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# 2024 William G. Mayne, Jr. Business/ Community Enhancement Program Application Package

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Developing partnerships for a better Niagara



With special thanks to the Niagara Falls Bridge Commission for their contribution toward the 2024 William G. Mayne, Jr. Business/Community Enhancement Program

# **Niagara County Legislature**

**2024**

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Third District:	Christopher J. McKimmie
Fourth District:	Jeffrey Elder
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Seventh District:	Jesse P. Gooch
Eighth District:	Richard L. Andres, Jr.
Ninth District:	Randy R. Bradt
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Eleventh District:	Anthony J. Nemi
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**Alysa Tomasino, Clerk of the Legislature**  
**Niagara County Legislature**  
**Legislative Chambers**  
**Courthouse**  
**175 Hawley Street**  
**Lockport, NY 14094**

# **Niagara Falls Bridge Commission**

**2024**

## **Commissioners**

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Kathleen Neville, Vice Chairperson

Lindsay DiCosimo Merani, Secretary

Francis A. Soda, Treasurer

Harry R. Palladino

## **General Manager**

Kenneth Bieger, General Manager

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**  
**2024**

**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 through print and digital media 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 2024 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, trail or park improvements that enhance quality of life in and around business districts |
| √ Promotional brochures/materials          |   |
| √ Digital marketing                        |   |

## 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 2024 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 1, 2024** at 9:00 a.m.
- A cover letter, on the **business organization's "official" letterhead**, with original signature from an executive officer of the business organization **MUST** accompany the 2024 Business/Community Enhancement Program Grant Application.
  - A 2024 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/business-community-enhancement](http://www.niagaracountybusiness.com/business-community-enhancement) 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. Also, a list of Board of Directors and most recent meeting minutes from 2023 or 2024. (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 notification of your organization's grant award, you may begin your project. When the project is complete, you will need to submit a project summary form, receipts and cancelled checks that total your entire project, along with an invoice on your organization's official letterhead, requesting your grant award. These documents should be sent to the contact listed on page 3. **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. Also, if you are paying with a credit card or purchasing items online a billing statement needs to be submitted showing the transaction date, amount and corresponding vendor.**
- When all the necessary paperwork is received, a voucher will be prepared and a check will be issued to your organization for project completion. **All projects must be completed in the 2024 calendar year.**
- The last day to submit your project summary and documentation is **Thursday, October 31, 2024**.

**PROPOSAL DUE DATE:**

**DEADLINE FOR SUBMISSION OF COMPLETED PROPOSALS, NO LATER THAN:  
4:00 P.M. MONDAY, APRIL 1, 2024**

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: Samuel M. Ferraro Center for Economic Development, 6311 Inducon Corporate Drive, Suite One, Sanborn, NY 14132.

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

**CONTACT**

Applications are to be sent and questions directed to:

Cathie L. Synor, Confidential Assistant to the Commissioner  
Niagara County Center for Economic Development  
Samuel M. Ferraro Center for Economic Development  
6311 Inducon Corporate Drive, Suite One  
Sanborn, NY 14132  
716-278-8750  
E-mail: [Cathie.Synor@niagaracounty.com](mailto:Cathie.Synor@niagaracounty.com)

**\*\* NOTICE \*\***

Grants will be announced at the **Tuesday, May 14, 2024** meeting of the Niagara County Legislature. Ceremonial check presentation will begin promptly at 6:00 p.m. at the Niagara County Courthouse, Legislative Chambers, 175 Hawley Street, Lockport, NY 14094.



**William G. Mayne Jr. Business & Community  
Enhancement Program Application**

**FORM #1**

1. Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

2. Contact Person: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

3. Date of Application: \_\_\_\_\_

4. Grant Amount Requested: \_\_\_\_\_

5. Brief Description of Project: .

6. Has your organization received funding from Niagara County in the past three years:  
Yes \_\_\_\_ No \_\_\_\_ If yes, on a separate sheet list the funding dates, amounts and use of funds.

7. Name, title and phone number of representative attending the Awards Ceremony:  
\_\_\_\_\_

**William G. Mayne Jr. Business & Community**  
**Enhancement Program Application**

**FORM #2**

1. Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

2. Please attach proof of any documentation indicating that your business organization has existence as authorized by law. (e.g., correspondence from the IRS, certification of incorporation, certification of assumed name, etc.) **Please include a copy of your organization's most recent meeting minutes from 2023 or 2024, and a list of current Board of Directors.**



**William G. Mayne Jr. Business & Community**  
**Enhancement Program Application**

**FORM #3**

1. Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

2. List below **a detailed project plan, budget and timeline for project completion**. Please list elements of your project with corresponding costs. If you are requesting a \$5,000 grant you must provide a project plan & budget that totals \$10,000, as this is a matching funds program. **Please attach to this form, a notarized letter on your organization's official letterhead from your organization's Treasurer, stating that your organization has sufficient matching funds for the project as of the date of this application.**



## **William G. Mayne, Jr. Business & Community Enhancement Program** **2024 Checklists**

### ***Applying for Grant***

- \_\_\_\_\_ Have I attended the mandatory orientation meeting?
- \_\_\_\_\_ Have I included a cover letter on our organization's official letterhead with an original signature from our organization's president, which requests consideration for our organization's grant request?
- \_\_\_\_\_ Have I completed Application Forms 1-3
- \_\_\_\_\_ Have I included with Application Form #2, proof that my organization exists as authorized by law (incorporation papers, etc); a list of current Board of Directors; and most recent meeting minutes from 2023 or 2024
- \_\_\_\_\_ Have I included with Application Form #3, a notarized letter from our organization's Treasurer stating that our organization has sufficient matching funds for this project?
- \_\_\_\_\_ Have I included two copies, one original unbound and one bound application?

**(Please make a copy of the above checklist, with your check marks on each line to ensure a completed application. PLEASE SUBMIT THIS CHECK LIST WITH YOUR APPLICATION)**

### ***Project Completion and Request for Awarded Grant Funds (Due by Thursday, October 31, 2024)***

- \_\_\_\_\_ Have I included a cover letter from my organization's president?
- \_\_\_\_\_ Have I included an invoice on my organization's letterhead for the grant amount made payable to my organization? Invoice should be sent to Niagara County Department of Economic Development, Samuel M. Ferraro Center for Economic Development, 6311 Inducon Corporate Drive, Suite One, Sanborn, NY 14132. **(Use sample provided)**
- \_\_\_\_\_ Have I included the Project Summary Form, detailing my organization's completed project, and listing the costs associated with the project? **(New last year)**
- \_\_\_\_\_ Have I included an invoice(s), from my project vendor(s)?
- \_\_\_\_\_ Have I included copies of cancelled checks **(front & back)** for the corresponding invoices and receipts (proof of payment to vendors)? If paying by credit card for local/online purchases I have included a billing statement indicating the date, vendor, and amount of the purchase.
- \_\_\_\_\_ For bricks & mortar projects, please include pictures. **Full color pictures are preferred.**
- \_\_\_\_\_ For promotional/marketing projects (brochures, etc.), please include six copies with your submission
- \_\_\_\_\_ For digital marketing projects (websites, social media, apps, video footage, etc.), please include screen shots or video footage with your submission