



## COUNTY OF WESTCHESTER INDUSTRIAL DEVELOPMENT AGENCY GRANT APPLICATION

Thank you for bringing your request for assistance in purchasing Personal Protective Equipment(PPE) to the **COUNTY OF WESTCHESTER INDUSTRIAL DEVELOPMENT AGENCY ("CWIDA")**. The CWIDA awards grants to small businesses and not-for-profit corporations in an amount not to exceed \$10,000, the proceeds of which must be used for the purpose of acquiring personal protective equipment or installing equipment necessary to prevent the spread of COVID-19. To apply, please complete and submit the application below as well as the Personal Financial Statement (if you are a small business)

We look forward to working with you to evaluate your business/not-for-profit for possible financial assistance.

**Please note the following:**

- This is NOT a contract. This information is needed to help **CWIDA** and **COMMUNITY CAPITAL NEW YORK ("CCNY")** evaluate your project for possible financial assistance. If **CWIDA** offers assistance, a formal contract will be issued along with other documents memorializing the grant award.
- **CWIDA, CCNY**, staff or counsel may request additional information or clarification, including financial projections.
- **PLEASE NOTE THAT APPLYING FOR A GRANT DOES NOT MEAN YOU WILL RECEIVE ONE AND THAT ALL AWARDS MUST BE APPROVED BY THE BOARD OF DIRECTORS OF THE COUNTY OF WESTCHESTER INDUSTRIAL DEVELOPMENT AGENCY.**

To qualify for a grant an eligible entity must establish that:

1. it was a financially viable entity prior to March 7,2020 (date on which the Hon.Andrew Cuomo signed Executive Order 202 declaring a disaster emergency);
2. it conducts business in the area served by the County of Westchester
3. it has been negatively impacted by COVID-19;
4. has not more than 50 full-time permanent employees; and
5. they generated positive net income, reflected on their most recent Federal business tax return, Form 990, or audited financial statement.

The following businesses are ineligible for a grant:

1. Businesses/not-for-profits that have been operational for less than one year;
2. Real estate holding companies or businesses/not-for-profits that generate revenue from passive real estate;
3. Adult entertainment establishments;
4. Gas Stations;
5. Businesses/not-for-profits that have previously defaulted on Federal debt, including loans from the Small Business Administration; and
6. Businesses/not-for-profits located in the City of Yonkers. The City of Yonkers Industrial Development Agency is sponsoring its own program. The application can be found here. <https://yonkersida.com/covid-grant-loans/>

**A full-time equivalent** is defined as follows: (i) a full-time employee on the Applicant's payroll, who has worked for the Applicant for a minimum of 35 hours per week for not less than four consecutive weeks and who is entitled to receive the usual and customary fringe benefits extended by Applicant to other employees with comparable rank and duties; or (ii) two or more part-time employees on Applicant's payroll, who have worked for Applicant for a combined minimum of 35 hours per week for not less than four consecutive weeks. A full-time equivalent equals any combination of two or more part-time jobs that, when combined, constitute the equivalent of a job of at least 35 hours per week. For example, the applicant is the "The

Main Street Restaurant." The applicant employs Mary, who works 35 hours per week for not less than four consecutive weeks, John, who works 17.5 hours per week for not less than four consecutive weeks, and Will, who works 17.5 hours per week for not less than four consecutive weeks. The applicant has 2 full-time equivalent employees since Mary counts as one full-time equivalent and John and Will count collectively as one full-time equivalent.

**Personal Protective Equipment:** qualifying purchases include but are not limited to:

- Masks (N95 or their equivalent)
- Hand sanitizers
- Sneeze Guards
- Face Guards and Face Shields
- Gloves and Eye Protection
- Safety Footwear
- Other respiratory devices (air purifiers)
- Cleaning materials and disinfectants
- Specialized packaging for shipping
- Signage
- COVID Testing Kits

## GRANT APPLICATION

APPLICANT INFORMATION		
	<b>Application Number</b>	<b>G200824093639HZHP</b>
1.	<b>Legal Name of Applicant:</b>	The Rye Arts Center, Inc.
2.	<b>Applicant Address:</b>	51 Milton Road, Rye, NY 10580
3.	<b>If a DBA, what is DBA name?</b>	
4.	<b>Applicant Contact Name:</b>	Noah Opitz
5.	<b>Applicant Contact Home Address:</b>	██████████
6.	<b>Applicant Contact Phone Number:</b>	914-967-0700
	<b>Applicant Contact Email Address:</b>	noahopitz@ryeartscenter.org
7.	<b>Type of Business:</b>	Community-based arts center providing classes, lessons, exhibitions, performances, and outreach activities.
8.	<b>Non-Profit Organization:</b>	YES
9.	<b>Year of Establishment:</b>	1960
10.	<b>Ownership:</b> If you are a for-profit, Please provide a description of the applicant's ownership structure, including the % of ownership for each individual and entity owning 20% or more of the applicant. Indicate if the applicant is a parent, subsidiary and /or affiliate of another company.  Not applicable for Non-Profit Organization	
11.	<b>Select the applicant ID type that you normally use to identify your organization on applicant forms and please provide that ID number:</b>  N/A	
	<b>Insert ID # Here</b>	██████████
12.	<b>Applicant's Annual Sales or Revenue:</b>	██████████
13.	<b>What share of the company's product or service is sold/provided within the County of Westchester:</b>	99%
14.	<b>Legal Structure:</b>	Not for Profit

