

Façade Lighting Grant Program Application Form 2016

Downtown Halifax Business Commission (DHBC) has developed a new program, **Façade Lighting Grant**, to award a limited number of grants for exterior façade lighting projects located in Downtown Halifax. This funding program aims at improving the architectural streetwall lighting of buildings on main commercial streets in the Downtown Business district and to contribute to DHBC’s strategic beautification goals. 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).

The program would provide:

- Funding for 50% of hard costs for hardware and installation of lighting. Applicant will match the other 50% of these costs.
- Funding up to a \$1,000 may be paid to a registered architect or professional engineer with lighting experience for design input/guidance.

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 it is mandatory to submit a completed Façade Lighting Grant application form. You may optionally provide additional documentation with your submission that describes and supports your project and funding request. DHBC’s Beautification Action Team, comprised of DHBC members, will evaluate all project opportunities against specific criteria as outlined in the sections within the application form.

IMPORTANT DATES AND DEADLINES:

June 9, 2016	Information & Brainstorming Session – DHBC office, 1546 Barrington Street, Suite 104, June 9, at 5:00 pm
July 6, 2016	Completed application proposal and supporting materials submission to DHBC by email: dhbc@downtownhalifax.ca or by mail: 1546 Barrington Street, Suite 104 Halifax, Nova Scotia B3J 3X7
Week of July 11, 2011	DHBC notification to applicant of acceptance or decline
August 15, 2016	Mid-project status report to DHBC
December 16, 2016	Completion of beautification project – including design, permissions, and implementation/installation, and notification to DHBC. Completion can happen before this date.
January 16, 2017	Submission of final report and receipts to DHBC. If your project was completed before December 16, 2016, the deadline for final report and receipts submission is 30 days from project completion.

SECTION 1 – CONTACT INFORMATION

Submission date:

Project name:

Project organizer (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 – 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 showing the new lighting.)

Project Feasibility:

Discuss the feasibility of the project as propose, including any ongoing maintenance and how it will be handled and who will be responsible for maintaining the quality of the project. (Please refer to Frequently Asked Questions #5 and #11 regarding permissions and ongoing maintenance).

Please make sure that your application includes the following required components:

- Completed application form
- Written support from neighbouring properties
- Written permission from developer / property owner
- Design plan
- Budget
- Timeline
- Photo of proposed project site
- Proposed project location is within DHBC district

1. Who is on the grant selection committee?

The grant selection committee is comprised of DHBC staff, members of DHBC Beautification Action Team, and DHBC members with businesses located in Downtown Halifax. All Beautification Action Team members are also DHBC members.

2. Do I need to attend the Information Session?

No, but it is highly recommended. This session will give you an opportunity to ask questions to DHBC staff and members of the selection committee. DHBC staff and selection committee will be able to give suggestions and provide contacts that would be needed to make your project feasible. It will also give you chance to brainstorm with other potential applicants to share ideas and information.

3. 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 for support, etc.

4. What kind of permissions would I need – other than from the developer/property owner?

If the project is located on or over public property, permissions will be required by either the Halifax Regional Municipality and/or the provincial government, or other. Please be aware that this can be a lengthy process. It is suggested that you start the permission process as soon as possible, even before grant acceptance notification. It is not DHBC's responsibility to acquire or coordinate permissions.

5. Can I add other funding partners?

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

6. Do I need insurance for my proposed project?

It would depend on the project. Insurance is the sole responsibility of the project organizer/owner. DHBC is not responsible for acquiring or paying for insurance or being named in the insurance policy.

7. How much can I receive in grant money?

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

8. How will the grant funding be issued?

DHBC will issue grant money by cheque in installments. 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.

9. What if my 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 Lighting Façade grant within the 2016-2017 fiscal year. Expenses above and beyond the amount awarded by DHBC are the sole responsibility of the applicant or other partners, if applicable.

10. Who owns the project once it is complete?

DHBC does not own any project or project assets made possible through the Lighting Façade 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.

11. Who needs to be recognized once the project is complete?

“Downtown Halifax Business Commission” must be recognized as a “Funding Partner through the Lighting Façade 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.

12. Can I see examples of past projects?

Yes. Visit www.downtownhalifax.ca to see examples from 2015.