Certification of 10 year minimum lease agreement and project approval from building owner

If the library building or site is under a lease arrangement or otherwise legally available, the applicant must include a letter from the owner of such building or site certifying that the lease agreement or other legal arrangement will be in effect for a minimum 10 years from the date of anticipated project completion, that there is full awareness of and agreement with the construction project implications, that the owner has the legal authority to approve the improvement of the space, and that the building is open to the public.

This requirement does not apply to library buildings that are owned by a school district or BOCES. Such letter must be submitted as a PDF attachment.

These documents can be electronically attached to the grant application. The original documents with original signatures must be kept on file, and can be requested at any point in the future, should the need arise.

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