

Good morning,

Congratulations! You have been awarded funding for your project submitted through the 2025 Broome County Small Community Fund as outlined below. In the coming weeks you will be contacted by the Broome County Law Department regarding finalization of your contract for the grant funding. Please make sure to review, sign, and return your contract in a timely manner. We are unable to make any payment without a signed contract in place. Also, **please review information below regarding payment request submittals**. Payment will not be sent automatically and requires submittal of the information as outlined. This information is also available at [www.gobroomecounty.com/planning/communitygrants](http://www.gobroomecounty.com/planning/communitygrants).

### **Grant Award Details**

**Grant Amount:** \$ 11590.00  
**Organization:** Windsor - Town  
**Project:** Stairlift for History Room  
**Grant term:** 7/1/25-6/30/2026  
**Contact Name:** Elizabeth Pfister  
**Contact Email:** windsortc1@echoes.net

Thank you for your participation in our Community Improvement Grants program. We look forward to working together toward implementation of these great community projects.

Sincerely,

***Isabella Paullay***

Planner | Broome County Department of Planning & Economic Development  
Phone: (607) 778-2414 | Email: [isabella.paullay@broomecountyny.gov](mailto:isabella.paullay@broomecountyny.gov)

### **Payment Requests**

Payment will not be made until a contract is fully executed via the Broome County Law Department (or other approvals as applicable). **Paymenters NOT automatically be sent upon execution of an award but must be requested through submission of the following documentation:**

- A Community Improvement Grant Payment Request Form. Said form can be found by the following link: [Small Community Fund Payment Request Form](#)
- A current [W-9 Tax Form](#) (unless already established as a vendor with Broome County)
- Backup documentation showing the costs that have been/will be paid with the grant. This can consist of invoices from a contractor/supplier are working with, final scope/fee for services, or some other official documentation outlining costs. In the event that the awardee has already expended funds, documentation of payment should be included. Since this may vary with each project, you may contact us with any questions.

Questions regarding payment requests can be directed to the Broome County Department of Planning and Economic Development at (607) 778-2414 or [communitygrants@broomecountyny.gov](mailto:communitygrants@broomecountyny.gov).

### **Extensions**

In the event that the project cannot be completed in the established contract term, extension requests may be submitted to the Department of Planning and Economic Development in writing prior to the expiration of the grant contract. Requests will be brought to the grant committee for approval and submitted to the Legislature or Board of Acquisition and Contract as applicable.



Offset swivel seat makes it easy to get on/off.



"Our Bruno chair was a wise and wonderful investment into our home to ensure that my husband and I can remain in our home for years to come."

J. Therrien



Compact design for open space on stairs.

## ELITE OPTIONS

- Multiple colors and fabrics



Power folding footrest automatically flips up/down when seat is raised/lowered.



Power swivel seat for effortless exit. Controlled on chair arm or wireless call/send.



Power or manual folding rails for narrow hallway or when doorway is at the bottom of stairs.



Larger seat and/or footrest for increased comfort.