

BROOME COUNTY COMMUNITY IMPROVEMENT GRANTS

SMALL COMMUNITY FUND PROGRAM AND APPLICATION GUIDELINES

Revised 2/12/2025

Overview and Purpose

Broome collects funds through the local Occupancy Tax, accumulated by means of a tax on stays at the County's hotels and motels. Municipalities and not for profit organizations may apply for these funds under two categories. The Economic Development and Marketing Fund supports events, projects and programs that support the economic development, tourism and community improvement goals of the County and local communities. More details can be found at www.gobroomecounty.com/planning/communitygrants. The Small Community Fund supports projects to enhance community character or contributions that leverage other funds for larger projects. The intent of this program is to highlight quality of life and the importance of our diverse communities to the local economy.

Timeline

Timeline for the current round of grants is below. Funds must be spent within 12 months of award. Requests for extensions must be submitted in writing to the Department of Planning and Economic Development and will be considered on a case-by-case basis by the Community Improvement Grant Committee pending legislative approval.

CURRENT ROUND	
Application Due	April 9, 2025 at 4:00 pm
Award Notification*	June 2025*
Funds Available	12 Months from award

**May be subject to change*



Program Goals

The Broome County Comprehensive Plan was developed with a series of Vision Items for the future of Broome County. The full plan can be found at www.gobroomecounty.com/planning. The Vision Items include:

- Making Broome County an Inviting Place to Live, Work, and Play
- Engaging Our Students and Young Professionals
- Taking Pride in Our Urban and Village Centers
- Taking Pride in our Scenic Beauty
- Investing in Our Legacy Sites
- Making a Commitment to High Standards in Services
- Making a Commitment to High Standards in Building Design and Renovation
- Becoming More Resilient
- Investing in Our Workforce, Entrepreneurship, and Innovation

The Community Improvement Grant Committee seeks to advance these goals through selected projects and initiatives. Applicants should demonstrate how their project advances these goals. The emphasis of the Small Community Fund will be on projects which address the above goals by:

- Improving streetscape, bike and pedestrian amenities, commercial facades
- Supporting and coordinating marketing efforts for rural village centers
- Combating blight in primary and secondary corridors and gateway areas
- Improving access to recreational and scenic resources
- Supporting small retail and restaurants
- Addressing substandard housing
- Promoting elder-friendly development
- Attracting and retaining artists, entrepreneurs, and retirees
- Supporting events and festivals
- Fostering public art
- Improving community resilience and sustainability
- Innovative enhancements to community services
- Establish Broome County as a unique destination

Eligibility

Who may apply?

The following entities are eligible to apply under this program:

1. Local municipalities
2. School districts
3. Non-profit organizations with a current IRS non-profit exemption

If a project is to be implemented on private property or property not owned by the applicant through a partnership with an eligible entity above, the applicant should demonstrate an agreement for implementation and describe this partnership appropriately in the project description within the application.

What activities are eligible?

All applicants are responsible for reviewing eligible expenses prior to developing a proposed budget. Even if included in the submitted application, it is the responsibility of the applicant to ensure that the requested funds are eligible prior to making project expenditures if awarded.

The following activities are eligible for funding under the program as established:

- Community Asset Development and Enhancement Projects that meet the goals of this program as outlined above. This includes small-scale construction, equipment or other physical improvements, or smaller contributions to larger construction projects.
- Feasibility studies, conceptual planning, small area plans, business plans, cost analysis, design, engineering and other similar analyses related to the implementation of projects and programs that meet the goals of this program as outlined above.
- Programs and events related to the promotion of local community assets as unique destinations and supporting activities, as part of a larger Community Asset Development and Enhancement Project described in the above bullets. Requests related to events ONLY, unrelated to a broader community asset development project, should refer to the Economic Development and Marketing program which may be more appropriate (See www.gobroomecounty.com/planning/communitygrants).

Ineligible costs:

- Salary costs as part of the above are eligible ONLY as they pertain to project specific implementation tasks. No costs associated with regular/ongoing programmatic activities will be funded through this program.
- Travel expenses
- Meals, food and other similar items
- Sales Tax expenses. Due to this program funding non-taxable entities only, we are unable to reimburse taxes paid on purchases for eligible expenses.

Available Funds

The total funding available in the Small Community Fund for 2025 is \$650,000. To allow for a diversity of funding opportunities, there is no limit on grant requests and grants. Grants are awarded with consideration of the annual budget and other grant requests that have been submitted and awarded. The County reserves the right to adjust the amount awarded based on the discretion of the Community Improvement Grant Committee. If this would not be acceptable, please state this in the application under the budget justification.

The total amount requested should be supported through submission of the budget form available within the application at <http://www.gobroomecounty.com/planning/communitygrants> which outlines all eligible costs for the project, and further described in the budget narrative.

While there is no local match explicitly required, contributions from the applicant are looked upon favorably in the review process.

Evaluation Criteria

All applications will be reviewed and evaluated by the Community Improvement Grant Committee. The Committee will provide the recommended list of projects to the County Legislature or Board of Acquisition and Contract (as applicable) for approval. Broome County holds the right to deny funding to any and all projects. Applications for Hotel-Motel Funds will be evaluated on the basis of the following criteria:

- The completeness of the application information
- Expected direct impact on Broome County community and economic development.
- Advancement the goals of the Broome County Comprehensive Plan (as listed above)
- Leveraging of funds from other sources including state/federal grants and other local funds
- Plan for self-sufficiency/maintenance
- Impact on the image of Broome County as a unique destination.

The Community Improvement Grant Committee consists of the following individuals: County Executive (or designee); Chairman of the Legislature (or designee); Director of Planning (non-voting Chair).

Application Process

Eligible applicants may apply via the application available at:

www.gobroomecounty.com/planning/communitygrants

Questions regarding the program or application process can be directed to the Broome County Department of Planning and Economic Development at (607)778-2414 or communitygrants@broomecountyny.gov.

Payment Requests

Awardees will be notified as listed in the timeline above (subject to change at the discretion of the committee). Projects awarded will be pending official approval by the Legislature or Board of Acquisition and Contract (as applicable).

Please review the list of eligible expenses earlier in this document thoroughly before making expenditures.

Payment will not be made until a contract is fully executed via the Broome County Law Department. Payment will NOT automatically be sent upon execution of an award, but must be requested through submission of the following documentation.

Any payment request must include the following:

- Community Improvement Grant Payment Request Form in an amount not to exceed the contracted grant amount (see website).
- Current W-9 Tax Form (unless already established as a vendor with Broome County)
- Backup documentation showing the costs that have been/will be paid with the grant. This can consist of invoices from a contractor/supplier you are working with, final scope/fee for services, or some other official documentation outlining costs. In the event that the awardee has already expended funds, documentation of payment should be included. Since this may vary with each project, you may contact us with any questions.
- Since this program provides grants only to non-taxable entities, expenses incurred due to sales tax will NOT be reimbursed. Unfortunately, no exceptions can be made.

Grantees may not make payment requests more than once per quarter as follows (Jan-Mar; Apr-Jun; July-Sept; Oct-Dec). Please note that payment time may vary and take up to a month for processing depending on staff time and workload.

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