

# TOWN OF FLORENCEVILLE-BRISTOL

## BEAUTIFICATION GRANT POLICY

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### POLICY NO: 21

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<b>Category:</b>	<b>Finance</b>
<b>Policy Number:</b>	<b>21</b>
<b>Originally Enacted:</b>	<b>April 9, 2019</b>
<b>Effective Date:</b>	<b>February 10, 2021</b>
<b>Approval by Council:</b>	<b>February 9, 2021</b>
<b>Supersedes:</b>	<b>November 12, 2019</b>

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### 1. PURPOSE:

The Town of Florenceville-Bristol has adopted this policy to govern the application and issuance of Beautification Grants. This policy is intended to provide an incentive to residents and commercial businesses to beautify and invest in the facades of their homes and businesses, including landscaping of their front yards, as well as any side of a property with significant visibility from the NB Trail. This policy is adopted under authority of Section 104 of the *Local Governance Act*.

### 2. SPECIFIC OBJECTIVES:

The objectives of this policy are to:

- a) Promote the visual appeal of the Town;
- b) Provide an opportunity for both residents and business owners to improve the curb appeal of their properties; and
- c) Provide guidelines for determining qualified recipients of the Beautification Grant.

### 3. BASIC STATEMENT:

Residents, business owners, and property owners will determine if they wish to apply for a Beautification Grant for work conducted to the front or side facades of a dwelling that can be viewed from the street, as well as any side of a property with significant visibility from the NB Trail.

#### **4. ELIGIBILITY TO APPLY FOR THE GRANT:**

The following work conducted to the front and side facades visible from the street or any side of a property with significant visibility from the NB Trail will be eligible to apply for a grant:

- a) Exterior painting, including exterior entryways, siding, trim, moldings, porches, decks or other features of the exterior of the main building;
- b) Siding repair or the replacement of any siding with new siding material;
- c) The cleaning and/or repointing of existing brick on the exterior of the main building;
- d) The replacement, renovation or installation of exterior front steps, handrails or walkways;
- e) Paving driveways
- f) The installation of any landscaping details, including, but not limited to sod, shrubs, trees, plant beds, and window flower boxes;
- g) The demolition and/or remediation of any buildings that are in disrepair; and
- h) Removal of any unused structures, equipment, or foundations.

The property owner's sewer account and all other accounts with the Town of Florenceville-Bristol must be current to qualify for the Beautification Grant.

#### **5. GRANT APPLICATION PROCESS:**

Grant applications must be received by the Town Office no later than the last business day in March to be considered for the grant. Applications may be considered after the March deadline if additional funds are available.

Grant applicants will be notified by the first business day following the Victoria Day Holiday as to whether their application was successful.

The Town will notify the public through their website if there is a change to the deadline.

#### **6. GRANT AMOUNT:**

Grants will be considered for:

- a) 20% of the project cost up to a maximum of \$500 for properties zoned Residential; and
- b) 20% of the project cost up to a maximum of \$750 for properties zoned other than Residential.

**7. GRANT REVIEW PROCESS:**

Completed Beautification Grant Applications must be submitted to the Administrative Services Manager.

The Development Committee will review each application, and will award the grant based on impact of the project until the allotted grant funds are depleted for that fiscal year.

**8. REIMBURSEMENT PROCESS:**

Successful applicants shall submit the completed Reimbursement Form along with valid sales receipts and after photos by the last business day of October in the year which the Grant Application was approved.

A valid sales receipt is one from the vendor that shows the items purchased or work completed, date, business name, HST Number (if applicable), and confirmation of payment. A cancelled cheque or credit card statement shall be considered a confirmation of payment.

If the entire project was not completed in the Grant Application year, a partial reimbursement may be granted by the Development Committee if the work completed has improved the curb appeal.

**9. GENERAL CONDITIONS**

Grants may be awarded with certain terms and conditions. The letter of award shall state if any restrictions apply to the grant. Funding may be revoked for failure to comply with the terms and conditions stipulated in the letter.

Funding may be revoked should there be a misappropriation of funds, failure to report or misrepresentation by the receiving property owner.

Approved applicants must submit sales receipts for expenses incurred, at which time they will be reimbursed up to the approved grant amount.

**Certification for Town of Florenceville-Bristol Policy Manual:**

I certify that this *Beautification Grant Policy* was adopted by Council as indicated above.

\_\_\_\_\_  
**Mayor**

February 9, 2021  
**Date of Council Resolution**

\_\_\_\_\_  
**Clerk**

February 10, 2021  
**Date Policy in Effect**

Completed forms and attachments may be submitted via:

- email to [administration@florencevillebristol.ca](mailto:administration@florencevillebristol.ca)
- mail to 19 Station Road, Florenceville-Bristol, NB E7L 3J8
- dropped off in person to the Town Office at 19 Station Road



### Beautification Grant Application

#### Applicant Information

Name of Applicant: \_\_\_\_\_

Mailing Address of Applicant (with Postal Code) \_\_\_\_\_

Personal Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Work Telephone Number \_\_\_\_\_ E-mail \_\_\_\_\_

#### Property Information

Location: \_\_\_\_\_  
Civic # Street PID

Property Zone:  Zoned Residential  Zoned other than Residential

If the applicant is NOT the owner, the Owner's signature or authorization in writing to submit this application is required.

Signature of Applicant: \_\_\_\_\_ Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

#### Description of the Beautification Grant Project

Clearly describe work you intend to do in each of the applicable categories below, and include a photo of the side of the property that you are requesting to improve:

SIDING, PAINTING, ENTRYWAY, LANDSCAPING, DEMOLITION, PAVING, ETC.

(See Section 4 of the Beautification Grant Policy No. 21 for eligible projects)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Cost Estimate \$ \_\_\_\_\_

#### Information Accompanying Application:

Cost Estimate  Site Plan  Building Elevations/Renderings

Other \_\_\_\_\_

#### Project Schedule:

Est. Project Start Date: \_\_\_\_\_ Est. Project Completion Date: \_\_\_\_\_

#### For Office Use Only

Reviewed Date: \_\_\_\_\_ Eligibility Confirmed:  Yes  No

Grant approved by Council for \$ \_\_\_\_\_  Grant denied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewer's Signature \_\_\_\_\_

Application must be submitted to the Town by the last business day of March unless otherwise stated on the Town website at [www.florencevillebristol.ca](http://www.florencevillebristol.ca).



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## Grant Reimbursement Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

PID #: \_\_\_\_\_

Sales receipts attached:

Receipt Business Name	Amount	Details
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	
11.	\$	
12.	\$	
13.	\$	
14.	\$	
Total:	\$	X 20% =

Property Zone:  Zoned Residential (max. \$500)  Zoned other than Residential (max. \$750)

"After" photos of project attached

Building/Demolition Permit was obtained (if applicable)

Submitted by (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

How you would like to receive your reimbursement cheque? (Please select one)

Mail to the address above

Mail to a different address: \_\_\_\_\_

Contact me when it is ready, and I will pick up at the Town Office

Via phone: \_\_\_\_\_ or Via email: \_\_\_\_\_

### For Office Use Only

Amount Approved for Reimbursement: \$\_\_\_\_\_

Sewer is paid to date

Sewer must be paid before cheque can be released

Signature: \_\_\_\_\_ Date: \_\_\_\_\_