



Capitalize Albany Corporation | Building Improvement Grants

—— City of Albany, New York ——  
Small Business

# Building Improvement Grant (BIG) Program

January 25, 2023

@CapAlbanyCorp  
#CapAlbGrants



[www.CapitalizeAlbany.com/Grants](http://www.CapitalizeAlbany.com/Grants)



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# Meet the Team

## Capitalize Albany Staff



**Emma Fullem**

Economic Development  
Specialist



**Ashley Mohl**

Vice President



**Renee McFarlin**

Senior Economic Developer



# Agenda

## 1. About Capitalize Albany Corporation

## 2. BIG Program Description

- Program Description
- Program Tracks and Eligible Applicants
- Program Materials
- Timeline

## 3. Application Process

- Step #1: Intake and Eligibility Form
- Eligibility Determinations and Application Link
- Step #2: Project Questionnaire and Required Documentation

## 4. Review Process and Criteria

## 5. Post-Award Process

## 6. Question & Answer





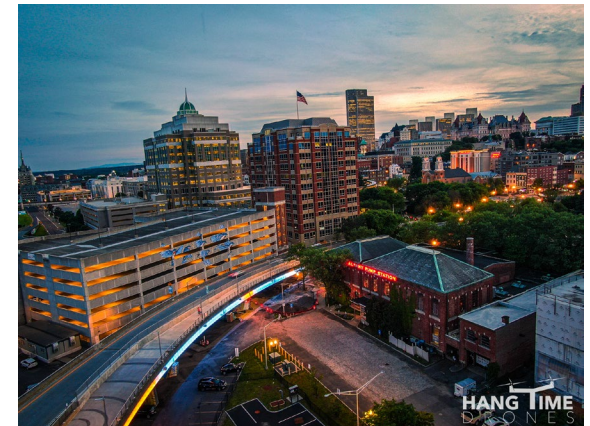
# Capitalize Albany

*The mission of Capitalize Albany Corporation is to facilitate strategic economic development and stimulate transformative investment throughout the City of Albany, making New York's Capital a vibrant place to thrive.*

- City of Albany's economic development agency
- Business, real estate, and strategic development



- IDA and CRC assistance for qualifying projects
- Local coordinator for Consolidated Funding Application (CFA) and other NYS economic development programs



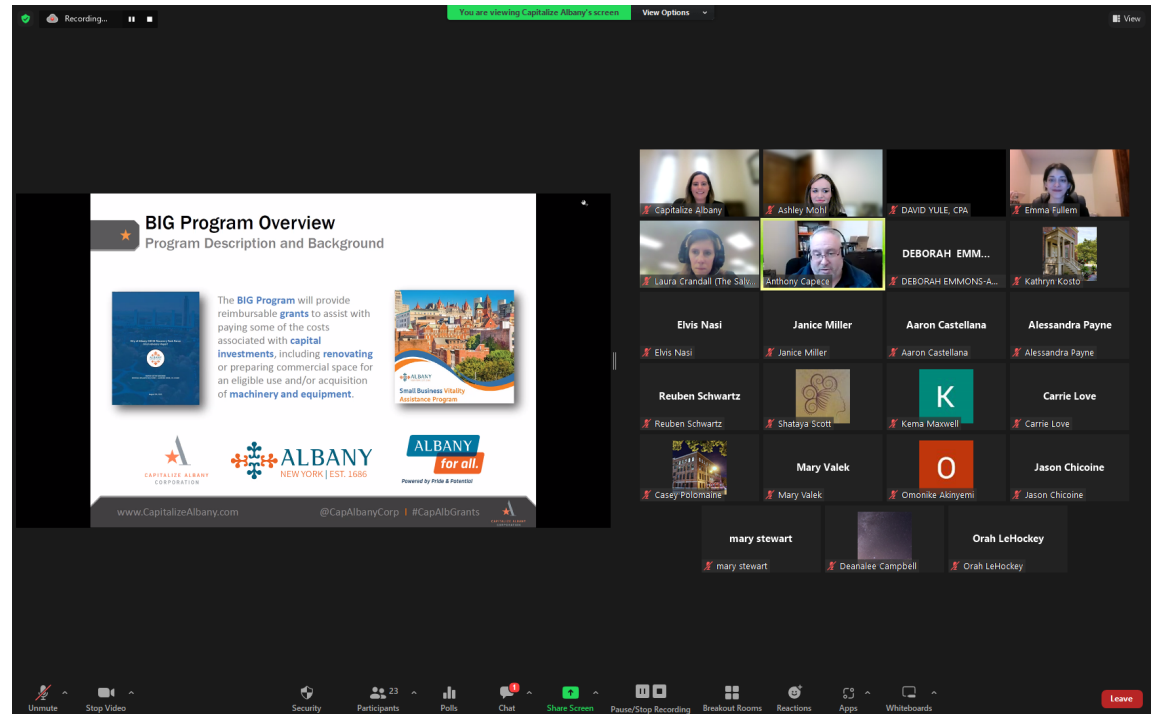
- Coordinate with City agencies and community partners





