

Application Process (continued)

APPLICATION INFORMATION SESSIONS

Groups interested in applying for the Avenue NYC program are strongly encouraged to attend one of three information sessions:

- Wednesday, March 18th from 2:00PM to 4:00PM
- Tuesday, March 24th from 2:00PM to 4:00PM
- Thursday, April 2nd from 10:00AM to 12:00PM

During this session, SBS staff will provide a comprehensive overview of the program and walk applicants through the application process. All sessions will be held at the offices of the New York City Economic Development Corporation, located on the 4th Floor of 110 William Street in Lower Manhattan.

Please RSVP for the information session by emailing avenuenyc@sbs.nyc.gov.

SUBMITTAL PROCESS

All completed applications (including budget page and all other attachments) must be submitted in electronic form via email to the New York City Department of Small Business Services at avenuenyc@sbs.nyc.gov. Organizations with questions on completing the application should direct their inquiries to SBS via email at avenuenyc@sbs.nyc.gov. Questions will be answered within one business day.

Applications must be received via email by **Friday, April 10, 2009, at 5:00PM** to be considered for FY2010 funding.

In your submission email, include the following documents as attachments. Each document should be labeled/named (saved as) exactly as specified in the table below:

Attach the following documents to your submission email:	Label/Name of Document:
<input type="checkbox"/> Completed Avenue NYC application	FY2010 Application
<input type="checkbox"/> Completed Avenue NYC application budget page	FY2010 Application Budget
<input type="checkbox"/> Completed Staff/Volunteer/Board List	FY2010 Personnel List
<input type="checkbox"/> FY2008 actual operating budget	FY2008 Operating Budget
<input type="checkbox"/> FY2009 current operating budget	FY2009 Operating Budget
<i>For organizations applying for the Façade Improvement Management Program, include photos of completed façades and/or potential façades for inclusion in the program</i>	<i>Indicate if each photo was taken before the façade was improved, after the façade was improved, or is a rendering of what the improvement will look like</i>