



October 16, 2025

RE: ***Launch of the Village of Dolgeville Small Projects Fund***

To Property and Business Owners:

I am pleased to announce the first **Call for Applications** for the Village of Dolgeville **Small Projects Fund**, one of several "NY Forward" grant projects sponsored by the Village to help revitalize the Main Street corridor and the center of our business district.

The Small Projects Fund is funded through a NY Forward Grant awarded by the NYS Housing Trust Fund Corporation. This initiative will provide financial and technical assistance to eligible property and business owners within the NY Forward Target Area for building facade and storefront renovations, purchase of machinery and equipment, and related business projects to support startup and expansion within the Village's Main Street corridor.

Application Packets are now available at the Village Offices at 41 North Main Street and online at <https://villageofdolgeville.gov/>. ***We are seeking submission of the first round of business project ideas and supporting information by NOVEMBER 14, 2025***, and we have hired a Consultant (C.T. Male Associates) to work with applicants on project ideas and other Application details.

We welcome you to review the enclosed information and obtain an Application Packet if you are interested in seeking grant funding for a potential project within the NY Forward Target Area. You may also contact Jim Thatcher at C.T. Male Associates by Email at j.thatcher@ctmale.com with questions or to start work on your project ideas.

Sincerely,

A handwritten signature in purple ink, appearing to read "Mary Puznowski".

Mary Puznowski
Mayor

Village of Dolgeville NY Forward

Call For Applications

Small Projects Fund

Village of Dolgeville, NY

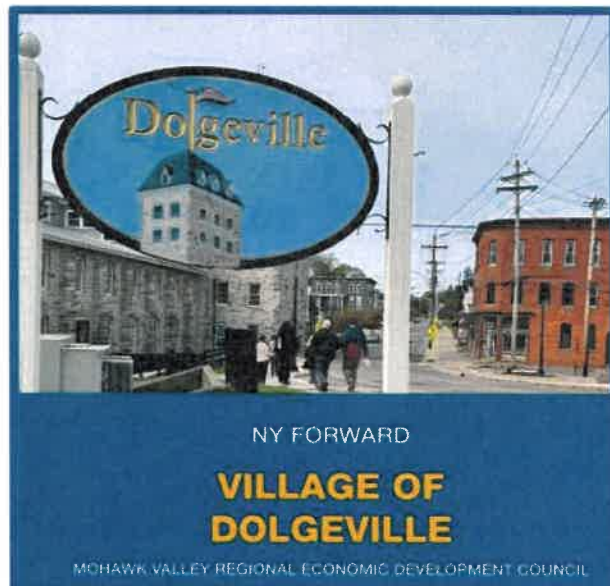
Date: October 16, 2025

The Village of Dolgeville, in partnership with the Housing Trust Fund Corporation (HTFC), is pleased to announce the launch of the **Small Projects Fund**, made possible through a NY Forward Grant awarded by the HTFC. This initiative is designed to support the revitalization of Dolgeville's Main Street downtown by providing financial and technical assistance to eligible property and business owners within the NY Forward Target Area.

The Small Projects Fund will help bridge funding gaps for building facade and storefront renovations, business startup and expansion projects, and other improvements that contribute to the vibrancy and economic growth of the Village's Main Street core.

Priority will be given to projects that:

- *Are visually prominent in the downtown area*
- *Include renovation of upper-story apartments*
- *Preserve and reuse historic buildings at risk of being lost*
- *Help reduce blight and stabilize or grow a local business*
- *Will create jobs*



How to Apply

Applications must be submitted by current property or business owners located within the NY Forward Target Area (refer to the attached map). All first round Applications submitted by the deadline below will be evaluated by the Village's project review committee for eligibility, impact, and alignment with local revitalization and NY Forward Program priorities.

An Application Packet for the Village of Dolgeville Small Projects Fund is available through the Village of Dolgeville website at <https://villageofdolgeville.gov/> or by contacting Jim Thatcher at C.T. Male Associates, the Village's Consultant for this initiative by Email at j.thatcher@ctmale.com. Village officials and the Consultant will be available to assist interested property and business owners with project ideas and contents of the Application submission by request.

Application Deadline:

Friday, November 14, 2025



Submit Applications in hard paper form to the Village Offices at 41 North Main Street, or by PDF as an Email attachment to J.thatcher@ctmale.com.

Late and unsigned Applications may be deferred to a second call for projects at a later date, at the Village's discretion and only if additional NY Forward funding is available.

This Village revitalization initiative represents an exciting opportunity to invest in Dolgeville's future and strengthen the heart of our community. Interested applicants are encouraged to reach out early for guidance and support.

Application

NY Forward: Small Projects Fund

Instructions: Applicants who are eligible for the Village's **Small Projects Fund** include property and/or business owners that are *Individuals*, *For-Profits*, and *Not-for-Profit entities*. Applicants should **complete** and **sign** the Application Form as well as **submit** all applicable supporting documentation.

