
2023 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 2023 William G. Mayne, Jr. Business/Community Enhancement Program

Niagara County Legislature

2023

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175 Hawley Street
Lockport, NY 14094

Niagara Falls Bridge Commission

2023

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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
2023

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 2023 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 2023 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 3, 2023** 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 2023 Business/Community Enhancement Program Grant Application.
 - A 2023 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 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 2022 or 2023. (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 2023 calendar year.**
- The last day to submit your project summary and documentation is **Tuesday, October 31, 2023.**

PROPOSAL DUE DATE:

DEADLINE FOR SUBMISSION OF COMPLETED PROPOSALS, NO LATER THAN:
4:00 P.M. FRIDAY, MARCH 31, 2023

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

**** NOTICE ****

Grants will be announced at the **Tuesday, May 16, 2023** 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.



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 2022 or 2023, 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
2023 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 2022 or 2023
- _____ 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 Tuesday, October 31, 2023)

- _____ 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 this 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