



# GRITTY TO PRETTY PLACEMAKING PROGRAM

## FAÇADE LIGHTING GRANT 2019 Eligibility, Criteria, and Application Form

Gritty to Pretty consists of three grants, which includes the Mural Grant, the Façade Lighting Grant, and the Open Grant. These projects contribute to DHBC's strategic placemaking goals.

The Façade Lighting Grant awards a limited number of grants for exterior façade lighting projects located in Downtown Halifax. This funding program aims at improving the architectural street-wall lighting of buildings on main commercial streets in the Downtown Business district. The nature of the lighting is meant to focus on improvement of the overall urban experience rather than highlighting business and tenants (i.e., it is aimed at a macro-architectural level).

Please refer to "Guidelines for the DHBC Façade Lighting Program" for design standards and recommendations.

### GEOGRAPHIC BOUNDARY

The Downtown Halifax district is defined as: the geographic area between the waterside of Brunswick Street to the Halifax Waterfront and from the Cogswell Interchange to the south end of Barrington Street.

### TO BE CONSIDERED FOR DHBC FUNDING, A COMPLETED FAÇADE LIGHTING GRANT APPLICATION MUST BE SUBMITTED TO DHBC. THIS INCLUDES:

1. **Application Form** – Complete and sign the application form attached to this document.
2. **Project Description** – Include comprehensive descriptions, details, and logistics of the proposed project.
3. **Visual Representation** – Include coloured sketches/renderings of proposed project demonstrating quality and detail in design plans.
4. **Budget** – Submit a detailed budget for the project.
5. **Schedule** – Include a schedule for proposed work, including a start and end date and detail on all key stages, including development, implementation, and delivery.
6. **Site Photos** – Provide photos of proposed project site and physical surroundings.

### IMPORTANT DATES AND DEADLINES

- October 18: Completed application proposal and supporting materials submission to DHBC by email: [kimberly@downtownhalifax.ca](mailto:kimberly@downtownhalifax.ca) or by mail: Kimberly Dossett, Director of Operations, Downtown Halifax Business Commission, 1546 Barrington Street, Suite 104, Halifax, Nova Scotia B3J 3X7.
- October 25: DHBC notification to applicant of acceptance or decline.
- November 15: Project implementation including final design, permissions, and implementation/ installation timeline.
- December 20: Mid-project status report to DHBC.

January 15: Completion of placemaking project and notification to DHBC. Completion may occur before this date.

January 31: Submission of final report and receipts to DHBC.

### **RESPONSIBILITIES**

- Grant recipients are responsible for all materials and equipment on site.
- Grant recipients may require \$2 million (\$2,000,000) general liability insurance, depending on the project.
- Grant recipients are required to maintain a clean and safe working environment at all times.
- Grant recipients are responsible for all required permits.
- If the proposed location is a Registered Heritage Building, HRM Heritage Staff must be contacted prior to submission of proposal.
- Grant recipients are responsible for ongoing maintenance of the project to maintain the working order of the lighting infrastructure as specified in the grant application, the original permit standards, as well as maintaining a structurally sound and safe area.
- Grant recipients are responsible to produce the project as described in the application and must not alter the project without written consent and agreement from DHBC.

### **ACTIVITIES NOT FUNDED**

- Travel and accommodation;
- Projects outside of the DHBC boundary;
- Projects that include political messages or parties or sectarian or religious facility or activity;
- Capital works, facility maintenance, and improvements;
- Parking or other infringement fines;
- Illegal activities;
- Projects that do not have prior written permission from the landowner/developer;
- Ongoing running costs;
- Items of equipment or clothing of a personal nature;
- Purchased and/or maintenance of vehicles, such as cars, vans, minibuses, etc.;
- Provision of meals and snacks;
- Social events and parties;
- Retrospective proposals, e.g., installations that have already begun or where equipment has been bought or ordered.

### **FUNDING**

- Funding for 50% of hard costs for hardware and installation of lighting. Applicant will match the other 50% of these costs.
- The exact amount depends on the project and is at the sole discretion of the selection committee. Generally, grants awarded are between a few hundred dollars up to \$10,000. Funding for larger grant requests may be considered. Funding is limited, and each grant is subject to a cap.
- Funding up to a \$1,000 may be paid to a registered architect or professional engineer with lighting experience for design input/guidance.

### **GRANT SELECTION COMMITTEE**

Your application will be considered by a the DHBC's Placemaking Action Team. This team is composed of the project management team (DHBC staff) and members of the larger Placemaking Action Team with placemaking project experience.

### **PAYMENT**

DHBC will issue the grant money in installments by cheque. Vendor/supplier invoices will be required before grant cheques are issued. Receipts and an expense report with HST breakdown will be required within 30 days of completion of the project.

### **MY PROJECT IS IN THE PLANNING STAGES, HOW DETAILED DOES MY APPLICATION/PROPOSAL NEED TO BE?**

Provide as much detail as possible. The selection committee will need enough information and supporting material to make an informed decision. This may include, but not limited to: design plans, sketches/renderings, photos, examples from other cities, timelines, full budget, detailed descriptions, letters of support, etc.

### **OTHER FUNDING PARTNERS**

Other funding partners are allowed and encouraged to increase the quality and feasibility level of the project. All other funding partners and contributing dollar amounts should be included in the budget submitted to DHBC.

### **IF THE PROJECT GOES OVER BUDGET**

The grant amount awarded at the time of acceptance is fixed. No additional funds will be granted to the applicant by DHBC through the Façade Lighting Grant for that particular project. Expenses above and beyond the amount awarded by DHBC are the sole responsibility of the applicant or other partners, if applicable.

### **OWNERSHIP**

DHBC does not own any project or project assets made possible through the Façade Lighting Grant program. The applicant will retain ownership, unless arrangements are made with the other partners, i.e., the developer/property owner, HRM (if on public land), or other funders. Ongoing maintenance or repairs for all aspects of the installation will be the responsibility of the applicant.

### **PROJECT RECOGNITION**

A Gritty to Pretty plaque, provided by DHBC, must be visibly placed on the building or displayed in the window of the building. "Downtown Halifax Business Commission" must be recognized as a "Funding Partner through the Gritty to Pretty placemaking grant program" of the project when the project is referred to in print, online, or in the media releases. Other funding partners, if any, will be recognized at the discretion of the project organizer/owner.

### **EXAMPLES OF OTHER PROJECTS**

Yes. Visit [www.downtownhalifax.ca/grittytopretty](http://www.downtownhalifax.ca/grittytopretty) to see examples.

## **APPLICATION FORM** SECTION 1 – CONTACT INFORMATION

Submission Date:

Project Name:

Project Organizer or Organization Name:

Project Organizer Main Contact Name:

Contact Phone Number:

Contact Email Address:

### **SECTION 2 – PROJECT OVERVIEW**

Description of project, including relevant history:

Project location/venue(s):

### **SECTION 3 – GRANT REQUEST DETAILS**

Total dollar amount requested (including HST breakdown):

Full project budget breakdown, including confirmed funding partners, professional services, hardware and installation:

**SECTION 4 – PLACEMAKING GRANT CRITERIA**

**Project Effectiveness:**

a. Describe the conditions of the site and why it requires lighting. (Please include a photo of the site.)

b. Describe how the lighting will beautify the proposed site. (If possible, please include a sketch or rendering showing the new lighting.)

**Project Feasibility:**

Discuss the feasibility of the project as proposed, including any ongoing maintenance and how it will be handled and who will be responsible for maintaining the quality of the project.