



City of Amsterdam
Community & Economic Development
61 Church Street
Amsterdam, NY 12010
(518) 841-4304
www.amsterdamny.gov



**APPLICATIONS MUST BE RECEIVED ON OR BEFORE
THURSDAY, FEBRUARY 17, 2022 at 3:00 p.m.**

Applications may be mailed or delivered to:
City of Amsterdam
Community & Economic Development
61 Church Street
Amsterdam, NY 12010
or emailed to Gina DaBiere-Gibbs ggibbs@amsterdamny.gov

FUND OR APPLICATION QUESTIONS?

Contact Amanda Bearcroft at abearcroft@amsterdamny.gov or (518) 841-4304



City of Amsterdam Downtown Revitalization Initiative DOWNTOWN IMPROVEMENT FUND APPLICATION

Please Note: Additional pages may be attached if you require more space for any answer.

Applicant Information:

Business Name: _____

Business Address: _____

Business Owner's Name: _____

Phone: _____ Email: _____

Do you: Own the Building Lease the Building Lease a Portion of the Building

If different from Applicant, please list the property owner's contact information:

I am applying for funding for the following (Check all that apply):

Façade Improvements

Building Signage

Conversion of Upper Story

Storefront/commercial expansion, improvement or renovation

This property is within the DRI Boundary: Yes OR No Tax Map#: _____

Business Information:

When did the Business Open? _____

Summary of Current Use of Building: _____

Describe the condition of the building when you acquired/began to rent it, and the improvements that you have made since: _____

Please provide the anticipated schedule for renovations funded under this DIF program:

Please explain how the proposed project addresses the goals of the DRI Strategic Investment Plan, and/or how you think your project will help transform the City of Amsterdam's downtown:

Permitting and Review Information:

Have you applied for a building permit for this project? ___ Yes OR ___ No

If available, attach a copy of the permit.

Required Information:

1. Itemized cost estimate for each phase of the proposed project.
2. Color renderings of your proposed building improvements.
3. If repainting façade, please identify specific colors to be used.
4. If available, architectural designs.

Please Note: You must apply for all applicable City permits and obtain approval *before* beginning any construction.

Signs/Awnings:

If awarded, please describe exactly what you intend to use the DIF funding for:

Required Supporting Information:

1. Estimates from sign and/or awning maker which includes the following:
 - Dimensions of sign/awning
 - Materials (i.e.: high-density foam, fabric, etc.)
 - Colors to be used
 - Description of mounting hardware and brackets
 - Cost estimates
 - “Before” photos of front of building
 - Colored rendering of the sign/awning
2. Please attach an illustration of the placement of the sign/awning on the building

Please Note: You must apply for all applicable City permits and obtain approval before contracting for any materials, whether you apply for a grant or not. Grant funding must be applied for and approved *before* any sign/awning construction is started.

Project Budget:

This program seeks to measure the extent to which the Downtown Improvement Fund grants will catalyze private investment and leverage New York State’s investment in the City of Amsterdam. Please provide the information below, or attach a separate sheet with the same information requested below.

Project Elements	Estimated Total Cost	DIF Funds Requested	DIF Funds as % of Total Cost	Amount of Other Funds	Source of Other Funds
Building Improvements					
	\$	\$		\$	
Subtotal Building Improvements					
Sign/Awning					
Subtotal Sign/Awning					
NON-DRI-ELIGIBLE PROJECT ELEMENTS					
Subtotal Non-DRI					
COMBINED TOTALS					

Certifications:

I certify that all of the information, statements and representations contained in this application, and in all attachments and supporting material, are, to the best of my belief, true, accurate and complete.

I acknowledge that all appropriate permits and approvals, site specific environmental review, and State Historic Preservation Office (SHPO) review, as required for work on historic buildings, must be complete for eligible activities prior to the start of construction.

I acknowledge that, as part of the evaluation process, the City of Amsterdam or its representatives will conduct a site visit to this property and may need access to the interior and exterior of the building.

I acknowledge that, costs incurred for work on buildings that eventually prove infeasible and do not receive other investments will not be reimbursed with DRI Downtown Improvement Funds; therefore, reimbursements for soft costs may NOT be requested as part of a partial payment prior to project completion.

I acknowledge that, if I am awarded a grant, I will be assessed a commitment fee of \$1000 to cover costs of site contamination review and grant administration and is non-refundable.

I certify that there are no outstanding code violations on any owned properties within the City of Amsterdam for the applicant and property owner, if property owner is different from the applicant.

I have read and understand all City of Amsterdam DRI Downtown Improvement Fund Requirements as outlined in the Program Guidelines for Applicants.

Signature of Applicant Date

Please refer to the Application Checklist on the following page to ensure that you attach all necessary and required documentation to this completed Application.

Please refer to the Program Guidelines for Applicants document for program rules and requirements.

Application Checklist:

- ___ Application Form(s) completed and signed
- ___ Proof that City of Amsterdam Taxes & Fees, and Montgomery County Taxes, are current
- ___ Copy of the deed to the property (or abstract)
- ___ Documentation of current Fire/Hazzard/Liability insurance with the City of Amsterdam listed as additional insured

If the applicant is not the owner of the building, also attach:

- ___ A signed letter from the owner showing his/her support for the project and written consent to undertake the project

For Building Improvements:

- ___ Itemized cost estimate for each phase of the proposed project
- ___ Colored renderings of the proposed façade improvements; if repainting façade, specific colors to be used
- ___ Architectural designs, if available

For Signs/Awnings:

- ___ Estimates and sign details from the fabricator
- ___ Illustration of the sign/awning and its placement on the building