



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

1. Provide a description of the proposed project. Please provide as much information as you can about the proposed project and the specific parts of the project for which grant funding is being requested, as well as any goals or anticipated impacts of the proposed project. (Character limit: 1200)

*Please note: this question is optional for Microgrants of \$1,500 to \$4,999 (Track #1) applicants. It is required for Major Project Grants of \$5,000 to \$25,000 (Track #2) applicants.*

Example 1: *The project will include the lease and renovation of a 2,000 SF ground floor commercial space to accommodate a new location for an expanding local coffee shop. The renovations will consist of interior and exterior painting as well as new floors, lighting fixtures, and café counters. Funding assistance is being requested specifically for the lighting and associated electrical work, the installation and purchase of counters, and exterior painting.*

Example 2: *The project will include the production and installation of a new backlit sign for a locally-owned deli, as well as the purchase of a 36" open air refrigerator for grab-and-go products and the purchase of a new deli slicer to replace existing equipment from 1990.*

**PROJECT DESCRIPTION**

2. Provide an explanation of anticipated project impact(s). Please provide as much information as you can about how the project benefits the applicant business and its operations, as well as the neighborhood and City residents. Include details such as preservation of historic architecture, ADA compliance, anticipated additional revenues, increased foot traffic, improved sustainability of the business after COVID, job creation, etc. (Character limit: 800)

*Scoring criteria is available on page 9 of the Program Guidelines. All applications will be reviewed with regards to the impact of the project on the applicant business and the impact of the project on the surrounding community. Applications for Track #2: Major Projects (\$5,000 - \$25,000) will additionally be reviewed with regards to factors such as the extent to which the project stimulates new investment in underinvested areas, the uniqueness of the project in the marketplace, and the extent to which the project presents an identifiable opportunity to grow the local economy.*

**PROJECT IMPACT**



3. The project timeline must include all major milestones for the project, with an anticipated date for reaching each milestone. If a new location, please include the target date for opening/operating this business. Please format your answer as M/D/YY, i.e. 2/1/23 or 2/12/23.

PROJECT TIMELINE	
Anticipated date of start of construction or first purchase	
Anticipated date of construction completion or installation of purchases	
Opening Date or Operations Start Date (if a new location)	

4. Provide a project budget representative of the total project costs included within the above project description. Please identify the Source of Funds (Capitalize Albany grant funds, owner equity, other funding sources) for each Use of Funds. Please ensure that the grant request and total project budget are consistent with the maximum grant amounts and program matching requirements as detailed below. Each use for which Capitalize Albany funding is being requested should be accompanied by an estimate attached to the application. **Funding request and total project cost listed below must match the numbers provided in Step 2: Project Questionnaire.**

*For Track #1 - Microgrants of \$1,500 to \$4,999, Capitalize Albany will provide 100% of the funding for grant requests, issued as a reimbursement upon project completion.*

*For Track #2 – Grants of \$5,000 to \$25,000, Capitalize Albany Corporation seeks to provide grants for up to 90% of the funding of the total project costs, issued as a reimbursement upon project completion.*

PROJECT BUDGET				
USE OF FUNDS	SOURCE OF FUNDS			
Use a separate line for each component estimate. Numbers provided must match provided estimates/quotes. (50 characters maximum)	CAPITALIZE ALBANY REQUEST	EQUITY CONTRIBUTION	OTHER (other grants, bank financing, or sponsorships)	TOTAL
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$	\$