



Capitalize Albany Corporation | Building Improvement Grants

Small Business **B**uilding **I**mprovement **G**rant Program (BIG) Program Guidelines

City of Albany, New York

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Table of Contents

INTRODUCTION	3
PROGRAM DESCRIPTION.....	3
Program Tracks	4
Program Goals.....	4
Program’s Identified Strategic Priorities	5
APPLICANT AND PROJECT ELIGIBILITY	5
Applicant Eligibility.....	5
Ineligible Applicants	6
Ineligible Properties	6
Qualifying Project Expenditures.....	7
Ineligible Project Expenditures	7
APPLICATION PROCESS	8
Submission Requirements.....	8
REVIEW AND SCORING PROCESS	9
Scoring Criteria.....	9
Scoring System	9
Approval Process.....	9
UPON APPROVAL	10
Grant Process and Administration	10
Release of Funds	11
Reporting and Compliance.....	11
Additional Program Requirements	11

INTRODUCTION

Capitalize Albany Corporation is a registered 501(c) (3) not-for-profit organization which implements programs and resources that create, retain, and attract business in the City of Albany, New York. Capitalize Albany Corporation facilitates transformational development projects guided by local and regional strategic planning initiatives. This work often involves administering programs that are critical to the success of neighborhood commercial districts and small businesses located throughout the City, such as the Small Business Façade Improvement Program, the Downtown Albany Retail Grant Program, and the Amplify Albany Grant Program. Since 2020, Capitalize Albany Corporation has also administered multiple grant programs and led strategic initiatives designed to be responsive to needs arising from the negative economic impacts of the COVID-19 pandemic.

In early 2021, Mayor Sheehan appointed 41 members to the City of Albany COVID Recovery Task Force to conduct an assessment regarding the needs and potential programming responses required to address the issues wrought or exacerbated by the COVID-19 pandemic. The diverse group of stakeholders engaged in a three-month strategic planning effort that culminated in the City of Albany COVID Recovery Task Force Final Advisory Report. Recommendations identified in the COVID-19 Final Advisory Report to assist small businesses included providing access to flexible capital for start-up and existing businesses.

Following release of the City of Albany COVID-19 Task Force Report, the City of Albany selected Capitalize Albany Corporation and the City's Downtown and Central Avenue business improvement districts (BIDs) as administering entities for funding to assist small businesses with addressing the impacts of the COVID-19 pandemic. As a result, Capitalize Albany has created the following Program Guidelines for a new small business assistance program called the Small Business **B**uilding **I**mprovement **G**rant Program ("BIG").

PROGRAM DESCRIPTION

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 as they recover from the ongoing and evolving challenges of the COVID-19 pandemic and its economic impact. With funding from the City of Albany, Capitalize Albany Corporation will make available flexible capital grants to facilitate investments designed to achieve the growth and sustainability of Albany's small businesses, while creating an environment that fosters generational wealth and enhanced access to capital. These investments will not only support businesses and their owners but neighborhoods as well. Because many small businesses cannot fund these investments alone, Capitalize Albany Corporation has designed the BIG Program with support from the City of Albany in accordance with the objectives determined by the City's COVID-19 Task Force.

The BIG Program will make available recoverable, reimbursable grants to eligible applicants with qualified projects to assist with paying some of the costs associated with capital investments, including but not limited to renovating or preparing commercial space for an eligible use and/or acquisition of machinery and equipment.

Under this program, grants will be provided as a reimbursement to the applicant for an eligible project as described above and further expanded under the list of potential "Qualifying Project Expenditures" on page seven (7) of these program guidelines, subject to approval by Capitalize Albany Corporation staff. The program will provide direct grants from Capitalize Albany Corporation, which will be paid out to the grantee when the project is complete and open for business.

As part of the application process, applicants will be required to certify that they have the requisite funds available to complete the project in anticipation of reimbursement for eligible expenses under the grant program. Staff can assist with identifying available finance options through commercial lending institutions and/or local not-for-profits such as the Community Loan Fund of the Capital Region. All funding is required to be committed and available at the time of application. Please contact Capitalize Albany prior to application if you need assistance in connecting with additional financial resources to complete the project.

Program Tracks

To create flexible and simple funding opportunities for City of Albany small businesses, BIG has two tracks of funding available. Track #1 has been established for microgrants of \$1,500 to \$4,999, and Track #2 has been established for grants of \$5,000 to \$25,000. Please note that the applications and grant agreements for each track will differ in some respects, as outlined in these guidelines. However, where deviations in the program guidelines are not specifically stated, the program rules and regulations for Track #1 and Track #2 shall be the same.

