

## GRANT APPLICATION

Round 1 · 2026

### Before you begin

Matching grants for building renovation, minor exterior improvements, and permanent commercial equipment within the Village of Groton NY Forward boundary. Grants reimburse up to 75% of total eligible project cost and require a minimum 25% cash match. This is a reimbursement program: you are responsible for the full cost of the work until reimbursed, and no work may begin before you receive a formal Notice to Proceed following environmental review.

**Return to:** CMD Group, 70 York Avenue, Elmira, NY 14905 · (607) 483-0734 · [info@cmdgroup-usa.com](mailto:info@cmdgroup-usa.com)

Fields marked \* are required. An incomplete application cannot be scored.

## SECTION 1 APPLICANT INFORMATION

APPLICANT NAME \*

MAILING ADDRESS \*

CITY \*

STATE \*

ZIP CODE \*

PHONE \*

EMAIL ADDRESS \*

APPLICANT TYPE \*

☐ Individual

☐ For-profit entity

☐ Not-for-profit entity (NYS N-PCL)

## SECTION 2 PROPERTY AND BUSINESS INFORMATION

PROPERTY ADDRESS \*

INSIDE THE NY FORWARD BOUNDARY? \*

☐ Yes

☐ No

☐ Not sure

YOUR INTEREST IN THE PROPERTY \*

☐ Owner of record

☐ Tenant with the owner's written authorization — attach signed authorization

☐ Under contract to purchase — attach the executed contract

PROPERTY OWNER NAME, IF DIFFERENT FROM APPLICANT

IF A TENANT, LEASE EXPIRATION DATE

TAX PARCEL ID \*

YEAR BUILT

CURRENT USE OF THE PROPERTY \*

BUSINESS NAME, IF APPLICABLE

LIABILITY AND HAZARD INSURANCE IN PLACE? \*

☐ Yes ☐ No

ALL VILLAGE, COUNTY AND SCHOOL TAXES CURRENT? \*

☐ Yes ☐ No

VILLAGE UTILITY ACCOUNTS CURRENT, INCL. ELECTRIC? \*

☐ Yes ☐ No ☐ N/A

ANY OPEN CODE VIOLATIONS ON THE PROPERTY? \*

☐ No ☐ Yes ☐ Not sure

### SECTION 3 PROJECT INFORMATION

#### REQUESTED AWARD CATEGORY \*

- ☐ **Building Renovation** — \$25,000 to \$150,000 per building, plus \$25,000 per residential unit, \$200,000 maximum
- ☐ **Minor Exterior Projects** — \$10,000 to \$25,000 per project: signage, awnings, painting
- ☐ **Small Business Assistance** — \$5,000 to \$50,000 per project: permanent machinery and equipment

#### SCOPE OF WORK \* *list each element of the work included in this request*

#### HOW THE PROJECT SUPPORTS THE NY FORWARD STRATEGIC INVESTMENT PLAN \*

TOTAL PROJECT COST (\$) \*

REQUESTED GRANT (\$) \*

OWNER MATCH (\$) \*

*The owner match must be at least 25% of total project cost, in cash or a secured loan. In-kind labor is not an eligible match, and costs incurred before your grant agreement takes effect are not eligible for reimbursement or as match.*

ANTICIPATED CONSTRUCTION START DATE \*

ANTICIPATED COMPLETION DATE \*

### SECTION 4 FINANCING

SOURCE OF MATCHING FUNDS — CHECK ALL THAT APPLY \*

☐

Cash in bank

☐

Secured loan

☐

Line of credit

☐

Other

LENDING INSTITUTION, IF APPLICABLE

IS FINANCING IN PLACE FOR THE FULL COST OF THE PROJECT? \*

- ☐ Yes — for the full project cost
- ☐ Yes — for my match only
- ☐ No — not yet

### SECTION 5 PROJECT TEAM

CONTRACTOR, IF KNOWN

DESIGN PROFESSIONAL OR ARCHITECT, IF KNOWN

**SECTION 6 ELIGIBILITY CERTIFICATION**

Initial each statement by checking the box. All five are required.

- ☐ I am current on all Village, County and school property taxes for all properties I own in the Village of Groton.
- ☐ I am not a Village of Groton elected official or employee, and I am not related to one in a way that creates a conflict of interest under Article 18 of the New York State General Municipal Law.
- ☐ I understand this program operates as a reimbursement grant, that I am responsible for the full cost of the project until reimbursed, and that reimbursement is limited to 75% of total eligible project cost.
- ☐ I understand that no construction or project activity may begin before I receive a formal Notice to Proceed following environmental review under SEQRA, 6 NYCRR Part 617, and that any cost incurred before that date is not reimbursable.
- ☐ I understand that a minimum of two bids or proposals must be obtained for all project costs, that reimbursement is capped at the lowest responsible bid, and that in-kind labor is not an eligible cost or match.

**SECTION 7 REQUIRED ATTACHMENTS**

Check each item included with this application.

- ☐ Proof of property ownership or executed lease
- ☐ Proof of availability of matching funds — bank statement, loan commitment or line of credit
- ☐ Photographs of existing building and property conditions
- ☐ Completed IRS Form W-9
- ☐ Site plan, sketch or design rendering, if applicable
- ☐ Contractor estimates or bids, if available at the time of application

**SECTION 8 APPLICANT CERTIFICATION AND SIGNATURE**

I certify that the information provided in this application is true and accurate to the best of my knowledge, and that I have read and understand the Program Guidelines governing the Village of Groton NY Forward Small Project Fund.

- ☐ I certify the above.

PRINTED NAME \*

TITLE OR CAPACITY \*

SIGNATURE \*

DATE \*

**FOR OFFICE USE ONLY**

DATE RECEIVED

APPLICATION #

RECEIVED BY

DATE DEEMED COMPLETE