

# SARANAC LAKE ENERGIZE DOWNTOWN FUND

## COMMERCIAL RENT ASSISTANCE APPLICATION

The Saranac Lake Energize Downtown Fund (Energize Downtown) provides matching grant funds to commercial and mixed-use properties in the Saranac Lake DRI target area. Property owners, business owners, entrepreneurs and non-profit organizations are eligible to apply for funds for interior and exterior building improvement, site upgrades and enhancements and commercial rent assistance. Projects should meet the goals of the Downtown Revitalization Initiative (DRI) and advance the community's vision for downtown revitalization. The Energize Downtown Fund is administered through the Franklin County Local Development Corporation (FCLDC).

Visit [www.franklinida.org/SLEDF](http://www.franklinida.org/SLEDF) to find guidelines, frequently asked questions and relevant plans and documents. 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) can meet program criteria and minimum requirements and (2) scores high enough compared to other proposed projects to be awarded funding. It is the responsibility of the applicant to provide accurate and complete information within this application.

Upon notice of funding award, the applicant must work with FCLDC to complete project design and scope, finalize budget, obtain necessary approvals, and complete contracts.

### Application Submission Instructions

1. The application submission deadline is **Friday February 28, 2020 at 5PM.**
2. Applications must 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/>. **Handwritten applications will not be accepted.**
3. Download and save application before filling out information.
4. The signature field in the Certification Section must be completed using the Signature Tool in Adobe Acrobat, equivalent tools available in other applications, or hand-initialed, hand-signed, and scanned.
5. The application form and all attachments must be submitted via web form at <https://tinyurl.com/sledf>. The web form allows attachments to be uploaded separately. All attachments must be uploaded in .pdf format.

### 1. Applicant Information

*Instructions: Complete all applicable fields. Phone numbers and email addresses must be provided for the applicant and contact person.*

Applicant Name:

Address:

City:

State:

Zip:

Phone:

Email:

Contact Person *(if different)*:

Phone:

Email:

### 2. Location Information

*Instructions: Complete all applicable fields. If you plan to relocate a business currently in operation, please list the current location and current building owner in addition to information on the new location.*

Business Name:

Current Business Address:

Current Building Owner:

Address:

City:

State:

Zip:

City:

State:

Zip:

Phone:

Phone:

Email:

Email:

Proposed Business Address:			Proposed Building Owner:		
			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
Email:			Email:		

### 3. Project Information

*Instructions: Complete all applicable fields.*

	Yes	No	Current	Projected
Do you have a business plan?				
Do you need assistance creating a business plan?				
Do you currently have a signed lease agreement?				
Number of jobs created				
Number of daily patrons				

### 4. Business Description

*Instructions: Describe your project in detail addressing the following. Attach additional sheets if necessary.*

**4a.**

- Overview of current or proposed business model;
- How the business fills a niche market and/or diversifies offerings available in downtown;
- Why this grant funding will contribute to the long-term success of your business.

**4b.** Attach photos if necessary

- The current condition of the building/site for the proposed business;
- Existing uses of the building including names and types of businesses.

**4c.** The amount of rent assistance you are seeking.  
*Up to 24 months of rent assistance may be provided not exceeding \$18,000. Commercial rent subsidy for year one of agreement term will be covered up to full cost but not to exceed \$1,000/month. Rent subsidy for year two of term will be covered at half cost.*

Total monthly rent	Year 1 assistance	Year 2 assistance

## 5. Scoring Criteria

*Instructions: Please refer to the program guidelines for details about scoring criteria. This is a competitive grant program and the project will be scored and ranked against scoring criteria. Projects will be scored on (I) **Alignment with the Village of Saranac Lake DRI Investment Plan Goals***

*In the sections below, describe how your project promotes or contributes to the goals from the DRI Investment Plan. Projects may not have a direct impact on each goal. Attach additional pages if necessary. Support documents can be found at*

[www.franklinida.org/SLEDF](http://www.franklinida.org/SLEDF).

## I. Alignment with local strategic investment plan goals

**PROSPERITY- How does your project:**

- *Attract and support entrepreneurs to create new employment opportunities for the next-generation workforce;*
- *Encourage redevelopment of priority areas to accommodate a mix of commercial and office development;*
- *Nurture a business environment that offers opportunities for locally owned businesses and residents from all walks of life?*

**DESTINATION- How does your project:**

- *Attract and support the establishment of new arts, culture, and entertainment venues and events for residents and visitors of all ages, incomes and interests;*
- *Develop new and support existing programs and events that provide opportunities for people to remain in downtown in the evening and on the weekends;*
- *Achieve and maintain a balanced mix of businesses and organizations that attract visitors and provide necessary goods and services to regional residents?*

**URBAN DESIGN - How does your project:**

- *Encourage high quality urban design of privately-owned buildings and places;*
- *Maintain the historic character of downtown by promoting preservation and restoration of historic buildings;*
- *Support placemaking to promote an attractive, walkable, dynamic downtown;*
- *Utilize green infrastructure and green building techniques to create a more sustainable downtown?*

**CONNECTIVITY – How does your project:**

- *Identify, prioritize and correct accessibility barriers within downtown;*
- *Enhance visual and pedestrian connections to Upper Broadway and Depot area from the rest of downtown;*
- *Invest in streetscape improvements that will promote walkability and increase safety for all ages and abilities?*

**LIVABILITY – How does your project:**

- *Support the creation of quality market rate and workforce housing that serves year-round residents and supports continued employment growth;*
- *Diversify housing options downtown including a range of affordability and type?*



## 6. 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.

### Information submitted with application (Check all that apply):

	✓
Business Plan (required)	<input type="checkbox"/>
1 Year Historical Financial Statements (Current business owners)	<input type="checkbox"/>
1 Year Financial Projections	<input type="checkbox"/>
Copy of lease agreement	<input type="checkbox"/>
Additional pages for application questions	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

## 7. Acknowledgements

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

Initials	Statement
	I have read all associated plans, program guidelines and FAQ's
	Property owner must be current on all property taxes including water and sewer bills.
	All projects awarded Energize Downtown funds must demonstrate compliance with the following design guidelines, standards and requirements: Village of Saranac Lake Development Code, NYS Uniform Fire Prevention and Building Code, New York State Historic Preservation Office requirements, Housing Trust Fund Corporation requirements, and Clinton and Franklin Counties Regional Design Guidelines for Downtowns
	Commercial Rent Assistance will not be provided for rents that that are above fair market value. FCLDC reserves the right to determine the fair market rent for a commercial space. Priority will be given to projects where the landlord provides a discounted rent.
	Up to 24 months of rent assistance may be provided not exceeding \$18,000. Commercial rent subsidy for year one of agreement term will be covered up to full cost but not to exceed \$1,000/month. Rent subsidy for year two of term will be covered at half cost.
	Business must maintain an arms-length lease with the landlord and operate its business at the tenant space for a minimum of three (3) years. The business must occupy the space for the entire assistance period. In the event the business leaves the space during the assistance period, the full amount of the subsidized payments made by FCLDC to the Landlord shall be repaid by the applicant.
	The applicant must agree to remain in business and to not sell or assign such business to another person or entity for a period of twenty-four (24) months from the date of initial funding.
	FCLDC reserves the right to make grant awards that are less than the amount requested.

## 8. 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 Saranac Lake Energize Downtown 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