# BIG Program Description

The **BIG Program** will provide reimbursable **grants** to assist with paying some of the costs associated with **capital investments**, including **renovating** or preparing commercial space for an eligible use and/or acquisition of **machinery and equipment**.





# BIG Program Description

## Program Materials

### Direct Link

<https://CapitalizeAlbany.com/Grants-BIG/>

- Step #1: Intake and Eligibility Form
- Program Guidelines
- Informational Flyer

### All Capitalize Albany Grants:

<https://CapitalizeAlbany.com/Grants/>

#### SMALL BUSINESS BUILDING IMPROVEMENT GRANT PROGRAM

##### ROUND 1 APPLICATION PROCESS NOW OPEN

Applications for Round I of the BIG Program will be accepted as outlined below:

- Step 1: Intake and Eligibility Forms will be accepted from January 11, 2023 until 11:59PM on February 10, 2023.
- Upon determination of eligibility, applicants will receive a hyperlink to Step 2.
- Step 2: Project Questionnaires and Required Documents will be accepted from January 17, 2023 until 11:59PM on February 17, 2023.

[Step 1: Intake and Eligibility Form](#)

[Program Guidelines](#) | [Download & Print](#)

[Informational Flyer](#) | [Download & Print](#)



Capitalize Albany Corporation | Building Improvement Grants

The BIG Program provides access to critical funding necessary for aspiring entrepreneurs and new businesses to get off the ground in the City of Albany and for existing Albany businesses to grow.



# BIG Program Description

## Program Tracks and Eligible Applicants

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

- Reimbursable **up to 100% of eligible expenditures up to under \$5,000**
- Simplified application and reporting requirements

### Major Projects Grants of \$5,000 to \$25,000 (Track #2)

- Reimbursable **up to 90% of total project cost**

### Eligible Applicants

- **Small businesses** up to 50 FTEs
- **Not-for-profits** in the childcare, arts/cultural, tourism and hospitality industries
  - Up to 25 FTEs
  - Publicly accessible entrance



