



## Village of Geneseo New York Forward Small Project Fund Project Application Form

The Village of Geneseo has secured funding through the New York Forward (NYF) program to assist business and building owners in the downtown Geneseo target area through the Small Project Fund (SPF). Projects must be located within the **designated target area** and comply with **design guidelines and standards** for the community. This is a competitive grant program and the purpose of this application is to collect the information necessary to determine whether a proposed project (1) is eligible, (2) can meet minimum state and local program requirements, and (3) scores high enough compared to other proposed projects to be awarded funding. Applicants should carefully review the Program Guidelines provided at [www.geneseony.org](http://www.geneseony.org) prior to application, and are encouraged to reach out to [tracy.verrier@mrbgroup.com](mailto:tracy.verrier@mrbgroup.com) for assistance with the application.

It is the responsibility of the applicant to provide accurate and complete information with this application. The deadline to submit applications is **Tuesday, July 29, 2025 at 5PM**. Applications must be completed as a fillable PDF. **Handwritten applications will not be accepted**. Applications should be submitted by email to [tracy.verrier@mrbgroup.com](mailto:tracy.verrier@mrbgroup.com). Please include "Geneseo NYFSPF" in the email subject line.

1. General Information					
<i>Instructions: Complete all applicable fields. Phone numbers and email addresses must be provided for the applicant, property owner, and contact person. If the property owner is not the applicant, then the application must include a letter from the owner authorizing the applicant to apply for funding and make proposed improvements.</i>					
Property Address:					
Applicant Name:			Owner Name (if different):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
Email:			Email:		
Contact Person (if different):					
Phone:			Email:		

2. Current Building Uses				
<i>Instructions: Provide the total number of residential and commercial units on each floor and the number of vacant units on each floor.</i>				
	Residential		Commercial	
	# Units	# Units Vacant	# Units	# Units Vacant
Basement				
1 <sup>st</sup> Floor				
2 <sup>nd</sup> Floor				
3 <sup>rd</sup> Floor				
Other				
<b>Totals</b>				



*(3) The total scope of the proposed project including descriptions of each major component*

*(4) What project component(s) grant funding would be used for*

## 6. Project Budget

*Instructions: List each major work component described in the Project Description and provide an estimated cost for each. The grant request cannot exceed \$100,000 total if no residential units are included or \$150,000 if residential units are included. The grant request cannot exceed 75% of the Total Project Cost.*

<b>WORK COMPONENT</b>	<b>ESTIMATED COST</b>
<b>Building Renovation</b>	<b>Max \$100,000</b>
<b>Exterior</b> (e.g. masonry, roofing, windows)	
1.	
2.	
3.	
4.	
<b>Total Exterior Cost</b>	
<b>Interior</b> (e.g. Electrical, HVAC, framing)	
1.	
2.	
3.	
4.	
<b>Total Interior Cost</b>	
<b>Total Renovation Cost</b>	
<b>Minor Exterior Projects</b> (e.g. signage, awning, and painting)	<b>Max \$25,000</b>
1.	
2.	
3.	
4.	
<b>Total Minor Exterior Projects Cost</b>	
<b>Small Business Assistance</b> (permanent machinery and equipment)	<b>Max \$50,000</b>
1.	
2.	
3.	
4.	
<b>Total Small Business Assistance Cost</b>	
<b>Soft Costs</b> (architecture, engineering, and environmental)	<b>Max 18% of awarded funds</b>
1. Project Commitment Fee (scope development and site contamination report)	\$1,050
2.	
3.	
<b>Total Soft Costs</b>	
<b>Total Project Cost</b> (Total Renovation Cost + Total Minor Exterior Cost + Total Small Business Assistance Cost + Total Soft Costs)	
<b>Grant Request</b> (Max. \$100,000* per building)	
<b>Applicant Match</b> (Total Project Cost – Grant Request)	
<b>Grant Request Percentage</b> (Grant Request / Total Project Cost but cannot exceed 75%)	

\*Max. \$150,000 with impacted residential units, up to \$25,000 per unit

## 7. Financing Plan

*Instructions: List the sources and amounts of all funding required to cover the entire Total Project Cost shown in the Project Budget. If the project has a financing gap, please indicate the amount and provide a plan for eliminating the gap. Provide any additional information about the sources of financing and the status that could be helpful in evaluating the project.*

