



**TOWN OF NORTH HEMPSTEAD  
BUSINESS & TOURISM DEVELOPMENT CORPORATION  
DOWNTOWN BEAUTIFICATION MATCHING GRANT PROGRAM  
APPLICATION**

THIS IS A REIMBURSEMENT ONLY PROGRAM. The Maximum BTDC Award is \$10,000. Program Funds will be awarded on a competitive basis. All applications must be received by December 4, 2015. Decisions regarding approval of applications are at the sole discretion of the Board of Directors of the North Hempstead Business & Tourism Development Corporation. Approval of proposals is also subject to the availability of Program Funds. Required match is 50%. In-Kind Service Contributions do not qualify. See Program Rules for more information.

**PART A - APPLICATION INFORMATION**

1. APPLICANT (Organization):

2. APPLICANT MAILING ADDRESS:

(no. & street)

(city) NY (zip)

3. FEDERAL TAX ID#:

3a. TYPE OF ORGANIZATION (Circle one) a) Business Improvement District c) Nonprofit Organization  
b) Local Development Corporation d) Other (Describe) \_\_\_\_\_

4. CONTACT PERSON:

TITLE:

5. PHONE: ( )

FAX: ( )

6. CONTACT MAILING ADDRESS (if different from applicant)

(no. & street)

(city) NY (zip)

**PART B - GENERAL PROJECT INFORMATION**

1. PROJECT NAME:

2. PROJECT LOCATION:

**PART C - PROJECT TIMING AND COST**

1. Proposed Start Date:

2. Expected Completion Date:

3. Total Project Costs: \$

4. BTDC Assistance Requested: \$

% of Project (no more than 50):

## **PART D - BRIEFLY DESCRIBE THE PROPOSED PROJECT/WORK PROGRAM**

Briefly describe the project, purpose and specific location. Please list the objectives to be achieved, problem(s) to be addressed and anticipated benefits of the proposed project. If the project is a Streetscape Improvement, describe, as appropriate, what Improvements will be made. Attach site plans and design drawings, if available, and include photographs of existing site conditions. Identify the project's component tasks or stages and their costs, and provide a schedule for their completion. Clearly identify the nature and source of the local funding match.

**PART E - PROJECT MANAGER(S)**

Identify key individuals, their experience with similar projects, and their role(s) in completing the proposed project.

**PART F. - PERMITS AND APPROVALS**

Indicate permits and approvals needed, and if they have not been secured, a schedule for obtaining them.

## **PART G. - MAINTENANCE**

Describe the resources needed on an annual basis (i.e., Year 1, Year 2, Year 3, etc.) and the total cost per year for its maintenance. All projects must be maintained for a minimum of 5 years from the date of completion.

**PART H. - BUDGET SUMMARY**

<b>Budget Category</b>	<b>Local Match</b>	<b>BTDC</b>	<b>Total Cost</b>
Supplies and Materials			
Equipment			
Contractual Services			
Other			
<b>Total</b>			

**PART I. - BUDGET DETAIL** (Please use provided blank page if more space is needed)

**1. SUPPLIES/MATERIALS (Describe and indicate cost by type).**

SUBTOTAL \$ \_\_\_\_\_

**2. EQUIPMENT (Describe and indicate the cost of each item).**

SUBTOTAL \$ \_\_\_\_\_

**3. CONTRACTUAL SERVICES (Describe services to be acquired and cost of each).**

[Empty box for describing contractual services and costs]

SUBTOTAL \$ \_\_\_\_\_

**PART J. - AFFIRMATION**

I hereby affirm under penalty of perjury that information provided on this form and attached statements and exhibits is true to the best of my knowledge and belief.

(print name) \_\_\_\_\_ (title) \_\_\_\_\_ of (entity) \_\_\_\_\_

(Date) \_\_\_\_\_ (signature) \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Notary Public

Please note: If approved, an award letter will be issued to the applicant. Prior to disbursement of funds, the successful applicant will be required to enter into an agreement with the North Hempstead Business & Tourism Development Corporation specifying procedures for receipt of program funds and the ongoing improvement maintenance by the applican



**PART K. - NOTES**

## DISCLOSURE FORM

*The signatory of this questionnaire certifies under oath the truth and correctness of all Statements and of all answers to interrogatories hereinafter made.*

### **Provide answers to each of the following and supporting documentation, where necessary:**

1. **Adverse Equal Opportunity Determinations:** Identify all adverse determinations against your Company/Corporation/Partnership, or its employees or persons acting on its behalf, with respect to actions, proceedings, claims or complaints concerning violations of state, Federal or municipal equal opportunity laws or regulations.
  
2. **Convictions and Unscrupulous Practice:** Has your Company/Corporation/Partnership, or any of its employees present or past, or anyone acting on its behalf, ever been cited for unscrupulous practice, or been convicted of any crime or offense arising directly or indirectly from the conduct of your Company/Corporation/Partnership's business, or has any of your Company/Corporation/Partnership's officers, director or persons exercising substantial policy discretion ever been convicted of any crime or offense involving business/financial misconduct or fraud? If so, describe the convictions and surrounding circumstances in detail.
  
