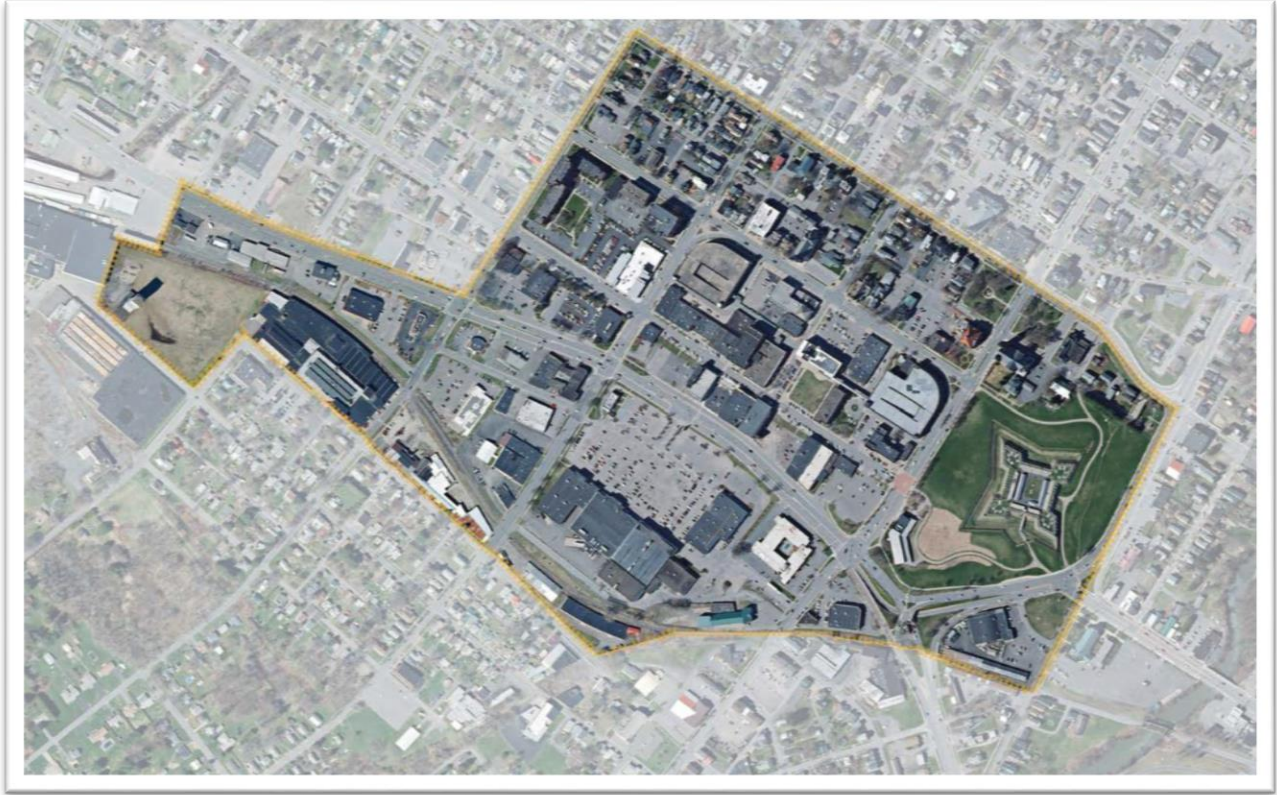




City of Rome

Business Assistance Fund (BAF)

APPLICATION



**APPLICATIONS MUST BE RECEIVED ON OR BEFORE
FRIDAY, FEBRUARY 15TH, 2019, at 4:30 p.m.**

Applications may be mailed or delivered to DRI, c/o City Hall, 198 N. Washington St., Rome, NY, 13440, or emailed to Makenzi Enos at menos@romecitygov.com

FUND OR APPLICATION QUESTIONS?
Contact Makenzi Enos at menos@romecitygov.com or (315) 339-7608



City of Rome DRI Business Assistance Fund

APPLICATION FOR FUNDING

Please Note: For any answer, you may attach additional pages if you require more space

APPLICANT INFORMATION

Applicant Name(s): _____

Applicant Address: _____

Daytime Phone: _____ Email Address: _____

Are you: [] An Individual [] A Corporation [] A Not-For-Profit

Do you: [] Own the Building [] Lease the Building [] Lease a Portion of the Building

I am applying for funding for (please check all that apply):

[] Building Improvements [] Equipment [] Signage/Awnings

Property Owner Name and Contact Information, if different from Applicant:*

* If are you not the property owner, you will need to submit a signed letter from the owner showing his/her support for the project

BUILDING INFORMATION

Property Address: _____

This property is within the DRI boundary (see Application Instructions): YES NO Tax Map #: _____

Do you own/operate a business at this location? YES NO

If yes, business name and date of opening: _____

Summary of Current Use of Building: _____

Describe the condition of the building when you acquired/began to rent it, and the improvements that you have made since:

(1) BUILDING IMPROVEMENTS

Eligible Activities: Design and Construction activities for building improvements; handicap accessibility improvements; renovations to address energy efficiency.

Ineligible Activities: Interior-lit and freestanding signs; non-permanent fixtures; new construction; property acquisition; demolition of an entire structure; site work or ancillary activities including laterals, grading, parking lots, and general maintenance; projects inconsistent with the objectives and priorities of the City of Rome's DRI Strategic Investment Plan.

