



Community Partnership Program

Community Beautification Fund 2021 Projects – Application Form



Application Deadline:
Monday, October 19, 2020; 4:00 pm
Haldimand County Administration Building, Cayuga

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 Sheryl Sawyer, 905-318-5932 x.6320, ssawyer@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: _____

Email: _____

Other Project Partners:

Organization	Contact Name	Email/Address

Lead Project Coordinator/
Contact Person: _____

Mailing Address: _____

Town: _____

Postal Code: _____

Telephone: _____

Email: _____

2.0 Project Details

2.1 Does the project take place on Haldimand County Property?

- Yes
- No. If you respond '**No**', this project is **NOT** eligible (please see guidelines).

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 Description



Please describe the details of the proposed project (what, where, who will do the work, when), including your community group's contribution to the project. 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 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, whichever is lower. (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 the project 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, 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 Quotations for any purchased project supplies, materials and services (minimum two (2) quotes). Please provide specifications to contractors to ensure consistency between quotes;
- 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 and/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) acknowledges and accepts 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 and reconciled for less than the budgeted amount, groups will be required to return any unspent portion of the Haldimand County funding.

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 previous project(s) including copies of invoices, bills, etc. which are associated to the project(s). 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.).

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 it relates 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 two (2) quotes). Please have contractors quote on specifications provided by the group 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.

Proposals for 2021 projects must be received by **4:00 pm, Monday, October 19, 2020**.

Applications may be mailed or delivered to the Cayuga Administration Office and should be addressed as follows:

Haldimand County
ATTN: Community Development & Partnerships Division
Community Beautification Grants
53 Thorburn Street South
Cayuga, ON N0A 1E0



Community Beautification Program – 2021 Proposals

53 Thorburn Street South; Cayuga, ON N0A 1E0

T: 905-318-5932, ext. 6320

F: 905-772-3542

HOLD HARMLESS AGREEMENT

_____ (Name of Organization/Group) shall indemnify and hold Haldimand County harmless from and against all liability, loss, claims, demands, costs and expenses, by any negligence or acts or omissions by the above-named, their officers, agents, employees, volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation on Municipal property.

_____ (Name of Organization/Group) shall maintain a policy of public liability and property damage insurance in the amount of two million dollars (\$2,000,000.00) and containing endorsements showing "Haldimand County" as an additional insured and having a cross-liability clause, in a form satisfactory to Haldimand County. Proof of insurance must be made available to Haldimand County upon request.

Under this Agreement, any and all items placed in the road allowance that are not maintained properly and, in the opinion of the Municipality, are in a state of disrepair and/or have the potential to harm persons and/or property, shall be removed by the Municipality. There is no obligation for repair and/or replacement of the item identified as being in a state of disrepair by the Municipality.

Approved Project: _____

Name of Applicant: _____

Signature of Applicant: _____ (or authorized representative)

Print Name: _____

Date: _____

OFFICE USE ONLY

Cheque issued on: _____

For Staff Use:
Name of Lead Organization:
Project Description:
Date/Time Received:
Location Received:



Haldimand
County

Community Partnership Program

Volunteer Insurance Coverage Acknowledgement

Project Name: _____

Project Location: _____

As a volunteer for Haldimand County, you have the right to know that you are covered under the County's liability policy for those activities you perform as a part of the project to be undertaken.

This liability policy protects the Corporation and the volunteer against claims brought against them by third parties. It does not, however, cover loss or damage to a volunteer's property. Similarly the County does not provide coverage for personal injuries that may occur to volunteers while undertaking their activities, either through the policies of the Corporation or through Workplace Safety and Insurance Board provisions. The volunteer must ensure their personal safety through provision of appropriate safety equipment where required.

I have read and understand the insurance provisions as outlined above:

Name: _____
(please print)

Signature: _____ Date: _____



Haldimand
County

Project Budget:

Item (please provide specifics and details wherever possible)	Projected Budget (numbers from original application)	Actual Costs	Difference
Monetary Contributions:			
Construction Materials			
Professional Services			
Associated Labour			
Other (please specify):			
Sub-Total:			
In-Kind Contributions:			
Donated Materials (specify company name, item):			
Donated Services (specify company name, service):			
Volunteer Hours (please calculate at \$16.50/hour):			
Other (please specify):			
Sub-Total:			
Total:			



Project Summary:

Please include the following attachments in your Report & Reconciliation:

- Photographs of project areas (before and after are best);
- All invoices/bills relevant to the project;
- If your initiative received any media coverage, please indicate the type of coverage received, the number of reports or stories and provide any clippings:
____ Newspaper ____ Radio Interview ____ TV ____ Other, please specify:

- During the course of the project, did your organization undertake any activities to recognize Haldimand County's Community Beautification funding?
 - Yes No

If yes, please indicate all the recognition activities you undertook. Check all that apply:

- Acknowledged Haldimand County support in publications and promotional materials;
- Used Haldimand County logo in print and promotional materials and/or website;
- Recognized Haldimand County support on website;
- Provided link to Haldimand County website;
- Gave verbal acknowledgement of Haldimand County funding (e.g. during public presentations); and,
- Other, please describe:

How many volunteers **contributed directly to the project** funded by your grant?
(Please do not give the total number of volunteers in your organization.)

____ Volunteers ____ Hours Contributed

Approved Project: _____
Name of Applicant: _____
Signature of Applicant: _____ (or authorized representative)
Print Name: _____
Date: _____

<p>OFFICE USE ONLY</p> <p>Date Report Received:</p>
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