



Consolidated Funding Application (CFA) Project Intake Form
Please download and save this form to your computer prior to beginning your work.

Project Intake Forms must be completed for all projects requiring an approving resolution from the governing body of the City of Albany and/or requesting a letter of support from the Mayor of the City of Albany or Capitalize Albany Corporation. Please contact us with any questions. Forms must be submitted by 5:00PM on Thursday, June 26, 2025. **If you are requesting letters of support, please enclose a draft letter of support for your project with your Project Intake Form.**

Project Title:

Project Location:

CFA Applicant:

Applicable CFA Funding Source(s): *(include agency name and program name)*

Funding Request(s): *(indicate dollar amount and sub-program name, if applicable)*

Organization Name:

Address:

Telephone:

Contact Name:

Contact Email:

Project Description: *(Provide a brief overview of the proposed project. Also, describe what issues and/or events are driving this project and what benefits will result.)*

Project Implementation Schedule: *(Provide a description of project readiness and estimated timeframe for completion.)*

Project Finances: *(including estimated project costs; major sources and uses of funds)*

1. Description of uses of funds:
2. Total Project Cost:
3. Total Equity/Matching Funds Required by the Program:
4. Matching Funds: *(please list source(s), amount(s), and indicate whether or not funds have been obligated)*

Job Creation/Retention: *(estimated permanent and/or short-term jobs created or retained as a result of this project)*

Challenges and/or Potential Obstacles: *(Identify any challenges/obstacles to successful completion of the project.)*

Which CREDC strategy does this project promote and why? *(Refer to the handout for a full explanation of each strategy, and then **check the strategy/strategies** that applies/apply to this project.)*

Strategies:

People

Place

Innovate

Grow

Why:

Which New York State strategy does this project promote and why? *(Refer to the handout for a full explanation of each strategy, and then **check the strategy/strategies** that applies/apply to this project.)*

Strategies:

Placemaking

Workforce

Tradeable Sectors

Innovation

Why:

Does this project meet the goals of the Albany 2030 Plan or any other current local Strategic Plan? *If yes, please explain.*

Has a NYS Consolidated Funding Application (CFA) been submitted for this project previously?
If yes, please provide the CFA number and/or further explanation:

Please return the completed form to development@capitalizealbany.com or 21 Lodge Street, Albany, New York 12207 by 5:00PM on Thursday, June 26, 2025. If you are requesting letters of support from the Mayor and/or Capitalize Albany Corporation, please enclose a draft letter of support for your project with your completed Project Intake Form.