NY FORWARD
PROJECT INTEREST FORM

DUE AUGUST 22ND

The **Village of Monroe** is preparing an application for **up to $4.5 million through the NY Forward program**. These programs aim to fund **shovel-ready, transformational projects** that will enhance the economic vitality and long-term resilience of Monroe's downtown.

Projects submitted for inclusion should:

- Be **high-impact**, transformational, and contribute to long-term economic and community development goals.
- Projects should be well-defined and ready for implementation, but not time-sensitive, as funding would not be available until 2027

Please return completed forms and all required attachments by email to: **dbulger@labellapc.com**

1. Applicant Information

Name of Applicant: _____

Mailing Address: _____

_____

Phone(Day): _____

Phone(Evening): _____

E-mail: _____

2. Property Information

Address of Property: _____

Name of Business(es) _____

# of Commercial Units _____ # Vacant_____

# of Residential Units _____ # Vacant _____

Total Square Feet _____ Sq. Ft Vacant: _____

Property Taxes Paid to Date? Yes☐ No☐

Water/Sewer Paid to Date? Yes☐ No☐

Taxes Paid to Date on All Village owned Properties? Yes☐ No☐

Do you (check one): ☐ Own the Property ☐ Lease the Property

3. Funding Request

Total Project Costs $ _____
Funding Request $ _____

NOTE: Projects should only request enough funding to make the project viable and no more than 75% of total project costs. Higher percentages of private funding or additional, co-funding sources and lower funding requests will benefit the Village's overall application.

4. Description of Project

Briefly describe the proposed project, including the business or community purpose, location, current condition, and what the project will achieve.

5. High-Level Scope of Work

Please itemize a high-level scope of work with key activities or investments (e.g., façade improvements, equipment purchase, HVAC replacement, ADA upgrades, site acquisition, etc.) Attach an additional page if necessary:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

6. Attachments Checklist

Please submit the following supporting documents with this form in as much detail as possible for the current stage of project development. These are not required for inclusion in the Village's application, but demonstrate project feasibility and strengthen the competitiveness of the application:

- ☐ **Third-party cost estimates** or contractor quotes
- ☐ **Plans, specifications, drawings, or renderings**
- ☐ **Proof of funding availability** (e.g., bank statement, funding award letter, letter of interest from a bank or investor)

Project Sponsors are also asked to provide the Village with a Letter of Intention to be included in the Village's application. A template for this letter will be provided after the Village reviews the submitted Project Interest Form.