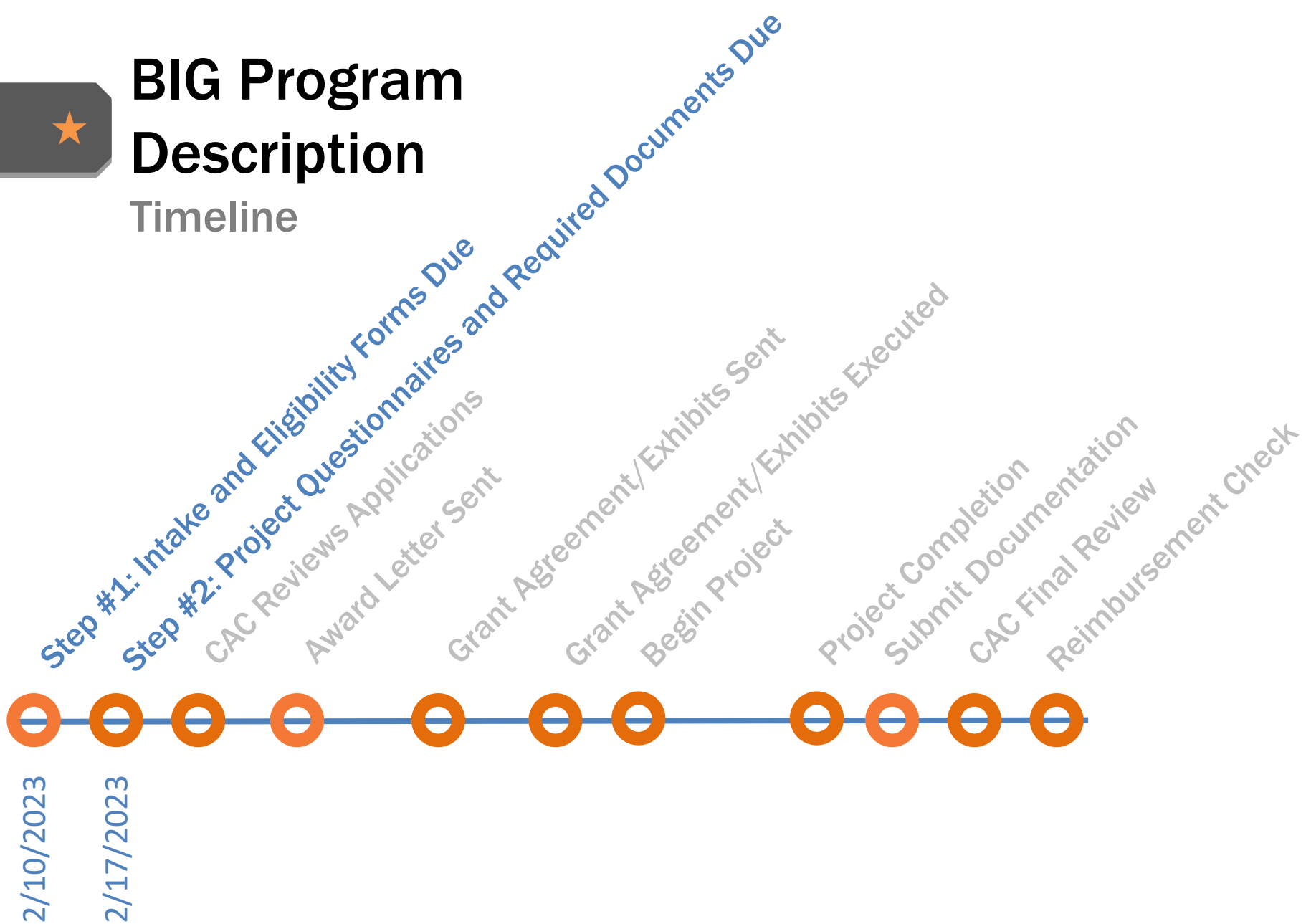
Albany Distilling Company / 75 Livingston





# BIG Program Description

## Timeline







# Application Process

## Step #1: Intake and Eligibility Form

### Access

- From our website: <http://www.CapitalizeAlbany.com/Grants-BIG/> or
- Direct Link: <https://www.SurveyMonkey.com/r/BIGProgramIntake>



DUE

**February 10, 2023**

by 11:59 PM

### BIG Program - Step #1: Intake and Eligibility Form

#### Program Information and Application Process

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. The BIG Program will make available reimbursable grants up to a maximum award of \$25,000 to eligible applicants with qualified projects to assist with paying some of the costs associated with

### What does it require?

- Contact, business/organization information
- Program track
- Type of project
- Threshold eligibility questions





# Application Process

## Eligibility Determinations and Application Link

### Eligible Applicants

will receive an e-mail that looks like this with a link to your survey at the bottom.

If you do not see this link, try allowing pictures in your e-mail:



To: Renee McFarlin



If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download

**SUBJECT:** BIG Program - Access Step #2 of the Application Process!

**MESSAGE:**

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

Good afternoon,

Thank you for submitting the Step #1: Intake and Eligibility Form for the Small Business Building Improvement Grant (BIG) Program! Based on the information provided, Capitalize Albany Corporation staff has determined that you are eligible to move forward with Step #2 of the application process. Your unique link to Step #2: Project Questionnaire and Required Documents for Major Project Grants of \$5,000 to \$25,000 (Track #2) is available at the bottom of this email. You will be able to return to an application in progress using this link. **Step #2: Project Questionnaire and Required Document must be submitted before 11:59PM on February 17, 2023.** A preview of the Project Questionnaire, including a list of Required Documentation to be uploaded as part of Step #2, is available at <https://capitalizealbany.com/wp-content/uploads/2023/01/BIG-Application-Preview-Step-2-Major-Project-Grants-Track-2-1.18.pdf>.