Track #1 - Microgrants of \$1,500 to \$4,999

Grants shall be at least \$1,500 and no more than \$4,999. Capitalize Albany Corporation will provide one hundred percent (100%) of the funding for grant requests of this size, issued as a reimbursement upon project completion. Capitalize Albany Corporation reserves the right to modify such terms. The amount of funds will be awarded based on the project meeting the basic eligibility requirements, as well as factors such as the size of the project, the demonstrated need, the feasibility of the project, potential impact the project will have on the business' operations and the strategic value of the project. Track #1 will have a simplified application and review process, and a more limited monitoring and compliance period.

Track #2 – Grants of \$5,000 to \$25,000

Grants shall be at least \$5,000 and no more than \$25,000. Capitalize Albany Corporation seeks to provide grants for no more than ninety percent (90%) of the funding of the total project costs for projects of this size, issued as a reimbursement upon project completion. Capitalize Albany Corporation reserves the right to modify such terms. The amount of funds will be awarded based on the project meeting the basic eligibility requirements, as well as factors such as the size of the project, the demonstrated need, the feasibility of the project, potential impact the project will have on the business' sustainability and resiliency to future market disruptions and the strategic value of the project.

Program Goals

In response to the COVID-19 pandemic, the City's COVID-19 Task Force recommended strategies to support the sustainability and success of Albany's small businesses. Capitalize Albany Corporation has developed the following program goals for the BIG Program, pursuant to these strategies:

- 1) To offer flexible and accessible funding for eligible small businesses and not-for-profits
- 2) To help diversify small business ownership by expanding access to capital for aspiring and existing entrepreneurs
- 3) To support small businesses in increasing efficiency, capacity, sustainability and resiliency through strategic investments in their operations
- 4) To revitalize and improve the quality of place throughout the City by activating vacant properties and supporting opportunities for neighborhood investment
- 5) To support efforts to enhance existing and attract new businesses that provide a need/desired service throughout the City's neighborhoods in order to increase foot traffic and to create a vibrant commercial core
- 6) To support efforts to strengthen the retail mix throughout the City via variety and complementary stores
- 7) To improve the image of the City as a destination for the community, visitors and tourists
- 8) To stimulate private retail investment throughout the City through property improvement, business development, retention and expansion
- 9) To encourage the creation of low barrier to entry jobs for City residents, as well as others in the region
- 10) To create induced and indirect economic spinoff including sales tax generation
- 11) To leverage public and private investment in the City and encourage more to occur

Program's Identified Strategic Priorities

The City of Albany strives to achieve a diverse mix of small businesses and organizations that equitably support and reflect the community. To this end, the following business characteristics will be considered of strategic value during the review process:

- Disadvantaged Business Enterprises (DBEs) including minority, women and veteran-owned businesses, including 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](#))
- Businesses located within Qualified Census Tracts (QCTs) (Check your address's status [here](#).)
- Businesses located within a storefront
- Businesses that provide a desired or complementary service, such as:
 - ✓ Childcare facilities, particularly those established in a childcare desert
 - ✓ Grocery/fresh-food outlets, particularly those established in a food desert
 - Stores applying for funding under this program must agree to document and certify that a significant inventory of fresh produce will be offered for sale for the term of the grant.
 - ✓ Hospitality-oriented businesses, including full-service restaurants
 - ✓ New or expanding retailers offering the following goods/services:
 - Soft Goods (Apparel/Shoes/Home Furnishings/Books/Gifts/Novelties)
 - Health & wellness stores and pharmacies
 - Salons/Spas/Barbershops
 - ✓ Businesses that manufacture a physical product for sale
- Applicants where the owner resides in the City of Albany, especially if their residence is within a QCT
- Businesses moving into a space that has been vacant for at least a year

APPLICANT AND PROJECT ELIGIBILITY

Applicant Eligibility

To be eligible for this program, the application must be on behalf of an eligible existing or new small business or eligible not-for-profit organization as defined below.

Eligible small businesses shall be defined as enterprise with fifty (50) or less full-time equivalent employees. Furthermore, the business must not be identified in the list of ineligible businesses contained in these program guidelines on page 6.

Eligible not-for-profit organizations must operate in the childcare, arts/cultural, tourism or hospitality industries, have no more than twenty-five (25) full-time equivalent employees and a publicly-accessible and street-facing entrance.

