

**Tompkins County Industrial Development Agency
Emergency COVID-19 Grant Application**

Organization Information			
1.	Legal Name of Applicant:	Varna Community Association, Inc.	
2.	Applicant Address:	943 Dryden Rd. (PO Box 4771) Ithaca NY 14852-4771	
3.	If a DBA, what is DBA name?	N/A	
4.	Applicant Contact Name:	Janet Morgan	
5.	Applicant Contact Address:	940 Dryden Rd. Ithaca NY 14850	
6.	Contact Phone Number:	607-256-1617	Contact Email Address: morganj@tompkincortland.edu
7.	Type of Business:	Community Association with a School-aged Child Care Program	
8.	Non-Profit Organization	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
9.	Privately Held:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<p>If Privately Held, please provide information for the company and any entity owning 50% or more or which otherwise controls the applicant, including CPA-audited financial statements for the past three years (balance sheet, income statement and cash flow statement). If audited statements are more than six months old, please provide internally prepared year-to-date financials certified by the signature of a company officer. If audited statements are not available, please submit a review or compilation, together with signed federal and state tax returns, for the past three years. Additional information may be requested.</p>			
10.	Ownership: Please attach a description of the organization's ownership structure, including the % of ownership for each individual and entity owning 5% or more of the company. Indicate if the company is a parent, subsidiary and /or affiliate of another company.	<input type="checkbox"/> ATTACHED	
11.	Primary North American Industrial Classification System (NAICS) Code of the Company. Please provide at least the three-digit code, but the six-digit code is preferable	813410 'Civic Organization' is the closest NAICS category	
12.	Select the applicant ID type that you normally use to identify your organization on applicant forms:		
	Charity Registration Number	<input checked="" type="checkbox"/>	Social Security Number
	Duns Number	<input type="checkbox"/>	Federal Tax ID Number
	NYS Unemployment Insurance Tax Number	<input type="checkbox"/>	[REDACTED]
13.	Company's Annual Revenues:	[REDACTED]	

Statement of Need	
14.	<p>Provide a summary of the need for the project including all PPE materials and equipment the business or non-profit entity will be purchasing and how they will be used:</p> <p>The Varna Community Association, Inc. has served Varna and surrounding communities since the 1950s. The Association owns and operates the Varna Community Center (VCC) building. In addition to intergenerational programs such as an annual Geography Quiz, a recent Creek Exploration event, and pancake breakfasts, the VCC is the site of our NYS-registered after school program. The Varna After School Program (VASP), started in 2016, was serving 28 families until mid- March 2020 when we 'paused' the program due to COVID-19. In normal times, other building users include governmental agencies (e.g., Town of Dryden, NYSDOT,) that hold public meetings at the VCC when the agenda pertains to this end of Dryden. The VCC is a polling site for the Ithaca City School District and two Dryden voting districts. More than two-dozen small food businesses, including minority owned ones, have launched their businesses from the VCC's commercial kitchen. At any given time, including during the pandemic, kitchen workers make up another 6 FTE jobs that are made possible by VCC facilities. Community groups (e.g., Alcoholics Anonymous, Taoist Tai Chi Society) also use the VCC on a regular basis. Planning is currently underway for a full-day summer camp program for children in grades K-5 to start in summer 2020.</p>

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Although the VCC was renovated and expanded in 1999, it has no ventilation system other than the kitchen hood, 2 ceiling fans, and windows that can be opened, weather permitting. In order to safely resume VASP and other activities at the VCC we are seeking funding for an air-filtration system to remove air-borne toxins from the indoor air. A system that removes COVID-19, other airborne pathogens, and allergens, will be reassuring to VASP families and all other building users, even after the current pandemic has ended.

A Fantech SHR1200 1035 CFM heat recovery ventilator has been recommended by SnugPlanet/Halco for air filtration. A second estimate, from SureTemp, is pending. Based on the SnugPlanet/Halco estimate, the cost for equipment and installation, including expansion of the existing electrical panel, is \$24,000. We recently secured a grant of \$5000 from United Way of Tompkins County, and we are now seeking additional funding to make this project a reality. With a maximum available grant from TCIDA we can make the safety upgrades needed to resume VASP – a critical child care service for local working families.

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EMPLOYMENT INFORMATION

Existing Jobs – A full-time equivalent job equals any combination of two or more part-time jobs that, when combined, constitute the equivalent of a job of at least 35 hours per week.

Average Annual Gross Salary – Compensation paid to an employee that excludes payroll taxes, benefits, overtime, and bonuses.

15.	Indicate how many existing full-time equivalent jobs the applicant and its related entities employ in all NYS LOCATIONS and the average annual gross salary for these employees as of the date this application is signed.	# Jobs in NYS	2
		Avg annual gross salary	[REDACTED]

Budget

16.	Type of Purchase	Total Amount of Funding Requested			
	EX: Face Shields	Est. Cost			
	FanTech SHR1200 1035 CFM heat recovery ventilator and ducting, installed	\$20,000	\$10,000		
	Expanded electrical panel	\$4000			
		\$			
		\$			
		\$			
		\$			
		\$			
	Total Projected Investments	\$24,000			

Worksheet Completion

Name of Company Official Completing Worksheet:	Title:	Date Completed:
Janet Morgan	Board member	12/10/20

Signature 

Documentation Required

- Payroll certification showing that employment does not exceed 50 employees.
- Incorporation papers or other documents that establish the business or non-profit organization.
- Current license or registration to provide child care services.
- A statement or proof that the applicant was a financially viable entity prior to the start of the COVID-19 pandemic (the most recently completed financial statement would be acceptable proof).
- Any additional information requested by the TCIDA or Counsel.

Definitions:

Full-time Permanent Employee: (i) a full-time, permanent, private-sector employee on the Recipient’s payroll, who has worked at the Project Location for a minimum of 35 hours per week for not less than four consecutive weeks and who is entitled to receive the usual and customary fringe benefits extended by Recipient to other employees with comparable rank and duties; or (ii) two part-time, permanent, private-sector employees on Recipient’s payroll, who have worked at the Project Location for a combined minimum of 35 hours per week for not less than four consecutive weeks and who are entitled to receive the usual and customary fringe benefits extended by Recipient to other employees with comparable rank and duties.

Full-time Contract Employee: a full-time private sector employee (or self-employed person) who is not on the Recipient’s payroll but who works exclusively for the Recipient at the project location for a minimum of 35 hours per week for not less than four consecutive weeks, providing services that would otherwise be provided by a full-time permanent employee. The position held by a

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full-time contract employee must be a year-round position.