



2025 Rhode Island Site Readiness Grant Program Application

Please submit a complete electronic copy of the application by email to SiteReadiness@commerceri.com. The subject line should read “Site Readiness - [applicant name],” (e.g., “Site Readiness – XYZ Development”). Proposals should be submitted as a single PDF file, saved as “Site Readiness - [applicant name]”.

Questions on the application process may be submitted via email to:
SiteReadiness@commerceri.com

Application Deadline: March 28, 2025 at 5:00 PM

Submission Instructions

Read and review the application in full before completing this application.

- This application may be updated from time to time. Please ensure the most up-to-date version of the application is used for a response. The up-to-date version is located here: <https://commerceri.com/site-readiness/>
- This application consists of six sections: (1) applicant information, (2) project narrative, (3) project finances, (4) project timeline, (5) letters of support and (6) a certification. If additional space is needed, please label any additional attachments as instructed in the application. To be considered for a grant, all application items must be submitted in a single submission, organized as indicated. For the electronic copy of the application, please submit a single PDF document that includes the application and all attachments. Failure to provide required information could result in a delay in the review of or rejection of an application.
- **Applicants can be considered for funding in both the Site Readiness program and Main Street Rhode Island Streetscape Improvement Fund. If you would like to be considered for funding in both programs, please check the box in the application in section 1, question #6.**
- Letter(s) of Support are optional but highly recommended. Applications that include letters of support from representatives of properties, the city or town in which the project is located, or similar will be given special consideration.
- The Commerce Corporation reserves the right to require the submission of additional information in connection with any application or to require the revision of an application.
- Applicants approved will be required to enter a grant agreement with the Commerce Corporation in order to receive the funding. The Commerce Corporation may request additional information in the course of negotiating that agreement.
- All applicants are advised that any and all records (documents, correspondence, memoranda, etc.), received or maintained by the Commerce Corporation may be a matter of public record and subject to release upon a request from a member of the public under the Rhode Island Access to Public Records Act (“APRA”), R.I. Gen. Laws Section 38-2-1 et seq. In response to a request, the Commerce Corporation has the right, in its sole discretion, to redact or withhold information which is exempt from disclosure under APRA, including trade secrets and commercial or financial information which is of a privileged or confidential nature. **The Corporation recommends that any portion of the application or any attachment to the application that contains such information be clearly labeled with the legend “Confidential Information.”**
- **Applications must be received by Friday, March 28 at 5:00pm.**

Section 1. Applicant Information

- 1. Applicant Name (City, Town, or Entity Name):** Click or tap here to enter text.
Project or Site Address (if applicable): Click or tap here to enter text.
Plat/Lot Numbers (if applicable): Click or tap here to enter text.
Size of the parcel/building (if applicable): Click or tap here to enter text.
Is the applicant a subsidiary or affiliate of another company? Yes No
Name of parent or affiliate (if applicable): Click or tap here to enter text.
Provide a 2-3 sentence description of the applicant: Click or tap here to enter text.
RI House District # Click or tap here to enter text.
RI Senate District # Click or tap here to enter text.

2. Primary Contact for application

- Full Name:** Click or tap here to enter text.
Job Title: Click or tap here to enter text.
Mailing Address: Click or tap here to enter text.
City, State, Zip: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.

3. Grant Type

- Site Specific Improvements. Select one of the following if applicable:**
- Site specific planning and pre-development activities including property surveys, master planning, engineering surveys, or environmental studies
 - Site specific project improvements including activities that will support planned or future build out of significant sites including infrastructure improvements, land assembly activities, site clearing or demolition, and building improvements
 - Other Click or tap here to enter text.
- Municipal Assistance (municipalities only). Select one of the following if applicable:**
- Assistance with writing zoning ordinances, updating comprehensive plan, or similar
 - Strategic planning effort support, including matching funds or support for federal grants
 - Marketing support that will lead to the development or redevelopment of significant sites in a municipality
 - Other Click or tap here to enter text.

4. Site Specific Projects: Additional Information

If applicable, please attach information responsive to the following items. Please check the box next to each item included.

Site Maps. Provide a map that shows the general location of the project site. Also provide a map that focuses on the project and its immediate surroundings.

Renderings and Plans. Provide preliminary architectural elevations, plans and renderings for the project.

Studies or plans that support the request for funding.

Other information. Description: Click or tap here to enter text.

5. Applicant Description. In the space below provide (1) a brief description of the organization that covers its governance structure, membership/ constituents, and activities and (2) evidence demonstrating that the applicant has the organizational capacity to undertake and complete the proposed Streetscape Improvement Project. Click or tap here to enter text.