Furthermore, eligible applicants must meet all of the following criteria:

- 1) The applicant must be currently operating/committed to operate a business within the City of Albany.
- 2) The applicant must be a legal entity and possess any required registration or licensure, as required to operate within the City of Albany, Albany County and New York State.
- 3) The applicant must certify that they are current on all federal, state, local, business, property, sales, and payroll taxes prior to award.
- 4) The applicant must certify to availability of the funds necessary to complete the project at the time of application
- 5) If the applicant is currently operating in the City of Albany and plans to relocate existing operations, the applicant must show evidence of expansion or inability to continue to operate at the existing location. Applicants seeking to relocate may be ineligible for program assistance subject to the discretion of Capitalize Albany Corporation staff.
- 6) Track #2 applicants only must commit to remain in the location and/or maintain the investment(s) for a period of 2 years.

Applicants requesting funds for capital improvements (i.e., interior or exterior fixed improvements) are subject to certifying and/or providing documentation (as required by Capitalize Albany) that the property to be improved meets the following criteria to be considered eligible:

- The building must be a current or future location for the applicant's operations.
- The building must be used in whole or in part for eligible commercial or not-for-profit purposes.
- Land use must be in conformity with applicable zoning regulations. Non-conforming land uses, sites, and structures are eligible for grant funds only if the non-conformities are brought into compliance through the grant award.
- Buildings with existing code violations or deficiencies related to the business and the proposed project must include their remedy as part of the proposed improvements.
- The applicant must be either the property owner, a property owner that is jointly a tenant, or a commercial tenant that possesses a legally valid, binding, and current lease that will not expire prior to the anticipated completion of the project and/or monitoring/compliance term at the discretion of Capitalize Albany Corporation Staff.
- If the applicant is a lessee, the applicant must have written consent from the property owner giving permission to conduct the improvements and expressing the terms of the lease including, at minimum, its start date and duration.

Ineligible Applicants

Ineligible applicants include but are not limited to:

- Dollar/discount stores
- Check cashing stores/currency exchanges
- Adult entertainment venues
- Liquor stores
- Pre-paid cell phone stores
- Pawn shops
- Bars as a primary use
- Passive real estate ownership and management firms
- Tobacco/vape/glass/hookah shops
- Government agencies
- Seasonal businesses

Capitalize Albany Corporation reserves the right to deem any business as eligible/ineligible on a case-by-case basis.

Ineligible Properties

At the sole discretion of Capitalize Albany Corporation, a building or property may be deemed ineligible for program funds for capital improvement projects if any of the below criteria are met:

- Structure identified in the application (or the property the building is located on) is 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.

Capitalize Albany Corporation will review all applications on a case-by-case basis and reserves the right to exclude other business activities/properties if: the use and/or project is not consistent with the City of Albany's redevelopment and development plans; the use and/or project does not benefit the health, safety, and welfare of the community; or the business activity and/or project does not meet the objectives of this program. Properties that have previously received or been awarded funding from Capitalize Albany Corporation grant programs may also be deemed ineligible at the discretion of Capitalize Albany staff.

Qualifying Project Expenditures

Capital Improvement Projects (i.e., fixed interior and/or exterior improvements)

Capital Improvement expenditures should support increasing efficiency, capacity, sustainability and resiliency through strategic investments in an eligible business or not-for-profit's operations; revitalizing and improving the quality of place throughout the City by activating vacant properties and supporting opportunities for neighborhood investment; attracting new and enhancing existing businesses that provide a need/desired service throughout the City's neighborhoods in order to increase foot traffic and to create a vibrant commercial core and/or meet other Program Goals defined above, as validated by the application. Examples of eligible project expenditures are below:

- Soft costs, such as architecture and engineering fees, as part of a comprehensive renovation project
- Selective demolition or site preparation costs as part of a comprehensive renovation project
- Permanent building improvements, which are likely to have universal functionality. Items including but not necessarily limited to demising walls, flooring, interior and exterior lighting, electrical, mechanical, and plumbing work for the build-out
- HVAC, fire suppression, costs of bringing building up to current code, including Fire and Life safety codes and/or Americans with Disabilities Act requirements
- Attached furniture, fixtures and equipment
- Exterior treatments including painting, murals, siding, and bricking
- Repairs, replacement, and installation of exterior doors, windows, and trim
- Structural and cosmetic improvements to the façade
- Lighting installation and improvements
- Removal of elements that cover architectural details
- Restoration of details on historically significant buildings
- Awnings and signage, including production and installation costs
- Sidewalk cafes, including balconies, decks, and planters

