



# Town of Clifton Park

## Industrial Development Agency

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One Town Hall Plaza | Clifton Park, New York 12065 | (518) 371-6651 | FAX: (518) 371-1136

### Instruction Sheet for Small Business COVID-19 Grant Application

The Clifton Park Industrial Development Agency (IDA) has a core goal of seeking to promote Town prosperity, through the creation and advancement of a healthy business climate, supporting job creation and retention. The IDA utilizes a variety of economic development tools, financial incentive programs and resources permitted within the scope of the Public Authorities Law to build customized packages from project concept through construction and sustained operation fostering the general prosperity of the Town. As such, the IDA has been instrumental in assisting business development in the Town of Clifton Park for many years. As a result of project fees acquired by the IDA from the many and substantial projects approved through the IDA a healthy fund balance has been maintained and grown.

Previously this year the IDA was able to use a portion of its fund balance to acquire disposable face masks and has been actively distributing those masks to local businesses in Clifton Park free of charge to assist in their re-opening and government compliance efforts. Any business interested in obtaining MASKS FREE OF CHARGE should send an email to [masks@cliftonpark.org](mailto:masks@cliftonpark.org).

The IDA is now proud to announce a new small business grant program. Thanks to recent changes in state legislation, the IDA is able to expend its fund balance and offer direct financial assistance to local small businesses in the form of grants. These grants can be used to offset the expenses that businesses have incurred in fitting up their locations with furnishings, fixtures and equipment which are designed to reduce the spread of COVID-19 such as Personal Protective Equipment (PPE), disinfectant, plexiglass shielding, space reconfiguration items, touchless washing stations, sanitizer equipment, contactless delivery features, HVAC enhancements, and the like to re-open under the New York Forward re-opening guidelines.

Due to the governmental shutdowns because of the COVID-19 crisis, our business community is suffering a severe economic hardship. Our small businesses, restaurants, retail and hospitality services are the backbone of our local economy and provide the fundamental structure that is attractive to so many larger employers and development projects that do business here in Town. It is the small businesses that provide the necessary support for larger businesses to bring their plans to the IDA and plant their roots here in Clifton Park's robust economy.

#### **Qualifying for the program**

- Grants will be available in tiers of \$0 to \$1,000 | \$1001 to \$3,000 | \$3001 to \$5,000 and \$5001 to \$7,000. Grants will be capped at \$7,000. Please apply for the grant level that corresponds best to your business total of protective fit up and PPE.
- Businesses must be located within the Town of Clifton Park to receive the grant funding.

- The grants can only be used to reimburse for previous Personal Protective Equipment (PPE) related expenses and COVID-19 related fit up performed after March 7, 2020 or for anticipated future expenses estimated to be performed prior to the year end of 2020.
- Eligible businesses must have less than 50 employees.
- To comply with the legislation passed by New York State eligible businesses must have been financially viable prior to the COVID-19 pandemic. Financial viability is a matter to be determined by the Board of the IDA in approving the application. The applicant should have had Net income after accounting for all expenses including debt service to sustain future operations in fiscal year 2019 and from the period of January 1, 2020 to March 7, 2020<sup>1</sup> or otherwise provide a satisfactory explanation of why the business feels it was viable during such time.
- The simple three-page application and basic supporting documentation must be submitted to apply for the grant. All employee and financial information will be kept confidential within the constraints of the IDA and the New York State Public Officer's Law.
- All personally identifiable information of owners and shareholders will be kept confidential within the constraints of the IDA and the New York State Public Officer's Law.
- For the Number of Employees and Average Annual Salary, please check the button that corresponds to the average salary of all W-2 employees of the business combined (owner and shareholder salaries or draws are excluded from this calculation). Please enter one of the following ranges:
  - \$0 to \$50,000
  - \$50,000 to \$200,000
  - Over \$200,000.

Supporting salary information will be kept confidential within the constraints of the IDA and the New York State Public Officer's Law.

- If all information is provided and the application is approved by the IDA, the funds disbursed under this grant program are not required to be repaid.

