

**Drought Communities Programme:
CBD Painting and Signage Project**

Funding Application Guidelines as at 16th August 2019

1. Applicant

- Applicants must submit an Expression of Interest (EOI) in full prior to 5pm on Friday 6th September 2019. No late applications can, or will, be accepted. As all projects must be completed by 16 December 2019, Council must adhere to the EOI cut-off time listed above.
- Applicants can choose from 3 project elements. Applicants can choose one element, a combination, or all three.
 - Painting of facade
 - Signage
 - Other related to external façade and aesthetics of building (tiling not damaged by works)
- All project elements are cosmetic only. No structural repairs will be undertaken unless otherwise decided by Council, except in relation to minor repairs needed in order to complete paint or awning work, as decided by Council.
- The grantee must be the landowner of the location; the lessee of the location; or an authorised person of the landowner or lessee of the location. If the lessee is the applicant, they must provide written approval from the landowner, this must be provided with the grant application. It is the responsibility of the lessee to negotiate aspects of the project with the building owner of their building if required.
- The EOI will not require quotes, however significant detail on the proposed project is required. Failure to supply the required documentation as outlined in the EOI may result in an invalid application.
- The applicant will be able to discuss details of the application with the contractor between application submission and grant approval to ensure contractor has sufficient information to draw up a detailed quotation.
- Grant funds cannot be used to cover the cost of business advertising on buildings. Should building/ business owners wish to display advertising, it will be at the building/business owner's expense.
- Council may choose not to go ahead with a project should applicants be taking a lengthy amount of time over any aspect of the project, such as colour choice, as delays risk overall project completion.
- Building owners are responsible for ensuring all Work Health and Safety, Insurance and Legislation requirements are met.
- Failure to meet these requirements and guidelines, timelines and Project Manager instructions will result in building owners being responsible for all costs incurred.
- Owners of heritage listed buildings may take part in this project however Council policy regarding the upgrade of heritage listed buildings will apply. If applicants are in a Heritage

Conservation Area or Heritage Item they must make contact with Environmental Services before submitting their EOI (Julie Rogers, Manager Environmental Services julie.rogers@edwardriver.nsw.gov.au, 03 5898 3111, 0408 960 646)

- Should a paint or vinyl colour option be unavailable, the business owner must make another choice as waiting times risk project completion by 16 December 2019.
- It is the responsibility of the building owner to negotiate aspects of the project with the lessee of their building if required. Council is not responsible for any negotiations between the two parties and is not liable for any negative impact on either party.
- The applicant will receive the deposit invoice for 50% of the total works from the approved contractor upon works beginning. The applicant is responsible for payment the invoice addressed to them by the due date and must supply Council with a receipt of funds transferred upon payment.

2. Council

- Priority will be given to buildings utilised by small businesses, as well as empty stores. Applications are only eligible for shopfronts in Napier Street (between George and Cressy St) and Cressy Street (between Hardinge Street and Edwardes Street). Applications from Napier Street (between George and Cressy Street) will be given priority, then Cressy St (between Napier and Edwardes St).
- Council will appoint a Project Manager to oversee all aspects of the CBD Beautification Project.
- Council will source quotes from contractors after the EOI process has been completed via a bulk procurement process. Council will be responsible for managing the overall project plan, which dictates timing of painting and signage completion for each location.
- Council will fund 50% of the total invoice (up to a maximum of \$10,000, total project spend of \$20,000) of projects subject to project deadlines and final report submission.
- The total funding pool will be capped. As such, EOI's will be assessed on a merit basis should the requested funding amount exceed the capped amount. Lodgement of an EOI does not guarantee project funding.
- Council will provide a selection of colour choices. These are recommended only, not prescribed, in order to aid decision-making and for efficiency purposes.
- Council has the right to negotiate with applicants regarding colour choices where CBD aesthetics will be affected.
- Council may choose not to go ahead with a project should applicants be taking a lengthy amount of time over any aspect of the project, such as colour choice, as delays risk overall project completion.
- Council will receive the final invoice amounting to 50% of the total works following completion of the works from the approved contractor and receivable of project report from applicant. Council is responsible for payment of the invoice addressed to them by the due date out of the Drought Communities Programme Funding.