If determined eligible, you will be contacted by the Village to discuss your Application and next steps. Please contact Jim Thatcher of C.T. Male Associates (Village Consultant) by email at j.thatcher@ctmale.com with any questions that pertain to the Application or Small Projects Fund.

Applicant Information

Complete Questions 1-7.

1. Name of Applicant:

Name of Principal of Applicant (*For Organizations*): _____

2. U.S. Citizen: ☐ YES ☐ NO

3. Project Address - (***MUST*** be within the NY Forward Target Area – refer to enclosed Map):

4. Mailing Address (*if different from above*): _____

5. Contact Information (*Check preferred method*):

☐ CELL _____ ☐ WORK _____

☐ EMAIL _____

6. Check which property **TYPE** applies to the proposed Project:

- ☐ Commercial / Retail Space
☐ Commercial with Residential – if so, how many Apartments? _____
☐ Vacant

7. Are **ALL** property taxes PAID and CURRENT? (*Put N/A if you are a Business Tenant with a Lease*).

(Town & County, Village, School, Water & Sewer): ☐ YES ☐ NO ☐ N/A

If No, Explain: _____

Eligibility

Check YES or NO to the following eligibility questions pertaining to the proposed Project.

- ✓ Is the property located within the NY Forward Target Area? ☐ YES ☐ NO
- ✓ Is the property covered by hazard insurance? ☐ YES ☐ NO
- ✓ Are any mortgages on the property up to date? ☐ YES ☐ NO
- ✓ Do you have the necessary finances to **pay for 100%** ☐ YES ☐ NO
of the Project **before** requesting 75% of the Total Project
Costs from the Village AFTER completion of all approved work?

Project Information

The Village is accepting three (3) types of Small Projects Fund “projects” at eligible locations within the NY Forward Target Area, as follows: Applicants should review the Ineligible Activities descriptions on the following page and SELECT only one (1) Category that best fits your Project needs.

Project Categories	Award Amounts	Eligible Activities
Building Renovation	\$25,000 - \$100,000	Renovate facades, storefronts, commercial and residential interiors, exterior building components.
Minor Exterior Projects	\$10,000 - \$25,000	Signage, awnings, and exterior painting.
Small Business Assistance	\$10,000 - \$50,000	Permanent machinery and equipment integral to the Business and with a useful life of one year or longer.

INELIGIBLE Uses of NY Forward Funding:

- Land and building acquisition costs, improvements to structures owned by religious or private membership-based organizations; improvements to municipally owned land and buildings; furnishings, appliances, electronics, tools, disposable supplies, incidental business equipment, non-permanent fixtures, temporary artwork.
- Funds may not be used for site work or ancillary activities on a property including but not limited to septic systems/sewer or water laterals, grading, parking lots, sidewalks, patios, decks, garages, sheds, landscaping, fences, free standing signs, general maintenance or repairs.
- Ineligible business activities including inventory, rent or lease expenses, working capital, or other undefined expenses that do not sustain business operations.
- In-kind labor, “sweat equity,” and/or reimbursement for materials only.

Project Description: Provide a brief description of your proposed Project. Be sure to include whether the Project is for interior AND/OR exterior renovations and the type of needed or desired repairs (*i.e. roofing, windows and doors, storefront replacement, painting, apartment renovations*) **OR** Business Equipment and Machinery, and the type of such equipment.

Project Benefit: Describe how the Small Projects Fund will benefit you and the Village of Dolgeville's NY Forward Target Area (*i.e. attract new businesses, provide resiliency from climate change, improve living conditions and housing opportunities, attract new customers and expand business sales, etc.*).

Project Feasibility

*Note that final Small Projects Fund Grant Awards will be determined on a project-by-project basis and that all Applicants are responsible for providing **proof** of the required **25% Owner Cash Contribution**.*

PLEASE LIST THE ESTIMATED AMOUNT OF GRANT FUNDS YOU ARE REQUESTING:

\$ _____.

1. Do you have 100% of the proposed Project Costs ready and available? ☐ YES ☐ NO

If YES, explain the **TYPE** (private, etc.), **AMOUNT**, and **AVAILABILITY** of those funds below.

Note that Applicant Funds must also cover 25% of any architectural, engineering, and environmental review costs required by the Village to process the Small Projects Fund Grant Award.

If NO, explain when you will expect to have the required match available as well as the type and amount:

Readiness

Reading the Statements below, check all that apply as the Applicant or Property Owner.

- ☐ I am willing to procure at least two (2) written BIDS from Contractors/Suppliers in a format to be approved by the Village.
- ☐ I have existing Plans, Drawings, and a written Scope for the proposed building renovations.
- ☐ I have applied/received any Village Permits and/or Approvals (i.e. Planning and Zoning, Building Permits) for the proposed building renovations or other Project activities, as applicable.
- ☐ I have secured other types of public assistance (grants, loans, tax credits, rental subsidies, PILOT Agreements) from any governmental agency (Village, County, New York State, Federal Government) for this property and/or this specific Project?

