

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
- 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 B0S 1A0

IMPORTANT DATES:

Application deadline 1:00 pm May 18, 2018

Notification of grants awarded May 25, 2018

Project work must NOT have been started before June 1st, 2018

Project work must be completed by March 31st, 2019

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, 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): _____
-

What are the approximate dates the proposed project will begin and be completed?

Proposed Project Budget

Please provide your estimated budget for the project.

Materials: _____ Permits: _____ Contractor: _____

Total Cost of Work Proposed (excluding HST): -

Total grant being requested: _____

Balance required to complete project: _____

How will you fund the balance? _____

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 \$500. 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, 2019, the project will be deemed ineligible and no grant payment will be issued.***

PLEASE INITIAL THAT YOU HAVE READ THESE IMPORTANT NOTES: _____