Furniture, Machinery and Equipment Acquisition Projects

Furniture, Machinery and equipment acquisition expenditures should support increased operational efficiency or capacity, establishment of new product lines, facilitate distribution, and/or meet other strategic objectives for the applicant, as validated by the application. Examples of eligible project expenditures are below:

- Electronic Point-of-Sale (POS) Systems, computers or other electronics necessary for business operations
- Kitchen appliances for restaurants and food-service businesses
- Manufacturing or production equipment
- Tables and chairs
- Counters or shelving/racking systems

Ineligible Project Expenditures

- Renovating vacant space on a speculative basis
- Acquisition of land or building
- Temporary or movable installations, subject to the sole discretion of Capitalize Albany Corporation
- Inventory, moving expenses, and working capital
- Project costs incurred/improvements made prior to grant approval
- Purchase of a business
- In-kind or donated services
- Non-fixed signage

Applicants will be encouraged during the application process to reuse, rehabilitate or restore historic architectural elements to retain the charm and character of older buildings and incorporate design principles sensitive to neighboring building structures.

APPLICATION PROCESS

Potential applicants are encouraged to contact Capitalize Albany Corporation to discuss their project and their potential eligibility for the program as well as to ask any questions about the program, how to complete the application process, or to inquire about other programs and incentives available through Capitalize Albany Corporation. Disadvantaged Business Enterprises (DBEs), defined as minority, women and veteran-owned businesses, are a Strategic Priority and are strongly encouraged to apply.

Additional rounds of funding are anticipated for the BIG Program, as funding availability permits. Round I submissions and required documentation will be accepted as outlined below:

- Intake and Eligibility Screening Questionnaires will be accepted from January 11, 2023 until midnight on February 10, 2023.
- Upon determination of eligibility, applicants will receive a hyperlink to the full BIG application via email.
- BIG Applications, including Project Questionnaire and required documentation, will be accepted from January 16, 2023 until midnight on February 17, 2023.

Applications for Round I will not be accepted after the February 17, 2023 deadline. Details on subsequent funding windows will be provided as available.

Applicants must follow the adopted grant application process in order to be considered for a grant award. The full BIG Program application must be completed in its entirety (including all required supplemental materials and data) and submitted to Capitalize Albany Corporation by the specified deadline to be considered for this program.

Submission Requirements

All of the following should be submitted, and determined to be sufficient in the sole discretion of Capitalize Albany Corporation staff, in order for an application to be considered complete:

- Intake and Eligibility Screening Questionnaire
- Project Questionnaire (upon Capitalize Albany approval of Intake and Eligibility Screening)
- Required Documentation for all applicants
 - Project Description Form, including proposed timeline and budget and description of how the improvements will impact your business's operations and opportunities
 - At least one detailed estimate for each project component (e.g., 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, and/or design/layout/"feel")
- Additional Required Documentation for all applicants with capital improvement projects
 - Property Owner Consent and Declaration including verification of lease term if applicable
 - Color photographs of existing conditions of the building, including photographs of the façade as a whole and specific items to be addressed within the scope of work
- Additional Required Documentation for Track #2 applicants
 - Start-up Businesses: Business Plan, if applicable (business plan template available upon request)
 - Minimum one (1) year corporate and/or three (3) year's personal tax returns (exceptions may be considered; please contact staff with questions)
 - Copy of the business owner(s)'s credit report(s) and score(s) (must be dated less than sixty (60) days from application submittal)

Applicants must follow the adopted grant application process in order to be considered for a grant award. BIG Program applications must be completed and submitted to Capitalize Albany Corporation. Applications are submitted through an online application platform, with all required documents emailed to development@capitalizealbany.com. Visit the Capitalize Albany website at www.capitalizealbany.com/grants to access the application beginning on January 11, 2023.

REVIEW AND SCORING PROCESS

Capitalize Albany Corporation staff will conduct a completeness and eligibility review on all received applications in order to determine whether each application is complete and the applicant and the project are eligible under the program guidelines. Incomplete applications may be deemed ineligible. At Capitalize Albany Corporation staff's discretion, applicants may be notified of missing items in the application after submission and provided an extension to submit the remaining documentation by a given deadline. If missing documentation is not received within the Corporation's stated timeframe following notification, the application may be deemed incomplete and not subject to further consideration under this program. Grant applications will not be evaluated until all requested information is included and approved by Capitalize Albany Corporation staff. All eligible, completed applications will be evaluated on a case-by-case basis by Capitalize Albany Corporation staff (as described below under "Scoring System" and "Approval Process").

