
General Grant Application Instructions

This documentation provides instructions on the submittal BIG Grant Applications. If you have suggestions on improving these instructions, we strongly encourage feedback to help us improve the process. Please email all comments to Grants@NYCBIG.info.

To better assist the applicant, the instructions are broken into the following sections:

- 1) Overview
 - What are the Program Objectives?
 - What are the Program Deadlines?
- 2) How to submit the Application
- 3) How the BIG Program Grants Work

Overview

What are the Program Objectives?

The New York City Mayor's Office of Environmental Remediation (OER) Brownfield Incentive Grant (BIG) Program promotes the cleanup and redevelopment of brownfield properties in the City of New York. The regulations for the BIG Program are posted at the BIG web site: www.nyc.gov/BIG. **Parties interested in applying for a BIG Program grant are encouraged to read these regulations.** OER, in partnership with the BIG Program Administrator, oversees the BIG Program.

What are the Program Deadlines?

There is no submittal deadline for the BIG grants; applications will be accepted on a rolling basis. Grants are awarded within each fiscal year until Brownfield Incentive Grant funds for a fiscal year are exhausted.

How to Submit BIG Applications

Though much of the application can be submitted electronically, please note that **the Application Certification and Grant Agreement Signatory Page must be submitted in hard copy**. Please note, the applicant *is not required* to submit the Grant Agreement Signatory Page with the initial submittal of the overall application. This step may be deferred for later in the process. To submit the Application Certification and the Grant Agreement Signatory Page, please follow the steps below:

- Navigate to the Application Certification at the BIG web site (www.nyc.gov/BIGapplications).
- Complete the Application Certification Page.
- Print the completed page and sign the hard copy.
- Send to OER office, using the address listed below.

Please be aware, we cannot consider the application to be complete until the original Certification Page is received.

For the submissions of the remainder of the application, the applicant has 2 options:

Option 1: Submit electronically via email.

Please follow the below steps:

- Download the application from the BIG web site (www.nyc.gov/BIGapplications).

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- **Print the Application Certification Page and Grant Agreement Signatory Page (optional), and follow instructions in the preceding section.**
- Complete application electronically.
- Scan all required attachments.
- Email the application and all attachments to the BIG Program Administrator at Grants@NYCBIG.info. If submitting electronically, a scanned copy of the signed Application Certification Page should be included in this electronic submittal. The application and attachments may be submitted either as multiple PDFs or as a single, compiled PDF.
- Per the instructions above, the Application Certification must also be submitted via hard copy.

Option 2: Submit a hard copy via traditional mail.

Please follow the below steps:

- Download the application from the BIG web site (www.nyc.gov/BIGapplications).
- Complete the application and save to your local drive.
- Print the entire completed application.
- Ensure all attachments are complete and included
- Mail the entire application, including original signed Application Certification Page and Grant Agreement Signatory Page (options) and all Attachments to:

NYC Office of Environmental Remediation (OER)
Brownfield Incentive Grant (BIG) Program
Attn.: Grant Administrator
100 Gold Street, 2nd Floor
New York, NY 10038

To request a hard copy of this application, send an email request to Grants@NYCBIG.info or call the Brownfield Incentive Grant Program Hotline at (212) 380-1562. For additional information or questions regarding the BIG Program, this application, or guidance for applicants, please contact the BIG Program Administrator at (212) 380-1562 or via email to Grants@NYCBIG.info.

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How the BIG Program Grants Work

- Applicant submits grant application and all required attachments (electronically or in hard copy), and mails an original of the signed certification page and grant agreement signatory page.
- Application is reviewed by BIG grant administrator. (If application is not approved, the BIG grant administrator will contact the applicant for additional information or to explain why the application was denied.)
- The BIG grant administrator recommends funding awards to OER, and OER concurs on the awards. (If OER does not approve the award, the BIG grant administrator will contact the applicant for additional information or to explain why the application was denied.)
- The BIG grant administrator will send a fully executed grant agreement signatory page to applicants with approved applications. The applicant is now considered a "grantee."
- The BIG grant administrator begins the payment process. Grantee can expect to receive a payment check within 6 weeks of the date of the fully executed grant agreement signatory page.