

Town of Warrensburg Main Street Program Project Application Form

The Town of Warrensburg is seeking a New York Main Street Program (NYMS) to assist commercial and commercial/residential building owners with costs associated with undertaking building renovations. This is a competitive grant program and the purpose of this application is to collect the information necessary to determine whether a proposed project (1) has the potential to be transformative, (2) can meet minimum state and local program requirements, and (3) scores high enough compared to other proposed projects to be awarded funding. It is the responsibility of the applicant to provide accurate and complete information with this application. The deadline to submit applications is July 17, 2026.

1. General Information

Instructions: Complete all applicable fields. Phone numbers and email addresses must be provided for the applicant, property owner, and contact person. If the property owner is not the applicant then the application must include a letter from the owner authorizing the applicant to apply for funding and make proposed improvements. The applicant or contact person must provide an email address.

Property Address:					
Applicant Name:			Owner Name (if different):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
Email:			Email:		
Contact Person (if different):					
Phone:			Email:		

Ownership Status	<input type="checkbox"/> Applicant is Property Owner <input type="checkbox"/> Applicant is Tenant/Leaseholder (owner authorization is attached)
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2. Current Building Uses

Instructions: Provide the total number of residential and commercial units on each floor and the number of vacant units on each floor.

Residential		Commercial	
# Units	# Units Vacant	# Units	# Units Vacant

Project Outcomes	
Number of commercial units to be renovated	
Number of new commercial units to be created	
Number of existing residential units to be renovated	
Number of new residential units to be created	
Does the project include accessibility improvements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project include historic restoration or preservation work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project leverage funds beyond the minimum required match?	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Project Description

Instructions: Describe in detail the following: (1) the current condition of the building, (2) existing uses of the building including names and types of businesses, (3) the total scope of the proposed project including descriptions of each major component, and (4) what project component(s) grant funding would be used for. Attach additional sheets as necessary.

4. Project Budget

Instructions: List each major work component described in the Project Description and provide an estimated cost for each. Provide an estimated cost for exterior work and interior work and an overall total project cost. The grant request cannot exceed \$50,000 per building + \$25,000 per residential unit for up to two (2) units for a maximum of \$100,000. The grant request cannot exceed 75% of the Total Project Cost.

Work Component	Estimated Cost
Exterior (e.g. masonry, roofing, signage)	
1.	
2.	
3.	
4.	
Total Exterior Cost	
Interior (e.g. Electrical, HVAC, framing)	
1.	
2.	
3.	
4.	
Total Interior Cost	
Total Project Cost (Total Exterior Cost + Total Interior Cost)	
Grant Request (Maximum \$50,000 per building plus \$25,000 per assisted residential unit, not to exceed \$100,000 total)	
Applicant Match (Total Project Cost – Grant Request)	
Grant Request Percentage (Grant Request / Total Project Cost but cannot exceed 75%)	

5. Taxes and Utilities

Instructions: Property owners who are the beneficiaries of NYMS funds must be current with all property taxes and special district fees. Indicate the status of taxes and fees. Provide an explanation for any taxes or fees that are late or unpaid.

	Yes	No	Unsure
Are Village, County and Town Taxes Current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are School Taxes Current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are Water/Sewer Bills Current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation:			

6. Attachments

Instructions: Attach any documentation that supports the application. Attachments may be uploaded as separately or combined but all attachments.

Information submitted with application (Check all that apply):	✓
Current photo of building and photos of areas to be renovated <i>(Required)</i>	<input type="checkbox"/>
Letter of commitment [template attached] <i>(Required)</i>	<input type="checkbox"/>
Project description <i>(Required)</i>	<input type="checkbox"/>
Evidence of committed funds [bank statements, grant awards from local state agencies, loan commitment letters] <i>(Required)</i>	<input type="checkbox"/>
Contractor estimates, proposals, or cost opinions (if available)	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Explanation:	

7. Mandatory Environmental Testing and Review

Projects receiving NYMS assistance are subject to environmental review requirements established by New York State Homes and Community Renewal. Depending on project scope and building conditions, applicants may be required to complete asbestos surveys, lead-based paint testing, radon testing, site contamination review, historic preservation review, and other environmental compliance activities.

I acknowledge that environmental review must be completed before construction activities begin and agree to cooperate with all program requirements.

Applicant Name

Applicant Signature

Date

8. Certification

I hereby certify that all information, which has been or will be furnished in support of this application, is given for the purpose of obtaining funds through the New York Main Street Grant Program and that all information submitted has been examined and approved by me and is true, correct, and complete. I understand that this information will be used to assess and rank my proposed project in accordance with funding criteria. I agree to abide by all requirements to be set forth in connection with said program and the penalties and provisions of all applicable local, state, and federal laws pertaining to falsification of any item contained herein or fraudulent misrepresentation of my business. I understand that this is a competitive award program and that my project may not be awarded funding. I agree that verification of any information contained herein may be obtained.

Applicant Name

Applicant Signature

Date

Commitment Letter Template

[Insert Date]

To Whom It May Concern:

My name is [Insert Name] and I own a building located at [Insert address of the building] in the Town of Warrensburg. I am confirming my interest in participating in the Main Street Program should the State award funds. I understand that if the Town selects my project through the competitive application process, I will be eligible to be reimbursed for up to 75% of the eligible costs of the renovations to my building.

The estimated total project cost is [Enter dollar amount] for which I understand I would be eligible for a maximum reimbursement of 75%. I understand that this is a reimbursement program and that I must complete all the work in the approved project scope, pay contractors in full, and submit receipts and proof of payment before receiving the grant. I confirm that the project can be completed within the two-year contract period and I have financing in place to complete the project. Documentation of my financing plan is attached.

My property is in need of the following eligible improvements:

Eligible Improvement	Estimated Cost
Estimated Total Project Cost	

These improvements will contribute to the sustainability of my building but also contribute to the revitalization of the neighborhood and the Town, but without assistance I would be unable to permanently commit this amount of money towards these improvements.

I understand that the improvements must meet local design guidelines and standards (if applicable), NYS Building Code, NYS environmental and historic preservation requirements, and all other applicable regulatory requirements. I also understand that I will be required to maintain the assisted improvement for a minimum of five years and will execute a Property Maintenance Declaration to formalize this responsibility. I understand that if I sell my building within this five-year term, I will be required to pay back a pro-rated amount of the grant funds.

Sincerely,

Owner Signature

[Insert Property Owner Name]

Contacts

Technical Contact

Flatley Read, Inc.

(518) 577-5681

info@flatleyread.com