6. Main Street Rhode Island Streetscape Improvement Fund:

The Main Street Rhode Island Streetscape Improvement Fund awards grants on a competitive basis for improvements to our commercial districts, such as enhanced sidewalks, new street furniture, new way-finding signage, upgraded building facades, improved street lighting and municipal technical assistance. Application for funding through a Request for Proposal is now open. For more information and eligibility requirements, visit: <https://commerceri.com/incentives/main-street-ri-streetscape-improvement-fund/>

I would like my Site Readiness application materials to also be considered for the Main Street Rhode Island Streetscape Improvement Fund.

Part 2. Project Narrative

Please use as much space as needed to fully respond to the prompts below.

- 1. Project Name:** Click or tap here to enter text.
- 2. Project's City/Town:** Click or tap here to enter text.
- 3. Description of Project Location and Area.** Identify the specific site(s) that the planned or future development will take place. The description should demonstrate that the project will meet the specific challenges faced by cities, towns, and developers. *Urban projects that are a minimum of 2 acres or 100,000 square feet of existing or planned building space, and suburban or rural projects that are 10 acres or greater will be prioritized for funding.*

Click or tap here to enter text.

- 4. Detailed Project Description and Statement of Need.** In the space below, provide a detailed description of the project. Please specify if this project will assist with (1) site specific planning/improvements or (2) municipal assistance. If this grant will fund a portion of a larger initiative, project, or development, please describe (1) the larger initiative, (2) progress made to-date, and (3) how this grant will contribute to the larger initiative.

Click or tap here to enter text.

- 5. Project Impact and Public Benefit.** Describe the project's economic and other benefits in the space below. This should include a discussion of how the project aligns with existing and planned economic development investment (both public and private) in the area. Other relevant factors may include, but are not limited to, catalyzing private investment, neighborhood revitalization, affordable housing, and environmentally sustainable/energy efficient development

Click or tap here to enter text.

Part 3. Project Finances

1. Total Project Cost: \$ Click or tap here to enter text.

2. Requested Award Amount: \$ Click or tap here to enter text.

3. Committed Match Amount*: \$ Click or tap here to enter text.

**Applicants are not required to have a committed match for the Site Readiness grant. Projects with a committed match will be prioritized.*

4. Are there additional or other funds dedicated to support this project? Yes No

5. Please describe the matching funds or additional/ other funds invested in this project:

Click or tap here to enter text.

6. Evidence of Committed Match (not required). If a committed match exists, provide evidence of the committed match funds. Examples include a budget enactment, resolution, or letter of commitment from the funding agency. If the committed match consists in whole or in part of real estate necessary for the project that is contributed in order to construct the project, provide an appraisal of the contributed real estate that was conducted within one year of the date of this application. **IMPORTANT:** A committed match is required for the Main Street RI Streetscapes Improvement program. If you are asking to be considered for funding under both programs, please include evidence of a committed match.

Click or tap here to enter text.

7. Project Budget. In the space below, provide a detailed budget for the Project supported by project cost estimates that are incurred directly and exclusively for the work to be performed on the project.

Project Expense	Price (if applicable)	Quantity (if applicable)	Total
Ex. Preliminary engineering report	\$20,000		\$20,000
Total:			Click or tap here to enter text.

8. Other Incentives. In the space below, list all federal, state, and local incentives, grants, tax credits or other aid that will or may be received or requested in relation to the creation of the new full-time jobs, and the status of the application for each. This includes, but is not limited to, any incentive sought in relation to the construction, acquisition, lease, or investment in property that facilitates the creation of the new full-time jobs.

Click or tap here to enter text.

Part 5. Letter(s) of Support (Recommended)

Letters of Support are optional but recommended. For private developers or site owners, letters of support should be from the city, town, or similar governmental unit that represents the property. If the applicant is a municipality interested in seeking assistance with planning or marketing a specific site or sites, the letter of support should be from a representative of the property. Up to three letters of recommendation from municipal partners, community organizations, businesses, or developers can be included in an application.

Part 6. Applicant Certification

The undersigned is an authorized representative of the Applicant listed below with the authority to bind the Applicant for the proposed Site Readiness Grant Program.

I certify that I have reviewed the information contained in this application and confirm that all statements made in this Application in its entirety including all attachments, etc. are true and correct to the best of my knowledge.

Applicant or Authorized Representative: Click or tap here to enter text.

Title: Click or tap here to enter text.

Signature: _____

Date Signed: _____