Visit [www.capitalizealbany.com/grants](http://www.capitalizealbany.com/grants) to register for or watch recordings of webinars for an overview of the BIG Program and guidance on the BIG Application process.

If you intend to apply for a Microgrant of \$1,500 to \$4,999, please contact Capitalize Albany staff at [development@capitalizealbany.com](mailto:development@capitalizealbany.com) or (518) 434-2532 ext. 1.

We look forward to reviewing your application!  
Renee and Emma

**Begin Step #2**

Please do not forward this email as its survey link is unique to you.  
[Privacy](#) | [Unsubscribe](#)



# Application Process



## Step #2: Project Questionnaire and Required Documentation

### Navigation and Tips

- Applications will be **accessible through your unique link** until the application has been submitted or until **11:59PM on February 17, 2023**.
  - You can close your web browser and return to your application using the unique link!
  - **Progress will not be saved until you click “next” at the bottom of each page.**
- An asterisk (\*) means a question or field is **required**, and you will not be able to progress to the next page without answering.
- **Technical Assistance is available until you submit your application!**

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

**Introduction**

This Project Questionnaire is Step #2 in the application process for Major Project grants of \$5,000 - \$25,000 (Track #2). If you intend to submit a Microgrant application for \$1,500 - \$4,999 (Track #1), 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](http://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](mailto:development@capitalizealbany.com) or (518) 434-2632 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](http://www.businessvitalityalbany.org).

**Next**

Powered by  
 SurveyMonkey  
See how easy it is to [create a survey](#)

# Application Process



## Step #2: Project Questionnaire and Required Documentation

### Required Documentation For **everyone**

- Official business **documentation**
- At least **1 estimate** per project component
- **Photo/rendering** of proposed improvement or purchase
- **Certifications** (incl. in application)
- **Project Description Form**

### 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](#)



# Application Process



## Step #2: Project Questionnaire and Required Documentation

### Required Documentation

For **Major Projects Grants** (Track #2) [only](#)

- Minimum 1 year corporate or 3 years personal **tax returns**
- **Business plan** if started after August 17, 2022 or per the discretion of Capitalize Albany staff

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

##### Application Checklist - Major Project Grants of \$5,000 - \$25,000 (Track #2)

All of the following must be submitted to Capitalize Albany Corporation as part of Step #2: Project Questionnaire – Major Project Grants of \$5,000 - \$25,000 (Track #2). 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 through this online application. **You will not be able to submit your application without uploading all required documents.**

Required Documents for [all](#) Major Project Grants of \$5,000 - \$25,000 (Track #2) 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
  - Business Plan (template available [here](#), courtesy of the Community Loan Fund of the Capital Region), if applicant business/organization is a start-up whose operations have commenced within the previous six months. May be required for other applicants at the discretion of Capitalize Albany staff.
  - Minimum one (1) year corporate and/or three (3) year's personal tax returns (limited exceptions may be considered; please contact staff with questions).

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](#).



# Application Process



## Step #2: Project Questionnaire and Required Documentation

### Required Documentation

For capital improvement projects only

- Photographs of **existing conditions** – as a whole and of specific items to be addressed
- **Property Owner Declaration and Consent**
  - Lessees making capital improvements
  - Must be signed by your landlord



### 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](#)





# Application Process

## Step #2: Project Questionnaire and Required Documentation

### Property Owner Declaration and Consent

- Required if applicant is:
  - A **tenant** and
  - Requesting funding for **building improvements** or **fixed machinery/equipment**
- Needs an **Adobe digital** or **physical signature**
- Building owner verifies the terms of lease
  - Your lease should be for **at least 2 years post-award** per the grant requirements

The screenshot shows the 'PROPERTY OWNER DECLARATION AND CONSENT FORM' for the 'Small Business Building Improvement Grant Program'. The form includes sections for: 1. Declaration of ownership and lease terms, 2. Agreement to permit improvements, 3. Waiver of claims, 4. Witness statement, 5. Declaration of code violations, 6. Declaration of liens, 7. Declaration of property tax abatements, 8. Signature and title lines for the property owner.



# Application Process



## Step #2: Project Questionnaire and Required Documentation

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

☐ Yes

☐ No

☐ Other (please specify):

5. If yes to the preceding question, what are the proposed or current days and hours the business will be open to the public at the location listed above?