3. **Pending or Threatened Actions/Suits:** Describe any past or present action, suit, proceeding or investigation pending or threatened against your Company/Corporation/Partnership including, without limitation, any proceeding known to be contemplated by government authorities, private parties, or current or former clients.
  
4. **Criminal Misconduct:** Has your Company/Corporation/Partnership, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your Company/Corporation/Partnership's business which is still pending, or has any of the Company/Corporation/Partnership's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving business or financial misconduct or fraud which is still pending? If so, describe the indictments or charges and surrounding circumstances in detail.
  
5. **Conflicts of Interest:** disclose any of the following, and describe any procedures your Company/Corporation/Partnership has, or would adopt, to assure the Town of North Hempstead Business & Tourism Development Corporation (BTDC) that a conflict of interest would not exist in the future):
  - (a) Any material financial relationships that your Company/Corporation/Partnership or any Company/Corporation/Partnership employee has that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the BTDC.

(b) Any family relationship that any employee of your Company/Corporation/Partnership has with a member, employee, or official of the Town or that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the BTDC.

(c) Any other matter that your Company/Corporation/Partnership believes may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the BTDC.

6. **Financial Disclosure:** Submit with this Disclosure Statement Form, any one of the following three items:

- (a) a financial statement, prepared on an accrual basis, in a form which clearly indicates: Applicant's (1) assets, liabilities and net worth; (2) date of financial Statement; and (3) name of firm preparing statement.
- (b) a letter of credit reference from a recognized bank or financial institution; or
- (c) a certified copy of a credit report from a recognized credit bureau, such as Dun and Bradstreet or TRW.

**THE BTDC RETAINS THE ABSOLUTE RIGHT TO REJECT ANY PROPOSAL THAT FAILS TO INCLUDE COMPLETE DISCLOSURE STATEMENT FORM.**

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature, if Individual)

By: \_\_\_\_\_  
(Signature)

(Seal, if corporation)

Print Name: \_\_\_\_\_  
(Legal Business Name of Company/Partnership/Corporation)

Print Title: \_\_\_\_\_

**[MANDATORY AFFIDAVIT(S) AND ACKNOWLEDGMENT APPEARS ON FOLLOWING PAGE]**

-----**(Affidavit for Individual)**-----

\_\_\_\_\_ being duly sworn, deposes and says, under penalty of perjury, that: a) he/she is an authorized representative of the Applicant; b) he/she has read all Statements and answers to this DISCLOSURE STATEMENT FORM, including the attached letter of credit/certified copy of credit report or financial statement submitted pursuant to interrogatory number 6 Financial Disclosure; c) the attached letter of credit/certified copy of credit report or financial statement, taken from his/her books, is a true and accurate statement of his/her financial condition as of the date thereof; and b) all of the foregoing qualification information is true, complete, and accurate.

-----**(Affidavit for Partnership)**-----

\_\_\_\_\_ being duly sworn, deposes and says, under penalty of perjury, that: a) he/she is a member of the partnership of \_\_\_\_\_, b) he/she has read all statements and answers this DISCLOSURE STATEMENT FORM, including the attached letter of credit/certified copy of credit report or financial statement submitted pursuant to interrogatory number 6 Financial Disclosure; c) he/she is familiar with the books of said partnership showing its financial condition; c) the attached letter of credit/certified copy of credit report or financial statement, taken from the books of said partnership, is a true and accurate statement of the financial condition of the partnership as of the date thereof; and d) all of the foregoing qualification information is true, complete and accurate.

-----**(Affidavit for Corporation)**-----

\_\_\_\_\_ being duly sworn, deposes and says, under penalty of perjury, that: a) he/she is \_\_\_\_\_ of \_\_\_\_\_ (Full Legal Name of Corporation); b) he/she has read all statements and answers this DISCLOSURE STATEMENT FORM, including the attached letter of credit/certified copy of credit report or financial statement submitted pursuant to interrogatory number 6 Financial Disclosure; c) he/she is familiar with the books of said corporation showing its financial condition; c) the attached letter of credit/certified copy of credit report or financial statement, taken from the books of said corporation, is a true and accurate statement of the financial condition of said corporation as of the date thereof; and d) that all of the foregoing qualification information is true, complete and accurate.

-----**(Acknowledgement)**-----

\_\_\_\_\_ being duly sworn, deposes and says, under penalty of perjury, that he/she is \_\_\_\_\_ of \_\_\_\_\_ (Name of Bidder) that he/she is duly authorized to make the foregoing affidavit and that he/she makes it on behalf of ( ) himself/herself: ( ) said partnership; ( ) said corporation.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, in the County of \_\_\_\_\_, State of \_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

My commissioner expires: \_\_\_\_\_

