

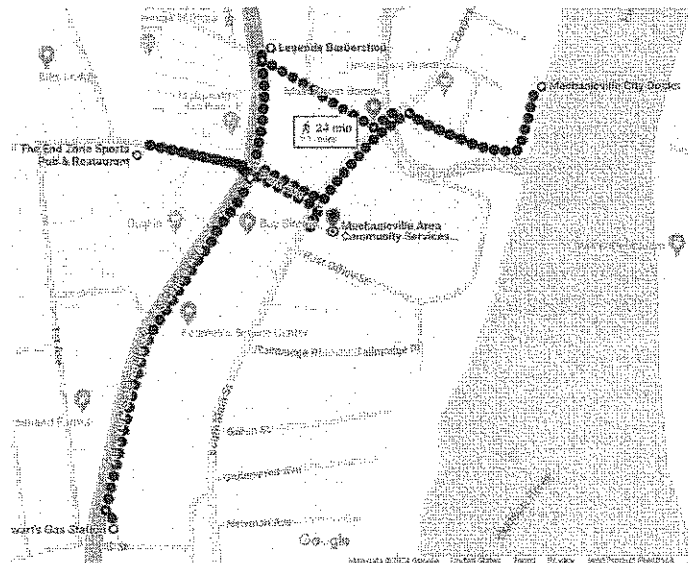
Small Project Fund Interest Form

Do you own a business or property in the City of Mechanicville's DRAFT NY Forward (NYF) program boundary (below)?

Do you have a building or business in need of smaller-scale improvements such as interior and exterior renovations or permanent equipment acquisition?

The City of Mechanicville along with the Mechanicville-Stillwater Chamber of Commerce and the Saratoga County Chamber of Commerce are exploring writing a New York Forward or Downtown Revitalization Grant for submittal in 2025. As part of this application, we want to explore the creation of a Small Project Fund that could help fund a range of improvements in our downtown, such as building improvements (e.g., facades, interior fit-out, HVAC, etc.), business assistance (e.g., permanent equipment acquisition), or public art.

For the Small Project Fund to be included in the slate of projects submitted to the State, it is important to document interest in it. That's why we are seeking letters of interest from business and/or property owners to show that there are property and/or business owners interested in participating in this program. Additional information about eligibility and requirements for a Small Project Fund can be found on Page 1.



A letter of interest (pages 2-3) can be submitted to Todd Shimkus at tshimkus@saratoga.org.

Small Project Fund Eligibility Requirements & Conditions

Eligible activities include:

- Interior and exterior building renovations for commercial and mixed-use spaces, e.g. façade/storefront renovations, permanently affixed signage and awnings, commercial interior fit-out, HVAC, mechanical, electrical, or plumbing, and other permanent building improvements
- Upper-story residential improvements
- Business assistance / permanent commercial machinery and equipment
- Soft costs - architecture, engineering, and environmental review services as related to the improvements
- Public art

Ineligible activities include:

- Property acquisition
- Deferred maintenance or general repairs
- Working capital
- Landscaping
- Improvements to municipally owned or operated buildings
- Participant, participant's family, or participant's staff labor

Conditions

- The minimum match requirement is 25% of the total project cost meaning the business and/or property owner may receive reimbursement up to 75% of total eligible costs.
- This is a reimbursement program meaning that property or business owners must complete their projects (complete project scope, pay all contractors in full, and submit invoices and proof of payment) before receiving any reimbursement.
- Project awards are generally between \$25,000 and \$100,000 per building/project, with the grant request not to exceed 75% of the total eligible project cost.

Letter of Interest Instructions

If you are interested in submitting a letter of interest for a small project, please review the contents on the following pages and fill in the boxes with the information specific to your project. Submitting this letter of interest will serve as demonstration of demand for a Small Project Fund.

Letter of Interest

To the City of Mechanicville Local Planning Committee,

I am writing to confirm my interest in participating in the City of Mechanicville's Small Project Fund.

I own or lease the property located at

I am interested in making improvements to my property/business, which would contribute to the revitalization of not only my property, but also the downtown. The scope of my proposed project includes the following:

I understand the submittal of this letter of interest does not guarantee funding, and I will be required to submit an application to the administering entity of the Fund, if the project is selected for funding by New York State.

I anticipate the total project cost to be approximately \$, for which I understand I would be eligible for a maximum reimbursement of up to 75% of the total eligible costs. I understand that deferred maintenance and general repairs are not eligible improvements. Additionally, if awarded, I understand that upon completion of the proposed scope of work, this project will result in a finished space ready for occupancy. I also understand that this is a reimbursement program, meaning I must complete all the work in the approved project scope, pay all contractors in full, and submit invoices and proof of payment before receiving the grant.

My project includes the following activities/improvements and associated estimated costs:

Activity / Improvement	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total project cost	\$
Total NYF funding request	\$

Without the reimbursement to defray 75% of the project cost, I will be unable to permanently commit this amount of money toward the costs of these improvements.

I realize that to be eligible for these funds, the City of Mechanicville will need to submit and be approved for a NY Forward or DRI Grant and that I will need to undertake these improvements in cooperation with the City's design guidelines and building and zoning codes, as applicable, State procurement and environmental requirements, and complete the work in a timely manner.

Name:

Address:

Signature: _____

→ To submit via email:

Email your completed application and any supplemental materials to Todd Shimkus at tshimkus@saratoga.org

→ To submit a hard copy, mail or hand-deliver to:

City Hall, Mayor's Office, 36 North Main St., Mechanicville, NY 12118

Deadline for Submission:

Friday, September 27 at 4pm