Businesses/organizations receiving grants from this program shall be required to be open and operating for a minimum of twenty-four (24) hours per week per the Program Guidelines. Please answer in the format of 7:00AM - 5:00PM.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

\* 6. 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

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

\* 8. Do/will you lease or own the business property?

☐ Lease

☐ Own





# Application Process



## Step #2: Project Questionnaire and Required Documentation

### 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\*

Total # of hours worked by  
part-time employees  

---

# of part time employees



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



# Application Process



## Step #2: Project Questionnaire and Required Documentation

### Project Overview Tips

- Keep your **Project Title** simple
  - Emma's Shop Exterior and Interior Improvements and Machinery Acquisition
  - Emma's Shop Widget Production Capacity Improvement Project
- Brief **Project Description**
  - Exterior and interior improvements to Emma's Shop will include new paint, etc...
- Make sure information listed here **matches** those uploaded in the Project Description Form!

#### 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.**



# Application Process



## Step #2: Project Questionnaire and Required Documentation

- Applicants will not be able to progress without uploading files for each question marked with an \*
  - Make sure to **upload all documents required for your application type**, even when not marked with an \*
- Uploads have a **size limit of 16MB** per file
  - PDF, DOC, DOCX, PNG, JPG, and JPEG are all accepted file types
  - HEIC (iPhone pictures) and PPT (powerpoints) are not accepted by SurveyMonkey!
- Encouraged to **combine multiple items in an upload category** (estimates/quotes, photographs of existing conditions, photographs of proposed improvements) into single files!
  - We recommend Adobe PDF, but Microsoft Word or Google Docs can work too.

### 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

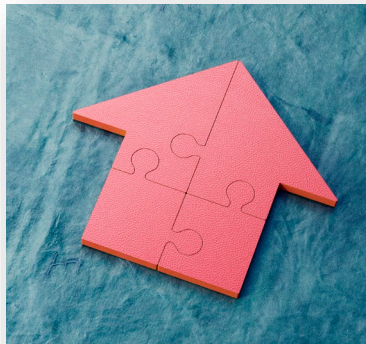
Choose File

No file chosen





# Review Process and Criteria



## – Feasibility

- Is the project well-thought-out? Does it align with eligibility requirements and overall Program Goals?
- Use of grant funds is clear, budget worksheet and SurveyMonkey match
- Quality/completeness
- Target market

## – Strategic Value

- Impact on the surrounding community
- Impact on the business/organization's sustainability
- Does it create ADA-compliant access?
- Does it correct code violations?

## – Strategic Priorities





# Review Process and Criteria

## Strategic Priorities

- Disadvantaged Business Enterprises (**DBEs**) i.e. women, minority, veteran, other socially disadvantaged business owners per SBA
- Investments in **Qualified Census Tracts** (QCTs)
- Businesses with a **storefront** open to the public
  - Businesses that provide a **desired or complimentary** service:
    - Childcare facilities
    - Grocery/fresh food outlets
    - Hospitality-oriented businesses
    - Soft-goods retailers
    - Health & wellness stores and pharmacies
    - Salons/spas/barbershops
- Businesses that **manufacture** a physical product for sale
- Businesses moving into a space that has been **vacant** for a year or more