Certifications:

If assistance from the Small Projects Fund is awarded, I (we) will execute a Deferred Loan Agreement with the Village based on the agreed eligible Total Project Costs, and that Deferred Loan Agreement can be cancelled by the Village if I (we) am (are) in violation of the Agreement and/or do not fulfill any Village of Dolgeville or State of New York requirements for this program.

I (we) authorize the Village of Dolgeville and/or the Project Review Committee's representatives, to disclose all information submitted in connection with my Application and hereby waive all claims against the Village and/or representatives with respect to the Deferred Loan Agreement and any other decisions made by the Village and/or representatives as part of the Village of Dolgeville Small Projects Fund.

I (we) understand that any costs incurred to prepare this Application for the Small Projects Fund and any subsequent submissions or presentations to support this information are solely my (our) responsibility and cannot be folded into or reimbursed as eligible Project Costs using NY Forward funding.

Applicant Attestation and Signature(s):

I (we) attest that the information contained in this Application is correct and true.

I (we) have read the Certifications above and all related program materials, and I (we) understand this is a competitive program with limited funding, and the Village of Dolgeville and/or any representatives are under no obligation to award or commit public funding under this program or any other municipal financing program to the Applicant based solely on the submission of this Application.

I (we) am (are) interested in being considered for the Small Projects Fund and NY Forward financing assistance from the Village of Dolgeville.

Signature

Date

Signature

Date

Signature

Date

Required Supporting Documentation

Please provide the following information **with** your completed and signed Application form:

- Proof of **U.S. Citizenship**: Driver's License and Social Security Card **OR** Passport.
- Copy of **Deed** or **Lease** (if you are a Tenant) for the building or business proposed for funding.
- **PAID Hazard Insurance Policy** (and Flood Insurance, if located in a Floodplain).
- **PAID Property Taxes** (Town, County, School, and all current Water & Sewer fees) for all properties in the Village of Dolgeville owned by the Applicant.
- **Proof of available financing** to cover 100% of the Total Project Costs (this also includes the 25% Owner Cash Contribution). *This may be in the form of a loan agreement, bank account and/or investment account statements, or other similar documents showing available funds.*

Application Submission

Submit the Small Projects Fund Application and Supporting Documents by drop-off or regular mail to the Village of Dolgeville Offices:

Village of Dolgeville, Village Hall
41 N. Main Street
Dolgeville, NY 13329

Attn: NY Forward – Small Projects Fund Project Review Committee



NY FORWARD

**VILLAGE OF
DOLGEVILLE**

MOHAWK VALLEY REGIONAL ECONOMIC DEVELOPMENT COUNCIL

Contact Jim Thatcher (C.T. Male Associates) at j.thatcher@ctmale.com with any questions about the NY Forward Small Projects Fund program, project ideas, or the Application process.

Village of Dolgeville

NY Forward - Small Projects Fund
Target Area



Main Street

Study Area / Boundary Description

The Village of Dolgeville straddles the East Canada Creek, which acts as the boundary of Herkimer and Fulton Counties, as well as the Towns of Manheim and Oppenheim. The NY Forward Area is wholly within Herkimer County and the Town of Oppenheim. It is

roughly bounded on the north by West State Street and on the east by the East Canada Creek. The western boundary is Helmer Avenue, the southernmost boundary includes Lamber-son Street. Much of the core historic business district is included in the NY Forward Area.

Village of Dolgeville NY Forward

Village Hall, 41 N. Main Street, Dolgeville, NY 13329

SMALL PROJECTS FUND

In partnership with the NYS Housing Trust Fund Corporation, the Village of Dolgeville is sponsoring the Small Projects Fund using a NY Forward Grant. These funds will support a variety of downtown revitalization projects within the Village of Dolgeville NY Forward Target Area.

The Small Projects Fund provides eligible property and business owners within the Target Area financial and technical assistance to help bridge funding gaps for certain building facade and storefront renovation and business expansion projects.

Priority Consideration Given to Projects That Align with the Following Criteria:



NY Forward

- ✓ Projects that are visually prominent in the Downtown.
- ✓ Projects that include renovation of upper story apartments.
- ✓ Projects with historic value or historic properties in danger of being lost.
- ✓ Projects that will reduce blight, contribute to the economic recovery of the Downtown, or help stabilize, expand, and grow a local Downtown business.
- ✓ Projects where financial assistance will create jobs;
- ✓ Projects that have not received additional NYF awards

For More Information About **PROJECTS, ELIGIBILITY** and **HOW TO APPLY**
Contact Jim Thatcher (Village Consultant) at j.thatcher@ctmale.com