



ANNAPOLIS ROYAL FAÇADE PROGRAM

Do you want to improve your property? We want to help you do just that!

The Annapolis Royal Façade Program assists business owners and home owners in the Town of Annapolis Royal by providing grants to improve the façades of buildings to enhance overall appeal. Town Council and AIRO have decided to extend the program due to its accomplishments in Annapolis Royal. The goal of the program is to continuously improve the look of our community and have the community look its best year-round.

PROGRAM DELIVERY & ADMINISTRATION

This program has been extended for the 2018/2019 fiscal year. The grants awarded will cover up to 50% of the **final actual cost** of an eligible project to a maximum of \$500 – projects over \$1,000 would be entitled to a maximum of \$500 of the matching funds. Here are two examples of possible projects:

Ms. Bonnie Business-Owner wants to paint the front of her building on St. George Street. The contractor's quote is \$1,000. Ms. Business-Owner would apply to the Annapolis Royal Façade Program for a grant of \$500 – the maximum available. If awarded the grant, Ms. Business-Owner would receive a cheque from the Town of Annapolis Royal when her painting project is completed.

Mr. Harry Home-Owner would like to replace his vinyl front door with a restored, heritage wooden door. The cost of the door is \$900 and he will be installing the door himself. Mr. Home-Owner would apply to the Annapolis Royal Façade Program for a grant of \$450 – 50% of the total cost of his project. He would pay the other \$450. If awarded the grant, Mr. Home-Owner would receive a cheque from the Town of Annapolis Royal when he has installed his door.

The grant will reimburse you based on 50% of the **final actual cost** of your project, up to the original amount awarded and not exceeding a maximum of \$500. Grant amounts may be reduced for projects that come in under budget, but will not be increased for projects that come in over budget.

Mr. Harry Home-Owner was approved for a grant of \$450 – 50% of the total cost of his \$900 project. His project came in over budget and the total is now \$1,300. The cheque Mr. Home-Owner will receive from the Town of Annapolis Royal is for \$450 – the total amount of the original grant amount awarded.

Funds are limited and the number of grants awarded will depend on the size of each grant.

The Town of Annapolis Royal will administer the program. Applications will be submitted to the Town and evaluated by a committee consisting of a member of Town Council and/or an appointed staff member, a member of AIRO, and a representative who is familiar with the preservation of build heritage in Annapolis Royal. The committee will use a scoring system to evaluate the applications – applications with the highest scores will be approved for grants.

Projects must not have started before June 1, 2018 and must be completed by March 31, 2019. Project completion will be verified by a representative from the Town.

ELIGIBILITY

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 properties in the Town of Annapolis Royal are eligible for funding for façade improvement projects which include one or more of the following:

- 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 that existed at the time of the construction of the building
- Exterior lighting addition, repair, or replacement
- Redesigned shop fronts
- Entranceway modifications to improve accessibility for the physically challenged
- Large-scale landscaping projects

Projects must not have started before June 1, 2018 and must be completed by March 31, 2019. A maximum of two (2) distinct and separate projects can be applied for per property and EACH project qualifies for a maximum of 50% of the **final actual cost** of the project up to \$500.

APPLICATION PROCESS

If you wish to receive a grant, you must fully complete the application and return it to the Town of Annapolis Royal. **SEE APPLICATION FORM.**

The important dates in the application process are:

Application deadline: 1:00PM on May 18, 2018

Notification of grants awarded: May 25, 2018

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

Project work must be completed by March 31, 2019

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

Important Notes:

- Please complete the application carefully as it includes required information about the ownership of the property, the project itself, and the costs involved.
- A fully completed application is awarded points as part of the application evaluation process.
- If you are a successful applicant, you are required to submit copies of the total final project receipts (i.e. permits, materials, labour, professional fees, etc.).
- The grant cheque you will get will reimburse you based on 50% of the **final actual cost** of your project, up to the original amount awarded and not exceeding a maximum of \$500.
- Your property taxes must be up to date before a reimbursement cheque can be issued.

You're encouraged to get two or more quotes from contractors for your project. Only the information from the successful bid is required on the application.

APPLICATION EVALUATION

The committee will evaluate projects individually and will apply a point system to score each project. The top scoring projects will be approved for a grant of 50% of the project cost up to \$500 maximum. When the project is completed and total cost has been verified by the committee, the Town of Annapolis Royal will issue a cheque as a reimbursement.

This project must not have been started before June 1, 2018 and must be completed by March 31, 2019. The total number of projects approved will depend on how much is awarded to each project. The committee will use the following points system (a maximum of 10 points is possible, no partial points will be awarded):

1. Restoration or repair of a heritage building or property* = 4 points
2. Improvements to building = 3 points
3. Improvements to landscaping = 2 points
4. Fully completed application (nothing left blank, nothing missing) = 1 point

* Heritage building or property **is defined by this program** only as any building built prior to 1937 (80 years or older). Restoration or repair refers to the original features of the property or building. This could include repairing (or returning to the original design of) the cornice, siding and trim, windows, transoms, doors, signage, canopy, paint colour, or landscaping.

In the event of a points tie (or multiple ties) the applications will be sorted in the order they were received (by date and time).

AWARDING OF GRANTS

You will be notified of your application status (approved or denied) on May 25, 2018.