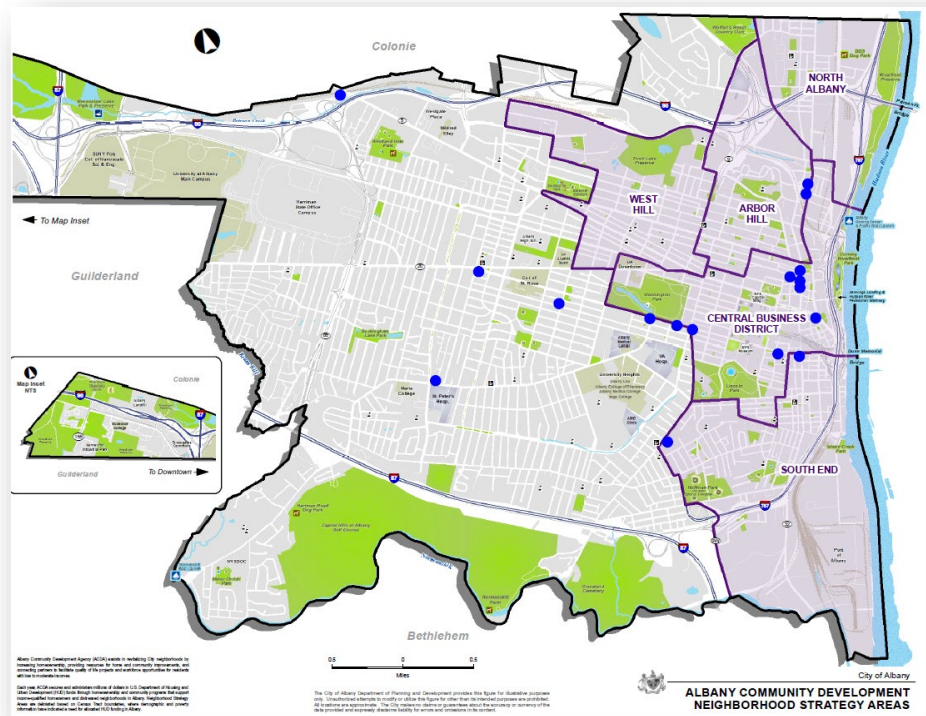




# Review Process and Criteria

## Strategic Priorities

- Businesses located in **Neighborhood Strategy Areas**
- Businesses owned by **City of Albany residents**
- Businesses owned by a City of Albany residents **residing in a QCT**
- Businesses located within a **commercial corridor**
- Projects that are not **deferred routine maintenance** or a **replacement of existing equipment**
- Projects for applicants who have **never received a capital grant from Capitalize Albany Corporation**, or (less favorable but still strategic) have received less than \$7,500 for a capital grant



# Application Process



## Step #2: Project Questionnaire and Required Documentation

### Certifications

May vary for certain applicants,  
i.e. fresh foods retailers

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

##### 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 under Track 2 (awards of \$5,000 to \$25,000 only) must commit to remain in the location for at least two (2) years.
- 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



# Application Process



## Step #2: Project Questionnaire and Required Documentation

### Project Description Form

- Opportunity to **craft a compelling application!**
- When writing, consider the following:
  - What is the funding request specifically for?
    - Components, i.e. flooring, countertops
  - Does it meet any of the **Strategic Priorities?**
    - Preservation or restoration of historically significant architecture
    - Building code violation corrections
    - Barrier-free access to space
  - What is the project's **impact** on:
    - Business operations?
    - Business aesthetics?
    - The surrounding community?

**Small Business Building Improvement Grant Program**  
Project Description Form

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**

**Required for Major Projects Grants (Track #2) ONLY**

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**

**Required for ALL Applicants**





# Application Process






## Step #2: Project Questionnaire and Required Documentation

### Project Description Form

(Continued)

- The **Project Timeline** is when things will happen.
  - Do not use dates that will pass before anticipated awards – the earliest start date should be April 1<sup>st</sup>.
- The **Project Budget** identifies the amount of each discrete project component.
  - Make sure **funding requests and project totals match** those given in the SurveyMonkey!
  - **Each line** should correlate to **one estimate/quote**.

   Small Business Building Improvement Grant Program  
Project Description Form

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/Yr, 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 Task #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 Task #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 sponsorship(s)) | TOTAL |
|                                                                                                                                 | \$                        | \$                  | \$                                                      | \$ 0  |
|                                                                                                                                 | \$                        | \$                  | \$                                                      | \$ 0  |
|                                                                                                                                 | \$                        | \$                  | \$                                                      | \$ 0  |
|                                                                                                                                 | \$                        | \$                  | \$                                                      | \$ 0  |
|                                                                                                                                 | \$                        | \$                  | \$                                                      | \$ 0  |
|                                                                                                                                 | \$                        | \$                  | \$                                                      | \$ 0  |
| TOTAL                                                                                                                           | \$ 0                      | \$ 0                | \$ 0                                                    | \$ 0  |





# Post Award Process





# Questions and Final Tips

- **Please type any questions into the chat box now.**
- Questions will be responded to live and/or answered in a Frequently Asked Questions document on the Capitalize Albany website.



# Technical Assistance

**Emma and Renee are Here to Help!**

- Available for specific questions by phone and email

**Email:**

[development@capitalizealbany.com](mailto:development@capitalizealbany.com)

**Phone:**

518.434.2532 ext. 1