



## Application for Broome County Hotel/Motel Funds for the Small Community Fund

### Contact Information

First \_\_\_\_\_ Last \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_

email \_\_\_\_\_

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_

Address Continued \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of Applicant:                      Municipality  
    Non-Profit, School District, or similar  
    Local Economic Development Agency

The undersigned on behalf of the applicant does hereby certify that:

1. All statements made for the purpose of obtaining County assistance for the proposed project are either set out in full in this application, or are set out in full in the documents attached to this application and incorporated by reference, and are true to the best of my knowledge and belief.
2. The individual whose signature appears hereon is the organization's chief executive officer or authorized representative and is authorized to sign this application for the organization.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Print Title: \_\_\_\_\_

**Project Description**

Describe the project, the specific location and/or service area, what agency or organization is going to be responsible for carrying the project out, and a list of key personnel. Attach additional pages as necessary.

[Empty rectangular box for project description]

**Project Goals**

Which of the following goals will your project address (check all that apply):

- Making Broome County an Inviting Place to Live, Work, and Play
- Engaging Our Students and Young Professionals
- Taking Pride in Our Urban and Village Centers
- Taking Pride in our Scenic Beauty
- Investing in Our Legacy Sites
- Making a Commitment to High Standards in Services
- Making a Commitment to High Standards in Building Design and Renovation
- Becoming More Resilient
- Investing in Our Workforce, Entrepreneurship, and Innovation

The emphasis of the Small Community Fund will be on projects which address the above goals by: Supporting small retail and restaurants; Addressing substandard housing; Promoting elder-friendly development; Attracting and retaining artists, entrepreneurs, and retirees; Supporting events and festivals; Fostering public art; Improving streetscape, bike and pedestrian amenities, commercial facades; Supporting and coordinating marketing efforts for rural village centers; Combating blight in primary and secondary corridors and gateway areas; and/or Improving access to recreational and scenic resources. Explain how your project addresses one (or more) of these goals (attach additional pages as necessary).

**Plan for Self Sufficiency:**

Small Community Funds are intended to be short term investments in projects that ultimately become self-sufficient. Explain your plan for becoming independent of County support (attach additional pages as necessary).

## Project Budget

### Uses of Funds

	Amount
<b>A. Personnel Services</b>	
a. Salaries and Wages	\$ _____
b. Fringe Benefits	\$ _____
<b>Subtotal</b>	<b>\$ _____</b>
<b>B. Non-personnel Services</b>	
a. Supplies and Materials	\$ _____
b. Equipment	\$ _____
c. Travel	\$ _____
d. Consulting	\$ _____
e. Advertising	\$ _____
f. Printing	\$ _____
g. Other	\$ _____
<b>Subtotal</b>	<b>\$ _____</b>
<b>Total</b>	<b>\$ _____</b>

### Sources of Funds

	Amount	%	Status*
			Committed or Applied
a. Broome County Small Community	\$ _____	_____	
b. State Grant Funds	\$ _____	_____	
c. Federal Grant Funds	\$ _____	_____	
d. Private Cash	\$ _____	_____	
e. In-Kind Contribution	\$ _____	_____	
<b>Total:</b>	<b>\$ _____</b>	<b>_____</b>	

**Leveraged Funds:**

Broome County seeks to leverage funds from other sources, with an emphasis on private funds. Describe the source of other funds and whether those funds have been committed to your project. Attach additional pages as necessary.

Please submit this application to: Director of Planning; Broome County Department of Planning & Economic Development; PO Box 1766; Binghamton, NY 13902 or via email to [fevangelisti@co.broome.ny.us](mailto:fevangelisti@co.broome.ny.us) Questions regarding the application process should be directed to Frank Evangelisti at (607) 778-2414 or [fevangelisti@co.broome.ny.us](mailto:fevangelisti@co.broome.ny.us)

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Committee Action:  Approved      Amount Approved: \$ \_\_\_\_\_      Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Declined      Date Declined: \_\_\_\_/\_\_\_\_/\_\_\_\_      Reason Declined: \_\_\_\_\_

## **Eligibility**

Eligible applicants are local municipalities, non-profits, and local economic development entities. Individuals and for-profit businesses are not eligible to apply. The Fund, while open to all applicants that meet the stated criteria, is intended to help smaller communities with projects that may not be eligible for alternate funding sources. Preference will be given to projects that are in line with that objective, as well as, the vision and goals listed below:

## **Goals of the Small Community Fund**

In 2012, Broome County adopted a comprehensive plan with a series of vision items. These include:

1. Making Broome County an Inviting Place to Live, Work, and Play
2. Engaging Our Students and Young Professionals
3. Taking Pride in Our Urban and Village Centers
4. Taking Pride in our Scenic Beauty
5. Investing in Our Legacy Sites
6. Making a Commitment to High Standards in Services
7. Making a Commitment to High Standards in Building Design and Renovation
8. Becoming More Resilient
9. Investing in Our Workforce, Entrepreneurship, and Innovation

The full plan is online here: [gobroomecounty.com/comprehensiveplan](http://gobroomecounty.com/comprehensiveplan)

Broome County seeks to advance these goals through selected projects and initiatives. Applicants should demonstrate how their project advances these goals. The emphasis of the Small Community Fund will be on projects which address the above goals by:

- Supporting small retail and restaurants
- Addressing substandard housing
- Promoting elder-friendly development
- Attracting and retaining artists, entrepreneurs, and retirees
- Supporting events and festivals
- Fostering public art
- Improving streetscape, bike and pedestrian amenities, commercial facades
- Supporting and coordinating marketing efforts for rural village centers
- Combating blight in primary and secondary corridors and gateway areas
- Improving access to recreational and scenic resources

## **Evaluation Criteria**

Applications for Small Community Fund will be evaluated on the basis of the following criteria:

- How well the proposed project advances the goals of the comprehensive plan as listed above
- The degree to which the project leverages funds from other sources, with an emphasis on leveraging private funds
- Whether the project has a plan for self-sufficiency

## **Application Process**

Applications are available online at [gobroomecounty.com/planning/pubs](http://gobroomecounty.com/planning/pubs)

Agencies and organizations interested in utilizing Hotel-Motel funds must submit an application to:

Director of Planning  
Broome County Department of Planning & Economic Development  
PO Box 1766  
Binghamton, NY 13902  
[fevangelisti@co.broome.ny.us](mailto:fevangelisti@co.broome.ny.us)

Questions regarding the application process should be directed to Frank Evangelisti at (607) 778-2414 or [fevangelisti@co.broome.ny.us](mailto:fevangelisti@co.broome.ny.us)

## **Approval Process**

Complete and eligible applications will be considered either the Board of Acquisition and Contract or the Broome County Legislature based on the amount requested and the County's procurement procedure.