2023 with a subject line as follows "BIG Program – [Applicant Name] – Application Materials".

We look forward to reviewing your completed application! Use the "SUBMIT" button below to submit your application.