State of New Jersey
CAPITAL CITY REDEVELOPMENT CORPORATION
PO BOX 990
TRENTON, NEW JERSEY 08625

PHILIP D. MURPHY
*Governor*

TAHESHA L. WAY
*Lt. Governor*

**Capital City Redevelopment Corporation**
**@Downtown *Notice of Funding Availability***

The Capital City Redevelopment Corporation ("CCRC") will begin accepting applications for the @Downtown Grant Program ("Program") on **Friday, December 5th, 2025 at 10:00am EST**. The deadline for submitting applications is **Friday, February 6th, 2026 at 12:00 pm (noon) EST**.

The Program will make up to $1.25 million in grant funding available through an application process to eligible non-profit entities to fund projects that would serve to increase economic and social activity in Trenton's downtown.

Applications will be evaluated, scored, and ranked. Applications receiving less than 75 points out of 100 available will not be eligible for award. Applications that are eligible for a funding award will be awarded funding in order of their rank until no further funds are available for award. See below for further details regarding application evaluation, scoring, and award.

This Notice of Funding Availability (NOFA) provides all the information required for applicants for the purposes of understanding:

- Program goals
- Funds available
- Award amounts
- Application requirements
- Application submission
- Application evaluation factors
- Awarding of requested funds; and
- Key grant agreement elements

This notice can be accessed online at: Capital City Redevelopment Corporation | Funding Opportunities

Questions about the Program may be submitted by email until **January 15th, 2025** to the following email address: CCRC@treas.nj.gov

Answers to questions submitted by email will be posted publicly at Capital City Redevelopment Corporation | Funding Opportunities. Any and all other clarifications, supplemental information, changes of date or any other program element, will also be made available at this URL. **Applicants are solely responsible for being aware of all information updates posted at this location.**

***Purpose, Overview, and Funding***

The goals of @Downtown are to promote economic development and activity in the Capital City District to:

- Support Trenton's art and maker communities
- Increase visitation and demand for local businesses through projects and programs that highlight Trenton's notable contributions to history and/or highlight Trenton's art communities
- Provide new opportunities for civic and social events and activities
- Increase street-level energy, comfort, and safety by activating ground-floor building spaces and / or by making "placemaking" investments

@Downtown aims to achieve these goals by making grants available to non-profit organizations that have prepared, and can document, achievable, realistic plans, projects, and programs that advance the goals outlined above.

***Eligible Applicants***

Eligible applicants include any 501(c)(3) non-profit organization.

Applicants may collaborate with additional entities, private, public, or non-profit, to implement a proposed project as needed. However, the CCRC will only award and enter into a grant agreement with the applicant entity. As part of their application, applicants should include documentation regarding any other organization or organizations whose involvement is intended to be part of the application, and describe the involvement, proposed roles and relationships of the organizations.

***Eligible Projects, Restrictions, and Location***

Any project that is located in CCRC's Capital City District in Trenton and advances the Program's goals is an eligible project. All projects must be completable within three (3) years of the date of executed grant agreement and satisfy at least one (1) of the goals of the program as follows:

- Support Trenton's arts and maker communities
- Increase visitation and demand for local businesses through projects and programs that highlight Trenton's notable contributions to history and/or highlight Trenton's arts communities
- Provide new opportunities for civic and social events and activities
- Increase street-level energy, comfort, and safety by activating ground-floor building spaces and / or by making placemaking[1] investments.

Interested applicants should note that any project involving installation, and/or construction would need to comply with State prevailing wage requirements that would be applicable to the project, and should, if construction costs are an element of proposed project costs, familiarize themselves with the State's prevailing wage laws and regulations.

Applications that request funds to make physical alterations in a building must include, document, and demonstrate the right to make such alterations, whether through the Applicant's ownership of the building or – if the Applicant is a tenant – their rights as a tenant or the building owner's consent.

[1] Meaning changes made to streetscapes to make the street more hospitable to pedestrians. Examples of placemaking include, but are not limited to, increasing shade; installing benches and tables; widening sidewalks, creating safer crosswalks, increasing lighting, and installing "pocket parks."

***Application Process and Approvals***

Each applicant shall be responsible for submitting an application packet that complies with the requirements of this Program as well as any additional materials the applicant thinks will be relevant in consideration of their project. **Applications will be accepted through email submission only.**

All applications submitted by the application submission deadline will be reviewed for completeness, and if deemed complete by staff, shall be evaluated and scored by the review committee. Applications deemed incomplete shall be permitted a 10 business-day cure period from the date CCRC notifies the applicant of the application deficiencies. Incomplete applications that fail to be cured within the permitted time will be rejected as incomplete without being evaluated by the review committee. At the sole discretion of the CCRC, staff may ask for clarification of the information included in the application, including but not limited to narrative responses, supporting documentation, and attachments.

For completed applications, a review committee shall evaluate and score each application. The review committee scores will determine which applications are recommended to the CCRC Board for award. Grants will be awarded on a competitive basis, funds will be awarded to the highest scoring applications that exceed the minimum score threshold until no additional grant funds are available.

If an applicant requests a grant for a project that is eligible for the Program, meets the minimum score, and is ranked high enough to be eligible for an award, but sufficient funding is not available to fully fund the grant request, CCRC may inform the applicant of the amount of available funds. If the applicant wishes, nevertheless, to proceed for approval, the applicant will be required either to (a) demonstrate that they have the financial resources to fill the gap in award size to ensure the submitted project is undertaken as described in the application; or (b) to submit a revised application, with a revised project scope, that, when rescored by CCRC, receives a competitive score consistent with an award of funds.