Businesses who are interested in applying for a grant, should go to [www.cliftonpark.org](http://www.cliftonpark.org) and click on the "IDA Grant" button and complete the application, print and return with the necessary supporting documentation via email to [ida@cliftonpark.org](mailto:ida@cliftonpark.org) or drop off the application at Town Hall.

Although we cannot guarantee each business will receive the full grant amount requested, it is the goal of the IDA to provide grants to as many local businesses as possible.

Please contact IDA Chair, Jonathan Schopf directly at 518-280-7580 with any questions or for more information on this program.

Due to the IDA's mission and use of its funds, these grants are only available for businesses operating within the geographic limits of the Town of Clifton Park. Please be aware that businesses that have a Clifton Park zip-code or mailing address but are geographically within another town are not eligible for these grant funds.

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<sup>1</sup> Although not required to be submitted with the application, the applicant may be required to submit a basic profit and loss statement or other information, such as may be necessary to verify employment, if required at a later date by the IDA. The IDA may request a site visit during normal business hours.

# Town of Clifton Park Industrial Development Agency

## *PPE Grant Application*

### Business Information

<b>Legal Name of Entity:</b>	
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<b>Physical Address:</b>	
<b>Mailing Address (if different):</b>	

<b>If a DBA, DBA name:</b>	
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<b>NYS Employer ID No:</b>	
<b>Federal Tax ID No:</b>	

<b>Contact Name:</b>	
<b>Contact Phone:</b>	
<b>Contact Email:</b>	

<b>Type of Business:</b>	
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<b>Non-Profit:</b>	Yes	No
<b>Pprivately Held:</b>	Yes	No
<b>Do you conduct business within the Town of Clifton Park:</b>	Yes	No

<b>Business Start Date:</b>	
(Provide copy of Articles of Organization, Certificate of Incorporation or filed d/b/a)	

Owners, Members or Shareholders	Address	%

# Town of Clifton Park Industrial Development Agency

## *PPE Grant Application*

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<b># of employees prior to 3/7/2020:</b>	Is the business presently open?      Yes      No
<b>Current # of employees:</b>	
<b>Average annual gross salary:</b> (Range from Instructions)	\$0 to \$50,000      \$50,000 to \$200,000      Over \$200,000

<b>Company's Gross Annual Sales for 2019:</b>	Was the business financially viable prior to 3/7/20? *      YES      NO      **
* Financial viability is considered by the IDA to be net income after expenses and debt service to sustain future operations in f/y 2019 and from 1/1/2020 to 3/7/2020	
** If "no" is checked, please submit a P&L statement and an explanation of why you believe your business was viable prior to March 7, 2020	

<b>What % of company's product or service is sold or delivered within NYS (estimate)?</b>	
<b>What % of company's product or service is sold or delivered within the Town of Clifton Park (estimate)?</b>	

<b>Provide a summary of how the COVID-19 pandemic has negatively affected business:</b>

<b>Summarize COVID-19 PPE or Protective Fit-up Expenses From 3/7/2020 to Present (Provide proof of purchases):</b>

<b>Anticipated Future COVID-19 PPE or Protective Fit-up Expenses (Provide estimates / proposals):</b>

# Town of Clifton Park Industrial Development Agency

## *PPE Grant Application*


<b>Grant amount requested:</b>	
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<b>Authorized signature:</b>		<b>Date:</b>	
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<b>Print name:</b>	
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<b>Contact Phone Number:</b>	
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By signing above, I affirm that all statements made by me on this form, including the information submitted on the attached papers, are true, complete and correct to the best of my knowledge. I understand all statements made by me in connection with this application are subject to investigation and verification and that falsification or omission of information is cause for denial of grant funding. I understand that knowingly making a false statement on this application or any attachment or supporting document may carry penalties pursuant to Section 210.45 of the NYS Penal Law. In order to fulfill its legal requirements, the IDA may request further or additional documentation from the applicant in considering this application. The IDA may require and the applicant consents to a site visit by a representative of the IDA during normal business hours, if deemed necessary by the IDA.