

ANNAPOLIS ROYAL FAÇADE PROGRAM  
GRANT APPLICATION FORM

FOR INTERNAL USE ONLY:

Application number: \_\_\_\_\_ Exact Date & Time received: \_\_\_\_\_

***Please note this application is NOT a development or building permit and its submission does NOT guarantee that a grant will be awarded.***

To be considered for funding, please fully complete the following form (print clearly or type). Once completed, make a copy of the application for your records and then please submit your form using one of the following options:

- via email at [phmc@annapolisroyal.com](mailto:phmc@annapolisroyal.com)
- or by dropping it off at Annapolis Royal Town Hall at 285 St. George Street marked ATTN: Annapolis Royal Façade Program
- or by mail to: ATTN: Annapolis Royal Façade Program  
Town of Annapolis Royal  
PO Box 310  
Annapolis Royal, NS BoS 1A0

**IMPORTANT DATES:**

Application deadline 12:00PM August 11, 2017

Notification of grants awarded August 18, 2017

Project work must NOT have been started before July 1<sup>st</sup>, 2017

Project work must be completed by March 31<sup>st</sup>, 2018

Final actual cost and copies of eligible receipts MUST be submitted within 14 days of the completion of a project.

Your name: \_\_\_\_\_

Business name (if applicable): \_\_\_\_\_

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

Your phone number: \_\_\_\_\_ Your cell number: \_\_\_\_\_

Your email: \_\_\_\_\_

**Do you own the property?**  yes  no

**If no**, please include a signed Letter of Permission from the property owner(s) with your application stating that you can apply for and proceed with the property improvements under the Annapolis Royal Façade Program. Then complete the following section:

## PROPERTY OWNER CONTACT INFORMATION

Property owner name: \_\_\_\_\_

Property owner phone number: \_\_\_\_\_

Property owner email: \_\_\_\_\_

Are property taxes paid to date?  yes  no

## PROJECT DETAILS

**Please initial** that you have read the program details available on the Town of Annapolis Royal website at [www.annapolisroyal.com/facade-program](http://www.annapolisroyal.com/facade-program), including the eligibility requirements to be awarded a grant and reimbursement cheque under this program: \_\_\_\_\_

**Please provide the following accompanying information with your application:**

- Photo of the existing property
- Drawing, sketch or mock-up showing the proposed improvements (if applicable)
- Proposed colour scheme for the building (attach paint chips or document with list of paint names, if this is applicable to your project)

**Please check off all the elements that will be addressed by your project:**

For this program we consider the "façade" to be the front (street) facing portion of a building or property, or side portions that are directly visible from the street or public parking areas.

- all necessary permits and insurance will be obtained (in accordance with Town bylaws)
  - façade cleaning or painting
  - restoration of façade brickwork, wood, masonry, and metal cladding
  - window or door repair or replacement
  - replacement or repair of entablature, eaves, parapets, and other architectural details
  - replacement or repair of permanent, affixed signage (in accordance with Town bylaws)
  - replacement, repair, or addition of awnings, marquees, or canopies
  - replacement of façade elements original to the building
  - exterior lighting addition, repair, or replacement
  - redesigned shop fronts
  - entranceway modifications to improve accessibility for the physically challenged
  - landscaping projects (landscaping plan must be attached to application)
  - other (please briefly describe): \_\_\_\_\_
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What are the approximate dates the proposed project will begin and be completed?

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### Proposed Project Budget

Please provide your estimated budget for the project.

Materials: \_\_\_\_\_ Permits: \_\_\_\_\_ Contractor: \_\_\_\_\_

**Total Cost of Work Proposed (excluding HST): -**

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Total grant being requested: \_\_\_\_\_

Balance required to complete project: \_\_\_\_\_

How will you fund the balance? \_\_\_\_\_

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### Project Contractor Contact Information (if applicable)

Contractor's Name (Business Name): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

HST#: \_\_\_\_\_ Estimate Amount: \_\_\_\_\_

### IMPORTANT NOTES:

- If you choose to complete the work yourself, only the cost of materials and permits will qualify for reimbursement under the Annapolis Royal Façade Program.
- The grant cheque will be issued based on the **FINAL ACTUAL COST** of the project and will cover up to 50% of the cost of an eligible project to a maximum of \$1,000. Copies of receipts for permits, materials, and labour must be submitted within 14 days of completion of the project.
- ***Grant cheques WILL NOT be issued unless your property taxes are up-to-date. If property taxes remain unpaid by March 31, 2018, the project will be deemed ineligible and no grant payment will be issued.***

**PLEASE INITIAL THAT YOU HAVE READ THESE IMPORTANT NOTES:** \_\_\_\_\_

## YOUR ACKNOWLEDGEMENT

I understand that my submission of an application does not constitute a guarantee for funding under the Annapolis Royal Façade Program. I certify that all information is true and accurate to the best of my knowledge, and if approved, work will be completed in accordance with the terms and conditions of the Annapolis Royal Façade Program Eligibility and Reimbursement guidelines which I have read in full.

*In addition, if you are not the property owner:*

I acknowledge that I am acting with permission of the property owner and that the Letter of Permission from the property owner is attached to this application.

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Your signature \_\_\_\_\_ Please print your name \_\_\_\_\_ Date signed \_\_\_\_\_

*FOR INTERNAL USE ONLY:*

Date Reviewed: \_\_\_\_\_ Information Complete: yes no

Application Score: \_\_\_\_\_ Grant Approved Date: \_\_\_\_\_ Grant Denied Date: \_\_\_\_\_