

For Staff Use:

Name of Lead Organization: _____

Project Description: _____

Date/Time Received: _____

Location Received: _____



COMMUNITY PARTNERSHIP PROGRAM

**Community Beautification Fund
2018 Projects – Application Form**



Application Deadline:

Friday, October 6, 2017; 4:00 p.m.,

Caledonia, Cayuga, Dunnville & Hagersville Offices

Please *read carefully* all eligibility criteria, conditions and requirements contained in the Community Beautification Program Guidelines.

Prior to completing your Application, it is suggested you contact Katrina Schmitz, Community Partnership Liaison, 905-318-5932, ext. 6341; kschmitz@haldimandcounty.on.ca to discuss your project.

Incomplete or ineligible submissions will not be reviewed.

BE CREATIVE!

1.0 Applicant Information
(please note, all sections must be completed)

Lead Applicant/Organization: _____

Contact Person: _____

Mailing Address: _____

Town: _____ Postal Code: _____

Telephone: _____ Facsimile: _____

Email: _____

Other Project Partners:

Organization	Contact Name	Email/Address

Lead Project Coordinator/Contact Person: _____

Mailing Address: _____

Town: _____ Postal Code: _____

Telephone (daytime): _____ Facsimile: _____

Email: _____

2.0 Project Details

2.1 Does your project take place on Haldimand County property? Yes No
If you respond 'NO', this project is not eligible (please see Guidelines, page 3).

2.2 Project Category

- Category 1 – Community Signage
- Category 2 – General Community Beautification
- Category 3 – Community Streetscape/Park Improvements
- Category 4 – Other Innovative Community Beautification Projects
- Combination of Categories: _____ + _____ + _____ + _____

2.3 Proposed Project Description

Please describe the details of the proposed project. (*What, Where, Who will do the work, When.*) Keep in mind all projects must take place on property owned by Haldimand County. Attach additional documentation to this form if necessary.

2.4 Benefits to the Community and County

Please list and describe the benefits of the proposed project to your community and Haldimand County (*Why.*). Attach additional documentation to this form if necessary.

2.5 Project Budget

Please complete Attachment 1 – Project Budget Form. A sample Budget is included to provide guidance on completing the form.

Attach additional documentation, including **at least two quotations** for any planned work, unless it is in-kind. In-kind labour should be calculated at \$16.50 per hour.

Note: The grant from Haldimand County for Community Beautification proposals cannot exceed \$4,000 or 50% of the total project cost per project/per lead organization. (For example, if the total project cost is \$6,000, the maximum amount which can be requested from Haldimand County is \$3,000.)

If the cost of the proposed project is larger in scope and will be completed in phases over more than one year, the request for funding may be specific to assisting with the cost of one or more phases of the total project.

Projects must include financial statements or written confirmation as to how the balance of the funding will be secured (for example a fund-raising plan outlining revenue sources, confirmed or anticipated donations, etc.).

2.6 Other Relevant Project Information

Many submissions to the Community Beautification fund may be for permanent structures such as signs, flag poles, benches, flower boxes, etc. and will require additional information for review and approval. Please keep in mind that Haldimand County may have specific standards regarding the purchase and installation of certain assets (e.g. benches, waste receptacles). **Please contact County staff to discuss any permanent amenities you would like to install on County property.**

Applicants **must** include the following additional documentation with their Application Form:

REQUIRED Supporting Documentation:

- Specifications (e.g. dimensions, building materials), drawings or photos of proposed structures.
- Written Quotes for any purchased project supplies, materials and services (minimum 2 quotes). Please have contractors quote on specifications provided to ensure consistency.
- Site Map of proposed location for structures, flower beds, etc.
- Work Plan outlining the proposed timeline and activities to complete the project.
- Hold Harmless Agreement (signed).
- Valid Certificate of Insurance (minimum \$2 million liability insurance with Haldimand County named as additional insured).
- Confirmation of WSIB participation by any contractors hired to complete work on the project.
- Financial Statements or Fund-Raising Plan to prove readiness of project funding.
- 'Before' Photos of the project location.

3.0 Maintenance & Sustainability

The lead applicant (and its partners) must clearly demonstrate financial ability to maintain and sustain the proposed project prior to final approval of County funding. Please describe how the proposed project will be maintained and sustained following implementation:

4.0 Regulatory Requirements

All proposed projects are subject to County, provincial and federal by-laws, policies and regulations. By signing this Application Form the lead applicant (and its partners) acknowledge and accept that not all proposed projects may be eligible.

Note: Applicants are strongly encouraged to discuss their plans with County staff in advance of the submission deadline (and prior to submitting their application) to ensure the eligibility of the proposed project as well as to allow sufficient time for review by any relevant departments and/or agencies. This will assist in streamlining the review process and is especially important for projects involving signage or permanent structures.

Please note: All proposed projects must meet the facility and operating standards of Haldimand County.

In situations where groups are unable to complete the work approved through the Community Beautification program, those groups will be required to return to Haldimand County any funding which has been received by them for that project. As well, if projects are completed for less than the budgeted amount, groups will be required to return any unspent portion of the Haldimand County funding (e.g. 50% of the total project cost up to a maximum of \$4,000 per project per year).

5.0 Previous Applicant

If you are a previous recipient of Community Beautification funding, please ensure you have submitted a Final Report and financial reconciliation for each previous project including copies of invoices, bills, etc. which are associated to the project. Failure to do so may result in new requests for funding being declined.

Community groups interested in submitting an application for Community Beautification funding are encouraged to contact County staff. We are happy to answer any questions you may have regarding the Community Beautification Program or the Community Partnership Program (e.g. eligibility, review process, approvals, etc.).

Contact for 2018 Project Applications:

Katrina Schmitz
Community Partnership Liaison
905-318-5932, ext. 6341
kschmitz@haldimandcounty.on.ca

6.0 Authorization

This section **must be completed, signed and dated by an authorized representative(s) of the lead applicant.**

I/we, as authorized representative(s) of the _____,
(Name of Organization)

hereby understand and accept the conditions and requirements of Haldimand County's Community Beautification Program and acknowledge the information in this Application is true and accurate.

Lead Applicant Signature(s)

Date

Please Print Name(s) and Position(s)

7.0 Submission

The lead applicant is expected to complete all relevant sections of the Application Form (including the Budget Form and Work Plan) as they relate to the proposed project.

The following documentation must be included in your Submission:

- Application Form (***signed, original***).
- Budget Form.
- Specifications (e.g. dimensions, building materials), drawings or photos of proposed structures.
- Written Quotes for any purchased project supplies, materials and services (minimum 2 quotes). Please have contractors quote on specifications provided by the group to ensure consistency.
- Site Map of proposed location for structures, flowerbeds, etc.
- Work Plan outlining the proposed timeline and activities to complete the project.
- Hold Harmless Agreement (signed).
- Valid Certificate of Insurance (minimum \$2 million liability insurance with Haldimand County named as additional insured).
- Confirmation of WSIB participation by any contractors hired to complete work on the project.
- Financial Statements or Fund-Raising Plan to prove readiness of project funding.
- 'Before' Photos of the project location.

Proposals for 2017 projects must be received by ***4:00 p.m., Friday, October 6, 2017.***

Applications may be mailed or delivered to the Cayuga Administration Office or one of the County's three Satellite Offices (Caledonia, Dunnville, Hagersville) and should be addressed as follows:

**Haldimand County – Community Beautification Grants
Attention: Community Development & Partnerships Division**

Applications submitted via facsimile or email ***will not*** be accepted.