



COMMUNITY PARTNERSHIP PROGRAM

Community Beautification Fund 2017 Projects – Guidelines



Application Deadline:
Friday, October 7, 2016; 4:00 p.m.
Caledonia, Cayuga, Dunnville & Hagersville Offices

1.0 Background

Since 2005 Haldimand County has offered **Community Beautification** grants to not-for-profit and community groups completing beautification-related projects within their communities.

This program was created in recognition of the importance of beautification to the vitality of any community, as well as the sense of pride and quality of life it fosters for residents and visitors to the County. Showcasing our communities supports business attraction and retention, and leads to potential new tourism and economic development opportunities.

In 2011, Haldimand County built upon the success of this program by moving towards a more comprehensive **Community Partnership Program** (CPP) which enables the County to support not-for-profit partnerships to develop and enhance community assets on property owned by Haldimand County.

The CPP ensures a single point of entry for requests as well as a fair, clear and consistent approach to identifying and evaluating partnership opportunities.

Through the enhanced CPP, Haldimand County now provides three streams of capital funding for community groups to access:

- (i) Community Capital Projects Grants. These grants provide up to 35% of project funding for eligible capital projects. For more information about Capital Grants, please check the County's website, www.haldimandcounty.on.ca.
- (ii) Community Beautification Grants. These grants are for beautification projects on County property. Projects may be eligible for 50% of project funding to a maximum of \$4,000 per grant. See below for more information.
- (iii) Community Halls Capital Grants. These grants are provided to community groups which operate Halls on behalf of Haldimand County and are intended to support preservation of the structural integrity of those Halls.

Community Beautification:

Currently, \$60,000 is available annually for disbursement among eligible community groups to support **Community Beautification projects on County-owned property.**

Groups may apply for funding of up to 50% of the total cost of the proposed project to a maximum of \$4,000 per year/per organization. Interested organizations/groups are encouraged to make submissions to the **Community Beautification** program each year, within the framework outlined in this document.

Please *read carefully* all eligibility criteria, conditions and requirements contained within these Guidelines prior to completing the **Community Beautification** Application Form.

Incomplete or ineligible submissions will not be reviewed.

**Use the checklist at the end of the Application to ensure you have included all required information.
If you are unable to include certain required information, please explain why.**

If you have additional questions, please contact Katrina Schmitz, Community Partnership Liaison, 905-318-5932, ext. 6341, kschmitz@haldimandcounty.on.ca.

2.0 Conditions & Requirements

The following conditions and requirements apply where the County is being requested to provide funding, whether in whole or in part, in conjunction with a community group and/or organization:

2.1 Eligible Projects

All projects must take place on public property (property owned by Haldimand County).

Grant funding from Haldimand County for beautification-related projects shall be provided through the framework of the Community Partnership Program – Community Beautification Grants Policy No. 2011-03 in the following categories:

Category 1 – Community Signage

- (a) Entrance
- (b) Promotional and directional
- (c) Heritage street signs, etc.

Category 2 – General Community Beautification

- (a) Flowers, shrubs, trees, etc.
- (b) Hanging baskets, plant boxes, flowerbeds, etc.

Category 3 – Community Streetscape/Park Improvements

- (a) Vertical pole or regular flags, banners, etc.
- (b) Benches, waste receptacles, bike racks or permanent fixtures
- (c) Artistic murals or wraps, etc.
- (d) Christmas lights/decorations/displays (LED lights only)

Category 4 – Other Innovative Community Beautification Projects

Note: Projects are not limited to the above-noted examples; these are provided for reference only. Contact County staff to discuss your great idea!

Requests for **Community Beautification** funding/grants which fall outside of the framework of the Community Partnership Program shall be referred to Haldimand County Council as information only, with the understanding that Council may consider any request on an individual or ad hoc basis.

2.2 Eligible Applicants

Community Beautification submissions will only be accepted from a lead organization which is a legally-recognized, formally-established representative community group within the municipal jurisdiction of Haldimand County (e.g. Chamber of Commerce, Board of Trade, BIA, Service Club, etc.) or combination thereof with appropriate partners (e.g. local horticultural society). **No private company or individual shall be eligible.**

The lead organization must provide a Certificate of Insurance with a minimum of two million dollars (\$2,000,000) in liability insurance with Haldimand County named as “additional insured”. The lead organization must also have a bank account(s) to facilitate financial administration of the project and provide proof of insurance and WSIB participation from any contractors employed to complete work related to the proposed project.

