

LANDSCAPE IMPROVEMENT PROGRAM GUIDELINES

SBA MEMBERS CAN RECEIVE UP TO \$5,000 FOR LANDSCAPING IMPROVEMENTS

The Sackville Business Association offers a Landscape Improvement Program to help members invest in commercial landscape upgrades.

PROGRAM DETAILS

- The Landscape Improvement Program covers up to 50 per cent of the cost of eligible costs, to a maximum of \$5,000.

ELIGIBILITY

- The program is open to members of the Sackville Business Association, both business and commercial property owners.*
- The property must lie within the boundaries of the Sackville Business Improvement District.
- Business and building owners are encouraged to work together on developing a project and submitting applications. If a tenant wishes to apply, written permission from the building owner is required.

* Project applications from non-profits will be considered for up to 100 per cent funding between January 1 to March 31, should there be program funding remaining.

ELIGIBLE IMPROVEMENTS

- Eligible improvements are limited to improvements visible from the road.
- Improvements may include but are not limited to: trees, flowers, lawns, row planters, landscape design, decorative fences, flower pots, and any other landscaping elements.
- The SBA will fund the replenishment of landscaping elements only once. All other replenishments throughout the year will be at the expense of the business or commercial property owner.

REQUIREMENTS

- Applicants must complete an application form and submit plans of the desired landscape improvements. Where possible, a landscape design professional should be hired to produce an attractive project.
- Proposed upgrades or improvements must be approved by Halifax Regional Municipality, when necessary, and the necessary permits must be obtained before construction begins.
- Construction cannot start before the reimbursement agreement is signed. Funding is not provided retroactively.
- Approved projects applicants are required to post a “in partnership with the Sackville Business Association” sign for a period of 90 days.

LANDSCAPE IMPROVEMENT PROGRAM

HOW THE PROCESS WORKS:

Generally, the grant process works as follows:

1. Contact the Sackville Business Association for an application form.
2. Contact HRM Planning to ensure the proposed upgrades or improvements will meet HRM bylaw requirements.
3. Submit a completed application, along with two quotes for the project.
4. The Project Review Committee evaluates the application.
5. The applicant is notified in writing if the application has been approved, refused, or if additional information is required.
6. If the project is approved, the SBA and the applicant sign a reimbursement agreement spelling out the project details, what costs will be reimbursed, and any conditions.
7. Construction begins.
8. The applicant supplies the SBA with proof of payment of all suppliers and contractors.
9. Project is inspected by the SBA's project manager.
10. The SBA issues reimbursement for the amount specified in the agreement.

GRANT APPROVAL

- Grants are allocated on a case-by-case basis as long as funding is available.
- Project proposals are subject to a review of the existing building property and landscape, must meet high quality standards, and must reflect the spirit and intent of the design guidelines.
- Submitting an application does not guarantee a grant or a specific grant amount. The decision of the Project Review Committee is final and not subject to appeal.

***See next page for application form**

PLEASE NOTE THIS IS NOT A DEVELOPMENT OR BUILDING PERMIT

PROPERTY/BUSINESS NAME

ADDRESS

PRIMARY CONTACT PERSON

BUSINESS INFORMATION

Business

Name

Mailing Address

Telephone

Cell

Email

Fax

List Of Additional Business Owners

PROPERTY OWNER INFORMATION (If Different)

Business

Name

Mailing Address

Telephone

Cell

Email

Fax

List Of Additional Property Owners

LANDSCAPE APPLICATION

DESCRIBE PROPOSED LANDSCAPE PROJECT

(Add additional pages if needed)

AMOUNT OF FUNDING REQUESTED

We certify that we are the property/business owner(s) of record.

We have attached a sketch of the proposed landscape and two estimates for the proposed work.

We have read and understand the attached Landscape Improvement Program Guidelines and accept these conditions and qualifications. The Sackville Business Association shall have no obligation with respect to the application and this application does not guarantee a grant or a specific grant amount.

We certify that we are eligible and will abide by such conditions set forth in this application and all reasonable conditions which may be issued by the Sackville Business Association during implementation of this project.

Business Owner(s) Signature(s):

	Date:
	Date:
	Date:

Property Owner(s) Signature(s):

	Date:
	Date:
	Date:

This form should be returned to the Sackville Business Association Attn: Signage Upgrade Grant, PO Box 572, Lower Sackville, NS B4C 3G4; by email: michelle@sackvillebusiness.com. For further information contact Michelle Champriss 902-252-3099.

TO BE COMPLETED BY STAFF

Date Received	Two Quotes Attached	Landscape Design Attached	Eligible
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Reasons For Ineligibility