

**A. APPLICANT INFORMATION\***

Name of owner (s): \_\_\_\_\_  
\_\_\_\_\_

Property Address: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
(if different) \_\_\_\_\_

Email (s) \_\_\_\_\_

PHONES BUS: \_\_\_\_\_ CELL: \_\_\_\_\_

I am the... \_\_\_\_\_ Building Owner \_\_\_\_\_ Building Tenant

*\* If you are a Building Tenant and not the Building Owner, the Building Owner must provide written approval for you to make improvements.*

**B. PROJECT INFORMATION – Please provide your Scope of Work Detail**

Please indicate all the improvements you wish to make to your building?  
Attach an additional page if necessary.

\_\_\_\_\_ Façade \_\_\_\_\_ Commercial Units \_\_\_\_\_ Residential Units

Proposed Work is visible from the public right of way \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ Signage \_\_\_\_\_ Windows / Doors \_\_\_\_\_ Interior Renovations

\_\_\_\_\_ Painting \_\_\_\_\_ Masonry / Repointing \_\_\_\_\_ Now Vacant Space

\_\_\_\_\_ Awnings \_\_\_\_\_ Roof \_\_\_\_\_ Remove false front

\_\_\_\_\_ Lighting \_\_\_\_\_ HVAC / Energy Upgrades \_\_\_\_\_ Other

\_\_\_\_\_ Correct Building Code Violations

**C. PROJECT DESCRIPTION – Brief description of what total project entails (attach additional page if needed)**

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Do you have Architect Designed Plans? \_\_\_\_\_ Yes \_\_\_\_\_ No

TOTAL ESTIMATED PROJECT COST: \$ \_\_\_\_\_ (Total of bids)

**E. BUSINESS & PROPERTY INFORMATION**

- 1. Name of business(es): \_\_\_\_\_
- 2. Number of Commercial Units \_\_\_\_\_ Occupied \_\_\_\_\_ Vacant
- 3. Number of Residential Units \_\_\_\_\_ Occupied \_\_\_\_\_ Vacant
- 4. Year Building was built \_\_\_\_\_
- 5. Can you provide survey & deed \_\_\_\_\_ YES \_\_\_\_\_ NO
- 6. Are there any Code Violations? \_\_\_\_\_

**G. HELPFUL DOCUMENTS IF YOU HAVE THEM:**

- \_\_\_\_\_ COPY OF SURVEY AND DEED FOR PROPERTY
- \_\_\_\_\_ COST ESTIMATES – PROJECT BUDGET
- \_\_\_\_\_ COPIES OF ANY QUOTES / BIDS YOU HAVE RECEIVED
- \_\_\_\_\_ RENDERINGS, DRAWINGS OF PROPOSED IMPROVEMENTS
- \_\_\_\_\_ ANY HISTORIC PHOTOS IF AVAILABLE

**H. FINANCIAL COMMITMENT:**

I understand that the NYMS, if awarded, is a reimbursement matching grant and I will need to pay the project cost in full when the project is completed. I understand that a maximum of 75% of the cost of the proposed improvements may be reimbursed.

We will use the following funding source and will provide proof of our financial commitment (ie. letter from bank, bank account statement).

- Cash/Our Own Funds
- Bank Loan
- Other Source of Funding

\_\_\_\_\_  
Owner Signature