
2018 William G. Mayne, Jr. Business/Community Enhancement Program

Developing partnerships for a better Niagara



With special thanks to the Niagara Falls Bridge Commission for their contribution toward the 2018 William G. Mayne, Jr. Business/Community Enhancement Program

Niagara County Legislature

2018

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Legislative Chambers
Courthouse
175 Hawley Street
Lockport, NY 14094

Niagara Falls Bridge Commission

2018

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All correspondence for the Commissioners should be sent to:

Niagara Falls Bridge Commission
5365 Military Road
Lewiston, New York 14092
Phone: 716-285-6322

or

Niagara Falls Bridge Commission
P.O. Box 395
Niagara Falls, Ontario L2E 6T8
Phone: 905-354-5641



WILLIAM G. MAYNE, JR.
BUSINESS/COMMUNITY ENHANCEMENT PROGRAM
2018

INTRODUCTION

This program is designed to offer cash grants of up to \$5,000 to business organizations in Niagara County for the purposes of enhancing and assisting with their plans for brick & mortar improvements in their communities, as well as marketing and promotional materials (brochures promoting business districts).

The program, **which will require your organization to match the grant dollar for dollar**, is established to enhance and enrich the business climate and overall landscape in Niagara County's communities. **Grants are not to be used for administrative costs, or for rolling stock, and matching amounts must not include in-kind services. Grants MUST be used for 2018 projects.**

ELIGIBLE APPLICANTS

All Niagara County Business Associations (dollar for dollar cash match)

Your business organization must submit, with the application, any documentation indicating the business organization has existence, as authorized by law. Examples can be: correspondence from the Internal Revenue Service (IRS), certification of incorporation or certification of assumed name.

(Only one organization can take the lead and have the primary responsibility of administering the program.)

ELIGIBLE PROJECTS

Example projects include, but are not limited to:

- | | |
|--|----------------------------------|
| √ Decorative banners | √ New Signage |
| √ Landscaping | √ Curbside benches |
| √ Curbside planters/hanging flower baskets | √ Public parking improvements |
| √ Sidewalk improvements | √ Other streetscape improvements |
| √ Promotional brochures/materials | |

CRITERIA / EVALUATION

- Project must physically enhance the community (brick & mortar improvements).
- Project must be cost effective.
- Availability of matching funds on the part of the applicant. (Match must be a cash match; amounts must not include in-kind services.)
- Priority of project in relationship to other projects proposed under 2018 BCEP.
- Urgency of need, based on availability of other funding sources.
- Collaboration with another business association or funding partner will boost applicant's score.

PROCESS

In order to advance projects for selection, the following process **MUST BE FOLLOWED – NO EXCEPTIONS!** Applications that do not follow this process will not be considered:

- Attendance at mandatory orientation meeting. This year's session is scheduled for **Friday, March 9, 2018, 9:00am @** Niagara County Center for Economic Development, Vantage Center – Conference Room
- A cover letter, on the **business organization's "official" letterhead**, with original signature from an executive officer of the business organization **MUST** accompany the 2018 Business/Community Enhancement Program Grant Application.
- A 2018 Business/Community Enhancement Program Grant Application needs to include Form #1, Form #2 and Form #3. Application forms are available in electronic format on our website at www.niagaracountybusiness.com under the Programs and Incentives; Business/Community Enhancement Tab, or upon request. If using the forms included in this document (pages 4-6), please type. No handwritten forms will be accepted.
- **Form #1** must be filled out by an executive officer of the business organization.
- Provide proof of any documentation indicating that your business organization has existence as authorized by law. (Use **Form #2**).
- Application must include **a detailed budget and project plan & timeline**. (Use **Form #3**). Grants cannot exceed \$5,000, and must be matched by the same amount in cash. For example, if you are applying for a \$5,000 grant, you must include a detailed budget, project plan and timeline for a \$10,000 project. (\$5,000 grant and your \$5,000 cash match) **You must also attach to **Form #3**, proof of cash match.**
- Upon selection, you will be asked to begin your project with your organization's matching funds. When receipts and cancelled checks that total your grant amount are accumulated, send them to the contact listed below, along with an invoice on your organization's official letterhead for the total grant amount. **Important – receipts must be marked paid in full by the vendor; cancelled checks must show front and back of check; checks must be written out of the sponsoring organization's account; purchase orders are not sufficient back up documentation, and will not be accepted.**

- At that time, a voucher will be prepared and a check will be issued to your organization for project completion. **All projects must be completed in the 2018 calendar year.**
- Your organization must submit a project completion report, and remaining receipts and cancelled checks as proof of project completion, to the contact listed below **no later than October 31, 2018.** Failure to submit a project completion report will deem your project incomplete and Niagara County will require the return of 50% of the monies previously advanced to your organization. Failure to submit a project completion report may also disqualify the organization from future funding through the William G. Mayne, Jr. Business/Community Enhancement Program.

PROPOSAL DUE DATE:

**DEADLINE FOR SUBMISSION OF COMPLETED PROPOSALS, NO LATER THAN:
4:00 P.M. MONDAY, APRIL 2, 2018.**

To meet the deadline, the Niagara County Department of Economic Development must receive all proposals by the above-referenced deadlines. Proposals can be mailed or hand-delivered to: Niagara County Center for Economic Development, Vantage Center, Suite One, 6311 Inducon Corporate Drive, Sanborn, NY 14132.

Please submit one (1) original unbound and two (2) bound copies of the application.

CONTACT

Applications are to be sent and questions directed to:

Michael A. Casale, Deputy Commissioner of Business Development
Niagara County Center for Economic Development
Vantage Center, Suite One
6311 Inducon Corporate Drive
Sanborn, NY 14132
716-278-8752
E-mail: michael.casale@niagaracounty.com

**** NOTICE ****

Grants will be announced at the **Tuesday, May 1, 2018** meeting of the Niagara County Legislature. Ceremonial check presentation will begin promptly at 7:00 p.m. at the Niagara County Courthouse, Legislative Chambers, 175 Hawley Street, Lockport, NY 14094.