Activation, Revitalization, and Transformation (ART) Program
Applicant Checklist

The following items are required at the time of application for the Public Space Product. Applicants will have five (5) business days to provide any missing items.

Required Items for The Public Space Product	
	1. $1,000 Application Fee (non-refundable) due at time of application
	2. Current Tax Clearance Certificate from the NJ Division of Taxation How to Use NJ Premier Business Services to Obtain Certification
	3. Total Grant Amount Requested
	4. Complete the Project Sources and Uses Form ART Project Sources and Uses Template
	5. Complete the Project Budget Form– this should be the number that is used on the application as the "Total Project Budget" – please note this cannot be changed after time of application ART Project Budget Template
	6. Site use and access: Please demonstrate the ability to obtain site control through: - draft or executed (signed by both parties) lease - City Ordinance, redevelopment plan, Board memo, etc.
	7. Background and Experience of Applicant and Project/Development Team (if applicable) - including Resumes of Key Team Members
	8. Previous Experience of Development Team that Supports the Capacity to Complete the Subject Project
	9. Current (cannot be older than 12 months) Term Sheets or Commitments from any Lenders or Other Sources of Funding to the Project – an application or pending application for a grant will not be accepted - Evidence should tie into #4 on this checklist
	10. Use the Mapping Link NJEDA Location Review App to see if your project site is eligible • Use map results to fill in block and lot • Use map results to identify if project is in OZ eligible census tract
	11. Project timeline schedule (Project must be completed by December 31, 2026)
	12. Project Site Long-term Maintenance Plan – please provide plan or information regarding how this project will be maintained long-term including needed funding required to maintain property and organization that will be responsible for maintenance.
	13. Project Description – be prepared to include the following: • Current state of the site on which the project will be located, total acreage and any current structures • Describe the proposed project and end use • Describe community impact and how project will grow tax base • Number of buildings if any, improvements etc. • Describe how project contributes to resiliency of community and COVID response • Analysis of accessibility of site by businesses and residents