



Downtown Conception Bay South Business Improvement Association Property Beautification Program 2020

Purpose

The Property Beautification Program aims to help build civic pride among the local business community and promote the overall marketability of the Conception Bay South Business Improvement Area. The Board of Management's focus with this program is to beautify the business improvement area by focusing on the outward appearance of members businesses and properties. The total funds to be disbursed by the BIA is \$10 000.00

The Program may provide matching funding, from a minimum of \$250.00 up to a maximum of \$2000.00, towards the completion of enhancements that beautify and improve the appearance of a business structure or grounds. These improvements must either:

1. Improve the overall appearance of the property, thus enhancing the appeal of Conception Bay South's downtown core; or
2. Enhances the sense of arrival to your business for clients and visitors to Conception Bay South

The Board of Management encourages applicants to propose beautification projects that integrate the branding of Downtown CBS where possible. Branding scheme information is available upon request.

The minimum disbursement under this program will be \$250.00. This funding is to be matched by the applicant under all circumstances.

Who Is Eligible?

- Commercial (non home-based) businesses that are located within the designated downtown Business Improvement Area;
- Businesses who are in good standing with respect to payment of the BIA Levy;
- Applicants who have not received beautification/facade improvement grants for two consecutive years prior to the current calendar year.

Eligible Activities May Include:

- Design consultant fees;
- Design and installation of awnings and signs;
- Signage that is uniquely designed to integrate into building architecture;
- Exterior lighting that is decorative in profile;
- The purchase and installation of ornamental plants (ex. flowers, shrubs, trees) provided they enhance the appearance of the property or enhance the sense of arrival for clients
- Landscaping or other property improvements.
- At the discretion of the Evaluation Committee, installation of windows that are unique or decorative in profile MAY be deemed eligible

Ineligible activities include:

- Design and installation of entrance systems and related infrastructure
- Installation of vinyl or steel siding
- Installation of decorative wall coverings (I.e. brick)
- Installation of generic vinyl or steel windows
- Purchase of paint, painting supplies, or painting services provided by an independent contractor

Financial Assistance

There is no application deadline - applications will be accepted and reviewed on a first come, first served basis in 2020 until all available funding is exhausted.

Applications may be dropped off in person to the Conception Bay South Town Hall (11 Remembrance Square) or emailed to hello@downtowncbs.com.

Upon review and project approval, a Letter of Agreement will be issued detailing terms of conditions and the amount of funding approved. Payment of claims will be contingent upon the completion of proposed work, the submission of a detailed Claim Form (provided with Letter of Agreement), and submission of copies of all invoices and cancelled cheques to the Evaluation Committee.

All required permits must be obtained from the Town of Conception Bay South prior to the commencement of any work supported through the Property Beautification Program; proof of all applicable permits must be included with submitted claims.

Applications must be received and reviewed by the Property Beautification Program Evaluation Committee before any work activities begin; grants will not be awarded to projects that are under construction or have been completed at the time of application.

Time Frame

Applications will be reviewed on a first come first serve basis in 2020; funded projects must be completed by December 31, 2020.

Evaluation Committee

- The Evaluation Committee will review applications based upon the project’s overall benefits to Downtown Conception Bay South and its impact on increased aesthetic appeal, property value, and sense of arrival for clients and visitors;
- Projects that are recommended for approval by the Committee will be submitted to the Board of Management for final endorsement;
- The Board reserves the right to turn down an application if it feels the proposed project does not fit within the spirit and intent of the Property Beautification Program;
- Unsuccessful applications may be re-submitted the following calendar year.

Submissions

Applications must include the following materials as applicable for consideration by the Evaluation Committee. Applicants that do not include all pertinent information may be asked to resubmit their application to include the necessary information or may not be considered for funding.

- a) Current photo(s) of the proposed project site (can be emailed to hello@downtowncbs.com);
- b) Rendering or sketch of proposed improvements;
- c) Architectural plans, including dimensions/measurements (if required);
- d) Color and materials samples for awning, signs, etc.;
- e) Sign plans or awning design;
- f) Historical significance designation (if applicable);
- g) A Business Tax Statement from the Town of Conception Bay South with a zero balance (or confirmation of enrollment in the equal payment plan) for the BIA Levy for the current calendar year.
 - a. For more information and to obtain this statement, please call 834-6500 ext. 201.

Estimated Costs and Timing

Please provide copies of vendor bids/estimates or other documentation of cost estimates for all proposed work.

Water clean exterior	\$ _____
Window replacements/repair	\$ _____
Exterior lighting	\$ _____
Architectural/design fees	\$ _____
Landscape/hardscape improvements	\$ _____
Installation of Ornamental Plants	\$ _____
Building permit/planning fees	\$ _____
Other proposed improvements (specify)	\$ _____
Signage	\$ _____
Awnings	\$ _____
Subtotal	\$ _____

TOTAL ESTIMATED COST

\$ _____

Estimated Date of Completion

More Information

For more information, please contact the Downtown Conception Bay South Business Improvement Association at 834-6500 ext. 701 or email hello@downtowncbs.com.

Disclaimer

Neither the Downtown Conception Bay South Business Improvement Association Board of Management nor the Property Beautification Program Evaluation Committee, nor the Town of Conception Bay South, nor any affiliates, shall be responsible for the planning, design, or construction of improvements to property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the Property Beautification Program. The applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

Signatures

Signed: _____
Property Owner(s) Signature(s)

Signed: _____
Applicant(s) Signature(s)