

SMALL PROJECTS FUND APPLICATION

Application deadline: May 5, 2025



APPLICANT INFORMATION

Business Name: _____

Applicant Name: _____

Applicant Phone: _____

Applicant Email: _____

Street Address: _____

City, Zip: _____

PROPERTY INFORMATION

Street Address: _____

City, Zip: _____

Do you rent or own the building? Rent Own

Do you have a plan to purchase the building or do you have the owner's permission to do a renovation project? Please explain:

Owner Name: _____

Owner Phone: _____

Owner Email: _____

Owner Address: _____

City, Zip: _____

CURRENT BUILDING USES

	RESIDENTIAL	COMMERICAL
# UNITS		
# VACANT UNITS		

PROJECT DESCRIPTION

Instructions: Describe in detail the following: (1) the current condition of the building, (2) existing uses of the building, including names and types of businesses, (3) the total scope of the proposed project, including descriptions of each major component, and (4) what project component(s) grant funding would be used for. Attach additional sheets as necessary.

PROJECT BUDGET

Instructions: List each major work component described in the Project Description and provide an estimated cost for each. Provide an estimated cost for exterior work and interior work and an overall total project cost. The grant request cannot exceed \$100,000 per building. A 25% cash match is required to receive any funds.

Work Component	Estimated Cost
Exterior	
1.	
2.	
3.	
Total Exterior Cost	
Interior	
1.	
2.	
3.	
Total Interior Cost	
Total Project Cost	
Grant Request	
Applicant Match (25% cash match required)	

Have you obtained professional cost estimates? (Required)

Yes No

TAXES AND UTILITIES

Are County and Town Taxes Current?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Are School Taxes Current?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Are Water/Sewer Bills Current?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Explanation:	

Current photo of building and photos of areas to be renovated (Required)
Commitment Letter [Attachment 1] (Required)
Signed SPF Guidelines (Required)
Evidence of committed funds [bank statements, grant awards from local state agencies, loan commitment letters] (Required)
Written authorization from property owner if the owner is not the applicant (Required)
Letter of reference displaying involvement within the community (Required)
Letter of reference from local codes office (Required)
Professional Estimates (Required)

Attached?

ACKNOWLEDGMENTS *(initial each)*

I understand that a codes inspection will be performed at all properties that submit an application to ensure that the project description is complete before submitting the application to the project review committee.

The grant will only fund a maximum of 75% of the total project cost. There is a 25% owner match requirement.

Projects will be scored and awarded funding by the project review committee. The committee reserves the right to make grant awards that are less than the amount requested.

If I am awarded funds, I understand that NRDC is required to report and make available to the public information about my project, including photos, name, address and grant award amount.

Renovation projects must undergo an environmental review and clearance of work scope by the State Historic Preservation Office.

The project must conform to local zoning regulations, design guidelines, and the NYS Building Code.

Renovation projects must have at least two bids for each phase of work and reimbursement will be based on the lowest responsible bid. Owners cannot perform their own work.

I understand that only qualified contractors selected by a standard procurement procedure can work on my project. There will be no reimbursement for purchase of materials, labor, or contractors not procured through NRDC.

Participants must execute a Property Maintenance Declaration agreeing to maintain assisted improvements for five years following project completion. The declaration will be filed with the County. If the property is to be sold during the five year regulatory period all or part of the grant funds may need to be repaid.

I acknowledge that a lien will be placed on the property for a term of 5 years, depending on the funding source(s). I understand that NRDC will perform an annual inspection of the building for each year during the term of the lien.

Participants will be reimbursed for eligible project expenses only following satisfactory completion of an approved scope of work and submittal of required documentation. I will provide NRDC with invoices acceptable to NYS as well as proof of payment, such as bank statements or canceled checks, to demonstrate costs actually incurred and paid.

The completed construction project must receive a Certificate of Occupancy or Certificate of Compliance from Code Enforcement.

I am current with all mortgage payments, property taxes and utility payments.

I understand that I am required to submit a refundable commitment fee of \$1,500. I understand that this fee will only be refunded upon successful completion of my approved project.

CERTIFICATION

I hereby certify that all information, which has been or will be furnished in support of this application, is given for the purpose of obtaining funds through the DRI Small Projects Fund and that all information submitted has been examined and approved by me and is true, correct, and complete. I understand that this information will be used to assess and rank my proposed project in accordance with funding criteria. I agree to abide by all requirements to be set forth in connection with said program and the penalties and provisions of all applicable local, state, and federal laws pertaining to falsification of any item contained herein or fraudulent misrepresentation of my business. I understand that this is a competitive award program and that my project may not be awarded funding. I agree that verification of any information contained herein may be obtained.

Signature of Applicant

Date



P.O. BOX 348
Ticonderoga, NY 12883



Phone (9am-4pm): 518-585-6366
klong@northcountryruraldevelopment.org

ATTACHMENT 1

Subject: Commitment Letter for Small Projects Fund Participation

Dear North Country Rural Development,

I, _____, am submitting this commitment letter as an official declaration of my intent to participate in the North Country Rural Development Downtown Revitalization Initiative Small Projects Fund. I acknowledge and agree to the following terms as a condition of my application and participation:

Commitment Fee: I agree to submit a refundable commitment fee of \$1,500. I understand that this fee will only be refunded upon successful completion of my approved project in accordance with the terms and guidelines set forth by the Small Projects Fund program. Failure to complete the project will result in the forfeiture of this fee.

Financial Commitment: I confirm that I am financially capable and willing to personally match 25% of the total project cost. I understand that this matching contribution is a required component of my participation and will be documented accordingly.

Project Completion: I acknowledge that all work must be completed within the timeline and scope approved by North Country Rural Development. Any deviation from the approved project may impact my eligibility for the refundable commitment fee and program funding.

Compliance with Program Guidelines: I agree to adhere to all program rules, regulations, and requirements as outlined by North Country Rural Development. I understand that failure to meet these obligations may result in disqualification from the program.

I certify that the information provided in this commitment letter is accurate and that I fully understand and accept the terms outlined above. I look forward to working with North Country Rural Development to support the revitalization of our downtown community.

Sincerely,

Print Name: _____

Signature: _____