**Building Improvement & Small Business Affordability Grant Program**  
**Budget Template**

**Applicant Information:**

* Business/Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Property Owner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Sources and Uses Statement**

|  |  |  |
| --- | --- | --- |
| **Funding Source** | **Amount ($)** | **Status (Confirmed/Pending)** |
| BISBA Grant Request | $\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_ |
| Private Funds (10% minimum match required) | $\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_ |
| Other Public/Private Grants | $\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_ |
| Loans/Other Contributions | $\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_ |
| Total Project Funding | $\_\_\_\_\_\_\_\_\_ |  |

**2. Line-Item Budget**

|  |  |  |
| --- | --- | --- |
| Expense Category | Description | Estimated Cost ($) |
| Property Rehabilitation | Structural repairs, roofing, windows, etc. | $\_\_\_\_\_\_\_\_\_ |
| Storefront Improvements | Façade, signage, awnings, etc. | $\_\_\_\_\_\_\_\_\_ |
| Code Compliance Upgrades | Fire safety, ADA accessibility, etc. | $\_\_\_\_\_\_\_\_\_ |
| Energy Efficiency Upgrades | Insulation, HVAC, solar, etc. | $\_\_\_\_\_\_\_\_\_ |
| Environmental Remediation | Asbestos, lead paint, etc. | $\_\_\_\_\_\_\_\_\_ |
| Construction Labor | Contractor fees, labor costs | $\_\_\_\_\_\_\_\_\_ |
| Permit Fees | City zoning/building fees | $\_\_\_\_\_\_\_\_\_ |
| Project Management | Architect, engineering, consulting | $\_\_\_\_\_\_\_\_\_ |
| Other Costs | (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_ |
| Total Project Cost |  | **$\_\_\_\_\_\_\_\_\_** |

**3. Budget Narrative**

(Provide a detailed explanation of each budget line item, justification for costs, and alignment with program goals.)

**Example:**

* *Property Rehabilitation ($XX,XXX): The building requires structural repairs, including roof replacement and foundation reinforcement, to ensure safe occupancy for small business tenants.*
* *Energy Efficiency Upgrades ($XX,XXX): Installation of new HVAC systems and LED lighting to reduce long-term operating costs for tenants.*

**4. Project Sustainability Plan**

(Describe how the project will be maintained beyond the grant period, including financial commitments, tenant agreements, and long-term affordability measures.)

**5. Required Attachments**

* Two Competitive Bids for Proposed Work

**Submission Instructions:** Submit the completed budget template as part of your grant application package to **arpa-bip2@pawtucketri.gov**.