



Village of Newark

Application for Matching Grant

Economic Improvement Program

This application is required for consideration to receive a 100 percent matching grant (maximum of \$7500.00) as part of the Village of Newark Improvement Project Opportunity Fund. This program uses a competitive selection process that scores applications based on three criteria:

- The potential for the project to improve the village as a business district.
- The potential for the positive impact on the walkability and public view.
- Job creation at applying business (the grantee will need to provide annual employment information).

In the case of multiple applications, limited funds, or at the discretion of the village, the matching grant awarded may be less than the amount requested in the applicant's proposed scope of work. Note: An applicant may only apply once every three years after receipt of initial award.

Business Name: _____

Property Address: _____

Applicant Name: _____

Applicant Mailing Address: _____

Phone: _____ Email: _____

Property Owner Name (if different from applicant): _____

Property Owner Mailing Address: _____

Property Owner Phone: _____

Does the applicant business have a Village of Newark business location? yes no

Briefly describe your proposed project below. Attach additional description if necessary.



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Please check any components that would be upgraded or installed as part of your project

Facade Improvement

- | | | |
|-------------------|-------------------|--------------------|
| Paint | Awnings/ Cornices | Signage |
| Windows/Doors | Masonry | Lighting |
| Paving | Trees/Plants | Screening/ Fencing |
| Benches/Seatwalls | | Art |
| Water Feature | | Other _____ |

Economic Development

New Project Infrastructure

What is your anticipated budget for this project? _____

Certification by Applicant

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining up to a 100 percent matching grant (maximum 7500.00) and is true and complete to the best of the applicant's knowledge and belief.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that s/he has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

Applicant Signature: _____

Print Name: _____ Date: _____

Owner Signature (if not applicant): _____

Print Name: _____ Date: _____

Please return this application to:

Steve Murawski
Village of Newark
100 East Miller St
Newark, NY 14513

or

Print, sign, scan, and email to
smurawski@villageofnewark.com



Village of Newark

Matching Grant Guidelines and Requirements

Summary of Steps:

1. Applicant submits Matching Grant Application with Proposed Scope.
2. Committee makes award decision, approves scope and the maximum grant amount.
3. Agency notifies applicant of decision and sends pre-commitment checklist.
4. Applicant submits two bids. The Village strongly suggests the use of local contractors and supplies where possible.
5. Applicant obtains necessary regulatory approvals, including those of the planning and building departments (if applicable) and meets any other conditions.
6. Agency issues Commitment of Funds Letter.
7. After signing a Commitment of Funds Letter, applicant will contract on their own for construction.
8. Completed work is checked by Village of Newark staff.
9. Funds disbursed to applicant and/or contractor.

Review of Applications

Applications will be reviewed by the Village of Newark Loan Committee. The following factors will be considered in selecting a project for funding:

- The potential for the project to improve the village as a business district.
- The potential for positive impact on walkability and public view.
- Job creation at applying business (the grantee will need to provide annual employment information).

Competitive Bids

The program requires that you get two (2) competitive bids for each type of work you are doing. All construction contracts will be between the applicant and contractor.

The maximum total grant amount will be based on the lowest bids for all elements in the approved scope of work (as determined by the Village). You may choose to hire any licensed contractor to do the work, but grant funds will be determined on the basis of the lowest bid for that part of the work.

As you get bids, it's important to make sure that the contractors are bidding for the exact same work, and that the prices quoted will still be valid when work begins.

Commitment of Funds Letter

The Commitment of Funds Letter will outline additional terms and conditions of the matching grant, and will serve as the legal commitment of both parties as to the scope and quality of work and the amount of funds committed. Any work deviating from the approved work must be pre-approved by the Village of Newark staff in order for the work to be eligible for reimbursement.

The Village of Newark or its designee may make minor exceptions to the program guidelines.