Capitalize Albany Corporation reserves the right to reject any project. Throughout the review process, Capitalize Albany Corporation staff will have the right to request more information or to request specific design or operating changes. A building/parcel/applicant with a prior or current Capitalize Albany Corporation grant may be subject to additional review and may be deemed ineligible. Additionally, a building/parcel/applicant requesting more than one (1) Capitalize Albany Corporation grant in the same 12-month period may be subject to additional review and may be deemed ineligible.

Scoring Criteria

Generally, BIG Program applications will be reviewed on the following criteria:

- Alignment with the program's eligibility requirements and overall goals
- Quality and completeness of the application
- Strategic Priority as identified in these Program Guidelines
- Size of the project
- Potential impact the project will have on the business' operations
- Aesthetic, community, and/or strategic impact
- Corrections to existing building code violations
- Compliance with Americans with Disabilities Act (ADA) and/or creation of barrier-free access
- Preservation of historically significant architecture

Throughout the life of this program, eligible locations, project scopes, and/or expenditures will be continually evaluated to ensure that program funds are deployed strategically to achieve the greatest impact as required by the circumstances at the time of award issuance.

Scoring System

Capitalize Albany staff will review all applications for completeness, eligibility and feasibility, and then will be scored on the strategic value and overall impact of the project, among other factors identified throughout these Program Guidelines. The feasibility of the business and proposed project will serve as a threshold eligibility standard.

Approval Process

Following the completion of the scoring process, a grant award will be approved if Corporation staff determine a grant for the project should move forward and at what level based upon scoring and available funding. Capitalize Albany Corporation staff has the final authority to approve or deny the project application. In addition, the amount of the grant is determined in the sole and absolute discretion of Capitalize Albany Corporation. Notification of grant funding approval or denial will be sent to the applicant by Capitalize Albany Corporation staff in as timely a manner as possible. **No project expenditures anticipated to be reimbursed by the grant should be made by the applicant prior to notification of approval.**

UPON APPROVAL

Grant Process and Administration

Upon award, applicants will be required to execute a grant agreement and any other necessary documents, as determined by Capitalize Albany Corporation in its discretion and depending on the nature of the project (capital improvements vs. acquisition of machinery and/or equipment), including but not limited to some or all of the following: a promissory note (forgivable on meeting all grant requirements), personal guaranty for the note (if the applicant is an entity), mortgage (subordinated to certain other mortgages in Capitalize Albany Corporation's discretion), and lien filings. Included within the grant agreement/security documents will be commercially reasonable indemnification/insurance obligations on the part of any applicant awarded funds intended to protect Capitalize Albany Corporation from any potential liability related in any manner to this grant. Capitalize Albany Corporation, in its sole discretion, has the right to require additional documentation prior to execution of the grant agreement, as well as regular project status updates at any point throughout the process from award to completion.

After approval, any changes to the project must be approved by Capitalize Albany Corporation. Grant recipients must work closely with Capitalize Albany Corporation staff to communicate the project progress and resolve any issues or questions. Upon completion, all work must pass applicable state and/or local inspections. Capitalize Albany Corporation reserves the right to conduct site visits, and should anything be discovered that is not consistent with the approved application, Capitalize Albany Corporation has the right to withhold the grant award, recapture any and all grant funds, or take any other available remedy to maintain compliance with these program guidelines.

All rehabilitation work and design features must comply with all applicable city codes and ordinances, as well as state and federal law. All applicable permits and licenses must be obtained, including all permits and Certificates of Occupancy required by the City of Albany and all other state and local permits. In addition, work must follow plans and specifications as approved by Capitalize Albany Corporation.

For capital improvement projects, applicants are highly encouraged to utilize local businesses and labor during the construction period. Applicants may refer to the Albany Community Development Agency's list of pre-approved bidders and the City of Albany's list of MWBE contractors to assist in the applicant's search for skilled labor. While exclusive use of these firms is not required by the program, use of qualified firms that uphold the highest standards of employee care, insurance and local hiring is strongly preferred.