<b>Source</b> (e.g. Owner cash, bank loan, NMYS grant)	<b>Amount</b>	<b>% of Total</b>	<b>Status</b> (e.g. Committed, Pending, Unknown)
1.			
2.			
3.			
4.			
<b>Total</b> (Must equal Total Project Cost)			

Explanation:

## 8. Attachments

*Instructions: Attach any documentation that supports the application. Attachments may be uploaded separately or combined, but all attachments must be uploaded in .pdf format.*

<b>Information submitted with application (Check all that apply):</b>	<b>✓</b>
Current photo of building and photos of areas to be renovated (Required)	<input type="checkbox"/>
Written authorization of leasehold improvements from property owner if the owner is not the applicant (Required)	<input type="checkbox"/>
Cost estimates for any components of proposed work	<input type="checkbox"/>
Rendering of façade work, if applicable	<input type="checkbox"/>
Evidence of committed funds	<input type="checkbox"/>
Additional pages for application questions (label each by question #)	<input type="checkbox"/>
Other:	<input type="checkbox"/>

Explanation:

## 9. Acknowledgements

*Instructions: Initial next to each statement verifying that you have understand and agree to each.*

Initials	Statement
	The property owner who would be the beneficiary of these funds is current with all municipal utilities, property taxes, and special district fees. This is required.
	Awardees must pay a non-refundable commitment fee of \$1,050 to the Village of Geneseo at the time of contract execution for certain soft costs and grant management expenses. More information about the use of these fees is available in the Program Guidelines.
	Projects must undergo an environmental review and clearance of work scope, including review by the State Historic Preservation Office.
	The project must conform to Village zoning regulations, design guidelines, and the NYS Building Code.
	Applications must have at least two bids for each activity and reimbursement will be based on the lowest responsible bid. Owners cannot perform their own work or use grant funds to purchase materials for renovations.
	Awarded projects containing a residential component must comply with NYMS lead-based paint requirements and submit to post-project radon testing.
	Participants in the NYF SPF program 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.
	NYF grants will be reimbursed for eligible project expenses only following satisfactory completion of an approved scope of work and submittal of required documentation.
	Renovation work must be started within seven (7) months of being notified of the award.
	All projects must be complete by October 31, 2027.
	The Village of Geneseo reserves the right to make grant awards that are less than the amount requested.

## 10. 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 Small Project 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.

\_\_\_\_\_

Applicant Name

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

## Program and Application Notes

### Application Submission Instructions

1. The application submission deadline is **Tuesday, July 29, 2025 at 5PM.**
2. Applications should be completed as a fillable .pdf using Adobe Acrobat, Adobe Acrobat Reader or another compatible application that includes an electronic signature tool. Adobe Acrobat Reader DC may be downloaded for free at <https://get.adobe.com/reader/>. If you need an application in a different format or assistance with the .pdf, please contact [tracy.verrier@mrbgroup.com](mailto:tracy.verrier@mrbgroup.com). **Handwritten applications will not be accepted.**
3. The initial fields in Section 9 and the signature field in Section 10 must be completed using the Signature Tool in Adobe Acrobat, equivalent tools available in other applications, or hand-initialed, hand-signed, and scanned. **Typed initials and signatures will not be accepted.**
4. The application form and all attachments can be submitted via email to [tracy.verrier@mrbgroup.com](mailto:tracy.verrier@mrbgroup.com). Include "Geneseo NYFSPF" in the email subject line. All attachments must be sent in .pdf format.

### Project Development

Upon notice of funding award, the applicant must work with the Village of Geneseo and its consultants to complete project design, obtain necessary approvals, select a contractor, and begin work. The project development phase includes the following steps:

1. Pay commitment fee of \$1,050
2. Work with Village of Geneseo and its consultants to develop project scope of work\*
3. Execute contract with the Village of Geneseo
4. Complete architectural/engineering plans as necessary
5. Coordinate environmental review SHPO Approval
6. Finalize budget
7. Receive clearance from Village of Geneseo Design Standards
8. Secure planning/development board approval
9. Obtain a minimum of two bids for each phase of work and select contractors\*
10. Execute agreements with contractors
11. Obtain building permit

\*The Village of Geneseo and its consultants will assist in development of the project scope of work and administer the bidding process.

Steps 1-9 must be completed within six (6) months of award notification or Village of Geneseo reserves the right to revoke the funding award. Renovation work may begin as soon as all these steps are complete but no later than seven (7) months after notification of award. Work must be completed by October 31, 2027.