Funds will not be used on municipally-owned or -operated buildings.

PROJECT DESCRIPTION

Existing exterior façade materials: _____

Does the exterior of the building have any current code violations? **YES** **NO**

Will your project also include improvements to first-floor commercial or retail space? **YES** **NO**

If YES, please describe: _____

Please describe how you hope to use grant funds to improve your building, and the work you propose to undertake, **including** renovations for which you **are not** seeking DRI funds. This narrative should include enough detail to ensure that the reviewer can understand the entire scope of the project.

Please provide the anticipated schedule for renovations funded under this grant program.

Please explain how the proposed project addresses the goals of the DRI Strategic Investment Plan, and/or how you think your project will help transform Downtown Rome.

PERMITTING AND REVIEW INFORMATION

Have you applied for a building permit for this project? **YES** **NO** * **If available, attach a copy of the permit.**

REQUIRED INFORMATION

1. **Itemized cost estimate for each phase of the proposed project.**
2. **Color renderings of your proposed building improvement.**
3. **If repainting façade, please identify specific colors to be used.**
4. **If available, architectural designs.**

NOTE:

You must apply for all applicable City permits and obtain approval before beginning any construction

(2) EQUIPMENT

DESCRIPTION OF EQUIPMENT

Please describe exactly what you intend to use the grant fund for, if awarded.

REQUIRED SUPPORTING INFORMATION

1. Estimates for the equipment requested

* Please note: Equipment purchased with DRI Funds must remain at the business location identified in this application within the DRI boundary and cannot include sales inventory.

(3) SIGNS/AWNINGS

PROJECT DESCRIPTION

Please describe exactly what you intend to use the grant fund for, if awarded.

REQUIRED SUPPORTING INFORMATION

1. Estimates from sign and/or awning maker which includes the following:

- Dimensions of sign/awning
- Materials (e.g., high-density foam, fabric)
- Colors to be used
- Description of mounting hardware and brackets
- Cost estimates
- “Before” photos of front of building
- Colored rendering of the sign/awning

2. Please Attach an Illustration of the placement of the sign/awning on the building

NOTE:

You must apply for all applicable City permits and obtain approval before contracting for any materials, whether you apply for a grant or not. Grant funding must be applied for and approved BEFORE any sign/awning construction is started.

(4) FOR ALL APPLICANTS: BUDGET

PROJECT BUDGET

This program seeks to measure the extent to which the Downtown Improvement Fund grants will catalyze private investment and leverage New York State's investment in Rome. To this end, please provide the information below, or attach a separate sheet with the same information requested below.

Project Elements ¹	Estimated Total Cost	DRI Funds Requested	DRI Funds as % of Total Cost	Amount of Other Funds	Source of Other Funds ²
Building Improvements					
	\$	\$		\$	
Subtotal Building Improvements					
Equipment					
Subtotal Equipment					
Sign/Awning					
Subtotal Sign/Awning					
NON-DRI-ELIGIBLE PROJECT ELEMENTS³					
Subtotal Non-DRI					
COMBINED TOTALS					

CERTIFICATIONS

I certify that all of the information, statements and representations contained in this application, and in all attachments and supporting material, are, to the best of my belief, true, accurate and complete.

I acknowledge that all appropriate permits and approvals, site specific environmental review, and State Historic Preservation Office (SHPO) review, as required for work on historic buildings, must be complete for eligible activities prior to the start of construction.

I acknowledge that, as part of the evaluation process, the City of Rome or its representatives will conduct a site visit to this property and may need access to the interior and exterior of the building.

Costs incurred for work on buildings that eventually prove infeasible and do not receive other investments will not be reimbursed with DRI Downtown Improvement Funds; therefore, reimbursements for soft costs may NOT be requested as part of a partial payment prior to project completion.

I acknowledge that, if I am awarded a grant, I will be assessed a commitment fee of \$1000 to cover costs of site contamination review and grant administration and is non-refundable.

I have read and understand all City of Rome DRI Downtown Improvement Fund Requirements as outlined in [Program Information for Applicants](#).

Signature of Applicant

Date

Please refer to the Application Checklist on the following page to ensure that you attach all necessary and required documentation to this completed Application

Please refer to the [Program Information for Applicants](#) document for program rules and requirements.

Application CHECKLIST

ALL APPLICANTS

- ___ **Application Form(s)** completed and signed
- ___ Proof that **City Taxes & Fees, and Oneida County Property Taxes, are current**
- ___ Copy of the **deed** to the property (or abstract)
- ___ Documentation of **current Fire/Hazard/Liability insurance (Accord 25)** with the City of Rome listed as additional insured

IF THE APPLICANT IS NOT THE OWNER OF THE BUILDING, ALSO ATTACH:

- ___ A signed letter from the owner showing his/her support for the project and written consent to undertake the project

FOR BUILDING IMPROVEMENTS

- ___ Itemized **cost estimate** for each phase of the proposed project
- ___ **Colored renderings** of the proposed façade improvement; If repainting façade, **specific colors to be used**
- ___ **Architectural designs**, if available

FOR EQUIPMENT

- ___ **Estimates from suppliers**

FOR SIGNS/AWNINGS

- ___ **Estimates and sign details from a fabricator**
- ___ **Illustration of the sign/awning and its placement on the building**