**Brownfield Incentive Grant Program**

# Interested in Applying for a BIG Grant?

Here are nine tips that will help make the process smoother and faster.

**BIG Program Administrator Email: grants@NYCbig.info  Phone: 212-380-1562**

## BEFORE EXCAVATION

**1  Insurance**
Make sure to have Commercial Liability Insurance prior to conducting any work. Details can be found at https://www1.nyc.gov/assets/oer/downloads/pdf/nycbig-qv-insurance-fact-sheet.pdf.

**2  Qualified Vendor**
Make sure any remediation work is overseen by a BIG-approved Qualified Vendor that can certify the work. A list of qualified vendors can be found at  https://brsinc.com/nycbig/qualified-vendors.

If your consultant is not on the list, have them fill out an application, available at https://www1.nyc.gov/assets/oer/downloads/pdf/NYCBIG_Application_QV.pdf.

## DURING REMEDIATION

**3  Deliverables and documentation**
Save all environmental reports, invoices, soil manifests, and weight tickets for the site.

**4  Grant amounts**
Review with BIG Program Administrator the site eligibility requirements and grant caps. Eligible grant amounts vary depending on site location, developer's tax status, date of entry into VCP Program, and end use of the property.

**5  Simplify your application**
Applying for "full service" or soil disposal are generally the most streamlined ways to maximize the grant award. An updated and improved application can be found at https://www1.nyc.gov/site/oer/grants/big-grants.page.

## AFTER COMPLETION

**6  Submit a complete application**
Send the BIG Program Administrator (contact above) all relevant environmental invoices and documents to allow the Administrator to identify reimbursable activities to maximize your grant award. Applications must be submitted within six months of receipt of the notice of completion. For documentation requirements see: https://www1.nyc.gov/assets/oer/downloads/pdf/NYCBIG_Technical_Specifications.pdf.

**7  How to submit**
Send documents as separate files; pdf format preferred.  If you combine all the files into a single pdf, the grant application process is slowed on your end, and application data entry is slowed on our end.

**8  Keep your information up to date**
Notify the BIG Program Administrator immediately if the grantee's address or contact information changes. The Administrator can be reached at: Grants@NYCBIG.info or (212) 380-1562.

**9  Responsiveness will help accelerate disbursement**
Respond promptly to requests for additional information, documentation, or signed grant agreements. Delaying the return of an executed agreement is the most significant source of delay under your control.