***Application Requirements***

1. Narrative description of project, its anticipated impacts, and its connection with, and effect on, @Downtown Program objectives;
2. Narrative description of professional experience and/or qualifications of key personnel to undertake the project;
3. Narrative description of experience in Trenton, and connections with Trenton, of organization and key personnel;
4. Narrative description of the project and how the grant funds will be utilized;
5. Materials describing the applicant; sources of applicant's operational funding; its mission, activities and history; its staff leadership and Board membership;
6. Materials identifying the applicant organization, including:
    a. Organization's Name
    b. Address
    c. Email
    d. Phone Number
    e. TAX ID number
    f. Signature on the application by an individual authorized to act on behalf of the organization
7. A project budget including total funding needed to complete the proposed project and a detailed forecast of spending by calendar quarter, for what, and by whom (if other project partners are involved). Budget must account for prevailing wages if applicable to the proposed project;
8. For applications that propose physical alterations in a building, documentation, and demonstration of the applicant's right to make such alterations, whether through the applicant's ownership of the building or – if the applicant is a tenant – their rights as a tenant or the building owner's consent;
9. If the project's total cost exceeds what the applicant is seeking from CCRC, the application must demonstrate that the additional funding is already secured;
10. Project calendar from application submission to project completion, including any key dependencies – such as approvals, permits, acquisition of title to property, etc. – and key milestones along the way. Project calendar must show that the project can be completed in three years.
11. Proof of 501(c)(3) Non-profit status including:
    a. Copy of Certificate of Incorporation;
    b. IRS determination letter, or similar document; and
    c. The most recent three annual IRS form 990s for the applicant's organization if the organization has submitted three or more form 990s in its history; or as many form 990s as have been filed in the organization's history if less than three.
12. Valid Business Tax Clearance Certificate from Division of Taxation in applicant's name.

***Application Deadline and Submission***

The deadline for ***receipt of emailed*** applications submitted to the @Downtown program is **Friday, February 6th, 2026 at 12:00 pm (noon) EST**. Emailed applications that are not received by this time will not be eligible for award.

Applications should be submitted in a single file, preferably in pdf format, as an attachment to email sent to the following email address: CCRC@treas.nj.gov

***Application Evaluation***

Applications will be evaluated on the basis of the following factors:

1. Strength and clarity of connection between project, applicant's mission, and @Downtown's program goals
2. Strength of organizational experience and experience of key personnel advancing projects and programs related to @Downton's program goals for Trenton
3. Durability of impact - durability of impact refers to the length of time the proposed activity will have impact on the Capital City District. One-time events will be viewed as having shorter-term durability compared to programs that are continuous over time.
4. Potential magnitude of impact - magnitude of impact refers to the number of people or businesses impacted by the proposed project.
5. Feasibility of the proposed use of funds to achieve project goals and to advance @Downtown program objectives with requested funding

***Award Amount***

1. No grant larger than $300,000 will be made.
2. Minimum grant size of $25,000.

***Disbursement of Funds***

Following the execution of a grant agreement, CCRC will disburse an initial award in the amount of 33 percent of a successful applicant's total award. Following that, CCRC will reimburse awardees as invoices are submitted and approved for expenses incurred, up to the total amount of the grant award.

***Grant Agreement – Additional Terms and Conditions***

Applicants who receive awards from the CCRC will receive approval letters outlining the terms of their award and must execute a grant agreement with the CCRC to receive their award.

The grant agreement will contain additional terms and conditions regarding the grant award, including, among other things:

- a requirement that grantees allow CCRC to visit and inspect the project site;
- a requirement that grantees permit CCRC staff, or their designees, to examine invoices, receipts, and other materials documenting costs, and reasonableness of costs, incurred as part of project performance;
- invoice formats to use; and
- a requirement that grantees submit to CCRC regular, semi-annual project progress reports (or, if invoices are submitted for reimbursement more frequently, then progress reports accompanying such invoices).

Additional details regarding reporting requirements will be included in each grant agreement.

***Other Provisions***

1. No more than one application may be submitted by any individual organization
2. Multiple organizations may not collaborate to submit linked, conceptually connected applications to increase potential award size for a combined and connected project.
3. Projects utilizing CCRC funds for construction-related costs, including installation, and award of a contract for any construction related work as defined by NJ Department of Labor, are subject to New Jersey Prevailing Wage Act and Public Works Contractor Registration Act requirements.
4. Applicants receiving funding through this program must be in substantial good standing with the New Jersey Department of Labor and Workforce Development and New Jersey Department of Environmental Protection prior to approval with all decisions of substantial good standing at the discretion of those entities.
5. At time of application, applicant will be required to complete a legal debarment questionnaire and must not be subject to disqualification based on their responses to that questionnaire.
6. Applicants whose applications are declined will receive a declination letter and will have the right to appeal with the CCRC. Appeals must be filed within the timeframe set in the declination letter (which must be at least 10 business days from date of letter). CCRC will designate Hearing Officers who will review the applications, appeals, and any other relevant documents or information. The Hearing Officer will prepare a recommended decision, which may be approved by the CCRC board as a Final Administration Decision.

***Fees***

No application fee is required to be eligible for consideration.

**@Downtown Grant Application**

**Applicant Organization Information**

**Name of Applicant Organization** _____

**Applicant Mailing Address** _____

_____

_____

**Applicant Contact Information (name, phone, and email for the best contact for applicant)** _____

_____

**Applicant Tax ID Number** _____

**Other organizations that are part of the applicant's proposal (provide organization name & contact info)** _____

**Printed name and signature of individual authorized to act on behalf of the applicant submitting application** _____

**Printed Name**

_____

**Signature** **Date**