Once the grant is approved, the applicant has six (6) months to begin construction, or, in the case of a machinery and equipment acquisition only project, complete their purchase. If the work does not begin, or, in the case of a machinery and equipment acquisition only project, complete their purchase within the six (6) month period, the applicant will be notified in writing that the grant may lapse and the agreement may be terminated with no grant funds awarded or available to the applicant. Once construction has started, or, in the case of a machinery and equipment acquisition only project, the purchase has been completed, the applicant has one year to complete the project and be open for business. If the project has not been completed at the end of the one (1) year period, the applicant will be notified in writing that the grant may lapse and the agreement may be terminated with no grant funds awarded or available to the applicant. If an approved project is nearing the six (6) month or one (1) year lapse point, an opportunity will be provided for the applicant to request an extension. An extension may be granted at the discretion of Capitalize Albany Corporation depending on the project's circumstances and the future needs of the program. If an approved grant does lapse and is terminated, the applicant may reapply on a first-come, first-served competitive basis. There is no guarantee that a resubmission will be approved, and the project will be re-evaluated based upon the established criteria detailed above. Any expenditure incurred for projects approved but not completed will not be reimbursed.

The applicant may be subject to repayment of all grant funds to Capitalize Albany Corporation if the physical improvements or machinery and equipment acquisitions paid for by this program are not maintained in place for an agreed upon minimum of two (2) years, if the concept changes without permission of Capitalize Albany Corporation or the business closes prior to the end of the agreed upon term.

Release of Funds

Under no circumstances will grant funds be disbursed as a cash advance prior to eligible, reimbursable project expenditures being incurred and the completion of the project, as well as the business being open and operating. The program will offer grants on a reimbursement basis only. Funds are disbursed only after the project is completed, and a disbursement request with project completion report, paid receipts and/or invoices, cancelled checks, and/or certified checks for eligible, reimbursable project expenditures are submitted and approved by Capitalize Albany Corporation, and the grantee has met all requirements in the contractual agreement, including receipt of a Certificate of Occupancy (where applicable) and being open and operating. The full (100%) grant will be provided to the grantee in a single payment. Closing costs (e.g., Capitalize Albany Corporation attorney fees, recording fees and/or filing fees) may be deducted from the grant amount awarded.

Eligible receipts and invoices must, at a minimum, include the invoice date, scope of work, contractor name and contact information, cost, and be marked as paid or a zero balance must be indicated or other proof of payment must be supplied. The invoices must clearly indicate the nature of the expense and that such expense is related to the approved project and business. Capitalize Albany Corporation will only be obligated to reimburse applicants for which eligible reimbursement requests are received within six (6) months following project completion. If eligible, reimbursable project expenditures are less than the original grant approval, Capitalize Albany Corporation has the right to reduce grant awards. Awards will be pro-rated down accordingly.

Reporting and Compliance

Track #1 grants will complete their reporting/compliance period upon project completion, successful reimbursement request and completion of all required program documents. Track #2 grants shall be recoverable and amortized over a reporting/compliance period of two (2) years. Upon project completion, the principal amount of the grant will diminish by ten (10) percent and shall diminish by forty-five (45) percent each year thereafter for a period of two (2) years. Capital improvement grantees must commit to remain in the location for at least two (2) years; machinery and equipment acquisition grantees must commit to maintain the business and the investment for at least two (2) years. If the grantee does not default on the grant terms during the required two (2) year period, the grant will be successfully closed.

Failure to abide by the grant terms and conditions may result in (i) forfeiture of any grant funding awarded to applicant; and/or (ii) applicant repaying/returning to Capitalize Albany Corporation any grant funds awarded which had been already provided to the applicant (up to the full amount of grant funds).

Additional Program Requirements

- Businesses receiving grants from this program shall be required to be open and operating for a minimum of twenty-four (24) hours per week.
- Any grantee hereby agrees to indemnify, defend and hold harmless Capitalize Albany Corporation and its officers, directors, employees, and agents (collectively, the "Capitalize Albany Corporation Parties") from any claims, damages, losses and expenses, including but not limited to attorneys' fees, asserted against Capitalize Albany Corporation Parties related in any way to a project.
- The grantee will be required to give to Capitalize Albany Corporation, the unrestricted right to use, for any lawful purpose, any photographs or video footage taken of the property at the approved project location 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.

Additional Program Requirements continued on the next page.

- The grantee will further be required to 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 Albany for All logo, and any other logos Capitalize Albany Corporation deems appropriate on all print collateral related to the project.
- The grantee will consent to display signage at the project location indicating participation in the BIG Program (Capitalize Albany Corporation to provide sign specifications).
- Only one grant may be awarded per business for each physical location and/or expansion project. Funding is not transferable.