## STATEMENT OF NEED

<p><b>15.</b></p>	<p><b>Provide a summary of the need for the grant (e.g. how you have been negatively affected by the pandemic) and including all PPE materials and equipment the small business or non-profit entity will be purchasing and how they will be used:</b></p> <p>The Rye Arts Center's primary funding source is paid tuition for classes and lessons. While we have offered online alternatives registration is a fraction of its past levels. We offer four seasons of programming. The pandemic impacted half of our Winter Season and the entirety of our Spring and Summer Seasons. In addition the pandemic has affected, and will continue to affect, our fundraising activities causing us to move activities to less effective online platforms.</p> <p>We have already taken major steps to enable us to re-open portions of our building. Purchased temperature-taking kiosk, air purifiers, HEPA filters, hands-free paper-towel dispensers, face shields, and cleaning and sanitizing supplies. We have already spent more than \$5,000 to make our building safe for our community, but this is just a start.</p> <p>We need to purchase and install acrylic dividers and HEPA filters in each classrooms and music studio. We also need to purchase an electrostatic sprayer to enable our limited custodial staff to effectively disinfect the building. In addition we will need more masks, face shields, gloves, and hand sanitizer.</p>
<p><b>16.</b></p>	<p><b>Provide a summary of all grants and/or loans received during the pandemic (e.g. PPP, EIDL, other loans/grants). If you applied for, but were not awarded a grant or loan, please identify which programs you applied for and the reasons you were declined.</b></p> <p>Received PPP loan of \$110,000. We expect that most of this will be converted into a grant. This grant has enabled us to remain fully staffed despite a severe drop in revenue.</p> <p>We applied for a \$10,000 relief grant through the New York State Council on the Arts, but did not receive it due to limit funds.</p> <p>We applied for a \$500 grant for technology investment for distance programming, but did not receive it due to limit funds.</p>

**FUNDING REQUESTED: Please itemize each purchase for which you are requesting funding.**

17.	Type of Purchase	Total Amount of Funding Requested
	Portable Clear Acrylic Barrier Shields	\$5926.00
	Free standing sneeze guard	\$745.00
	Disposable Masks	\$45.00
	Face shields	\$114.00
	Gloves	\$75.00
	Electrostatic sprayer	\$2295.00
	Electrostatic sprayer fluid	\$200.00
	Hepa Filters	\$508.00
	<b>Total Funding Requested</b>	<b>\$9908.00</b>

**EMPLOYMENT INFORMATION**

18.	<b>Existing Jobs</b> - Indicate how many existing full-time equivalent jobs the applicant employs in all Westchester County locations.	
	# Jobs in Westchester County	8

**WORKSHEET COMPLETION**

Name of Applicant Official Completing Worksheet:	Title:	Date Completed:
Noah Opitz	Director of Development	08/24/2020

**IN ORDER FOR YOUR APPLICATION TO BE REVIEWED, YOU MUST SUBMIT ALL OF  
THE FOLLOWING DOCUMENTATION**

SMALL NOT-FOR-PROFIT	
Brief description and history of the not-for-profit.	UPLOADED
Most recent filed Form 990.	UPLOADED
2019 audited financial statement. If 2019 audited financial statement is not available, provide 2018 audited financial statement and 2019 internally prepared year-end financial statements and balance sheets.	UPLOADED
Board resolution authorizing grant application.	UPLOADED
Certificate of Incorporation.	UPLOADED
If Not-For-Profit, please provide a listing of your current Board of Directors.	UPLOADED
If Not-For-Profit, please provide a copy of your 501c3 letter or equivalent.	UPLOADED
Voided check.	UPLOADED

**Acknowledgment:** The Applicant/I acknowledge that the County of Westchester Industrial Development Agency ("CWIDA") is subject to New York State's Freedom of Information Law (FOIL) and the New York Open Meetings Law as codified pursuant to the New York Public Officers Law. Applicant/I understand that all information and records related to this application are potentially subject to disclosure under FOIL subject to limited statutory exclusions and that my grant application, if awarded a grant, shall be posted on the CWIDA website. I also acknowledge that applying for a grant does not mean the Applicant/I will receive one and that the Applicant/I may be asked to provide other financial information by CWIDA, Community Capital New York ("CCNY"), or its agents or vendors for their consideration. I have read the foregoing application and the attachments and know the contents thereof, and hereby represent, including but not limited to, and otherwise agree that I am aware of and will comply with federal, state and local statutory and regulatory requirements that apply to activities carried out with anticipated grant proceeds. The Applicant/I acknowledge that CWIDA and CCNY will rely on the representations made herein when acting on this application and hereby represent that the statements made herein do not contain any untrue statement of a material fact and do not omit to state a material fact necessary to make the statements contained herein not misleading.

Authorized Signer	Title	Date
Noah Opitz	Director of Development	08/24/2020