2.3 Project Review & Funding

The allocation of the annual **Community Beautification** budget shall be based upon the merits of each submitted project (or phase of a multi-year project), with a funding cap of 50% of the total cost of the proposed project, up to a maximum of \$4,000 per year/per lead organization.

Haldimand County has the right to revise, defer or reject any portion of the submitted project in scope or budget. If the cost of the proposed project is larger in scope and will be completed in phases, the request for funding may be specific to assisting with the cost of one or more phases of the total project. Funding for all phases of a multi-year project cannot be guaranteed and all Community Beautification grants shall be issued to the lead applicant only.

For each submitted project, the lead applicant (and/or their partners) must contribute a minimum of 50% in matching funds towards the total project costs. Total matching funds can be either monetary and/or through in-kind/donated professional services, materials, volunteer labour, etc. (Volunteer labour costs should be calculated at \$16.50 per hour.) ***Estimated costs of the proposed work (quotations) must be provided as part of the submission or the application will be deemed incomplete.***

Projects (or phases of a project) granted funding from a previous year must be completed in order for an applicant to be eligible for the current year's funding. Should an organization require an extension for a funded project—or wish to make changes to an approved project—that organization must contact Haldimand County staff to discuss the details of the change and receive County approval for an amendment to the funded project prior to making any change(s).

2.4 Project Compliance

All proposed projects are subject to County, provincial and federal by-laws, policies, regulations and standards. Depending upon the nature of a submitted project, there will be a number of County Departments and/or outside Agencies requested to review, comment/sign-off on each proposal to address any regulatory, liability or other potential requirements and concerns. Staff will work with applicants to determine where such approvals are required. Haldimand County will not consider project submissions which do not conform to all County, provincial and federal by-laws and regulations.

Project submissions for new or replacement Christmas lights must be for energy-efficient LED lights (please call for more information).

2.5 Project Sustainability

The lead applicant (and their partners) must clearly demonstrate their financial ability to maintain and sustain the proposed project on an ongoing basis prior to final approval of County funding. In cases where projects/structures are not maintained, fall into disrepair and/or present a hazard or health and safety concern, Haldimand County has the obligation and the authority to remove the said project/structure/asset.

2.6 Applicant Compliance

The lead applicant (and their partners) must clearly show their ability to adhere to all conditions and requirements (as outlined in this document) prior to the project being presented to Council for consideration and/or approval. Haldimand County has the right to reject any submission which does not fulfill the conditions and requirements of the **Community Beautification Program**.

3.0 Application Procedure

1. ***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 that all proposed projects must meet the facility and operating standards of Haldimand County.
2. Please use the 2017 **Community Beautification** forms provided on the County's website. Please do not submit applications from previous years for projects which were approved, as the forms do

change. If appropriate, cut-and-paste sections from previous applications/documents into the new application.

3. The signed *Application and all Supporting Documentation* must be submitted to Haldimand County no later than **4:00 p.m. on Friday, October 7, 2016**. Submissions may be dropped off at the Cayuga Administration Office or at a Satellite Office (Caledonia, Dunnville, Hagersville).
4. The lead applicant is expected to complete all relevant sections of the *Application and Supporting Documentation* as they relate to the proposed project.
5. *Applications* must demonstrate the benefits of the proposed project to the community and County.
6. A *Project Budget* must be included—confirming revenue sources—to indicate project readiness. If community fund-raising is part of the project, a *Fund-Raising Plan* must also be provided.
7. A *Work Plan*—including timelines for project completion—must be included as well as a *Site Plan* indicating the location of amenities proposed in the Application.
8. All applicants are asked to complete *Hold Harmless Agreement*.
9. All Applications will be reviewed and prioritized by staff based upon the published **Community Beautification** Program Guidelines, with eligible projects presented to Council for consideration. Preference may be given to projects which have the highest number of partners and greatest return on investment/positive impact for the community. Council will determine which projects (or parts thereof) shall receive funding for that fiscal year.
10. Priority will be given to **new** applicants and to projects which have not been previously funded.
11. “Before” and “After” photos must be provided to the County following completion of each the project.
12. All successful applicants must submit a *Final Report* (including “Before” and “After” photos) upon completion of the project. Failure to do so could jeopardize future funding requests from the applicant.
13. 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).

4.0 Questions

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.) and help you develop your beautification project!

Contact for 2017 Applications:

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