

Residential Curb Appeal Program

Greendale Main Street

Program Guidelines

The Greendale Main Street Curb Appeal Program is an assistance program for property owners to improve the appearance and quality of their property and enhance neighborhood aesthetic appeal.

Program Objectives

1. To assist in overall Greendale revitalization and improve its appearance and image
2. Increase the value of housing within the city limits
3. To help provide property owners with resources to make improvements to the exterior of their homes and their property.
4. Leverage larger improvement projects and investments that may not otherwise take place.
5. Encourage neighboring and nearby property owners to invest in their properties.

Program Overview / Applicability

The Curb Appeal Program provides matching funds as an incentive to property owners to enhance the exterior appearance or “curb appeal” of their property. The program is available to owners of residential properties within Greendale City Limits. Participants in the program must provide a minimum of 50% matching funds.

The maximum amount of funding provided by the program in a year is \$500 per property. (50% of the project cost up to \$1000 projects may cost more than \$1000 but the maximum grant per property is \$500)

Administration

Greendale Main Street will administer the Curb appeal program.

Program Eligibility

The Program is available to:

1. Residential owner-occupied or residential rental property within Greendale City limits.
2. All projects must be visible from public sidewalks and or street right-of-way.

Ineligible Properties

A property which has any of the following conditions is ineligible:

1. Not located within the limits of Greendale
2. Owner owes the City of Greendale any money or debt
3. Property that has received Curb Appeal Program funds are not eligible for the program for a minimum of 12 months.
4. Properties owned by a current elected official of the City of Greendale, Greendale Main Street board members and Greendale Main Street Employees.

Guidelines

1. Applicants must submit a completed application packet, including “before” photos, prior to any work being completed to be considered for the Curb Appeal Program.
2. The Curb Appeal Program is for project reimbursement. **The applicant is required to pay all expenses related to their approved project and then submit for reimbursement from Greendale Main Street.**
3. The Project must be completed within 6 months of award approval.
4. Owner must agree to obtain all necessary approvals and permits, if needed.
5. All work must meet local, state, and national standards and regulations.
6. For any painting or staining projects, applicants are required to remove peeling paint and prime surfaces prior to painting or staining. Photo documentation of finished prep work is required.

Eligible Projects / Expenditures

All projects must be visible from the public sidewalk or right of way. Any material required to complete the project should be included in the application.

Examples of eligible items / projects may include but are not limited to:

- Lawns, landscape beds or planter areas
- Tree and/or shrub maintenance or installation
- Soil, mulch, sod, landscape stone, landscape fabric, edging, pavers, or other groundcover
- Flowers, shrubs, bushes, trees or other vegetation
- Exterior washing or painting of the primary building
- Exterior painting of a detached garage or accessory building
- Painting or staining of porches, decks or fences
- Lead-based paint testing/remediation
- Exterior paint/primer/stain
- Brushes, rollers, scrapers or cleaners to remove existing paint, painting tape, drop clothes and paint pans
- Re-roofing and/or re-siding of the primary building, detached garage, or accessory building
- Tuck-pointing, masonry repair or reconstruction of the primary building, detached garages, existing masonry walls, or accessory structures.
- Purchase of a power washer for exterior cleaning
- Repair, reconstruction, removal or installation of fencing, private walks, or driveway/driveway aprons.
- Repair or replacement of features on the primary building, detached garage, or accessory building including, but not limited to, the following:
 - Windows, doors and trim
 - Lighting
 - Gutters, soffit and fascia
 - Porches and/or decks, including railing and steps

Labor

Only professional labor can be claimed for reimbursement. Professional labor is someone other than the property owner/applicant who is trained and engage in such work for a career. Professional labor is required to have a license in their field. An invoice from an established professional detailing the work performed/completed and that indicates the invoice has been "Paid in Full" is required to be considered for reimbursement.

Ineligible Expenditures

Items/projects that are NOT eligible for reimbursement under the Curb Appeal Program include, but are not limited to, the following:

1. Any item that is not visible from the public sidewalk or right of way
2. Any interior projects to the primary building, detached garage, or accessory buildings
3. Labor reimbursements for a landowner's/rental company's own staff
4. Materials that have been purchased or projects that are started or underway prior to issuance of a signed Contract For Services and award letter by the City of Greendale Code Enforcement
5. Owner, owner's family or owner's employees labor costs.

Application

1. All applicants must submit a complete application to be considered for the Curb Appeal Program. A complete application includes:
 - a. A completed Pre-Documentation Form. This form must include an itemized description of the proposed project and an estimated cost for each item. Any item not listed will not be considered for reimbursement. If the project is being completed by a contractor, a signed copy of their estimate to complete the work must be attached.
 - b. Before photos of the proposed project. Applications will not be considered if before photos are not submitted.
 - c. A complete direct deposit authorization form. This form is required in order to process reimbursement requests.
2. Once the application is considered complete, Greendale Main Street will review the application to ensure that the proposed project(s) is/are eligible under the program Guidelines.
3. Applications will be accepted during April and August each year (April 1-30 and August 1-31).
4. If the application meets program requirements, Greendale Main Street determines the amount of the award, based on the estimated cost, grant caps, and required fund match.
5. An award letter will be sent to the applicant informing them that their application has been approved and indicating the estimated amount to be awarded. Award letters will go out the second week of May for April applicants and the second week of September for August applicants. The applicant has 6 months to complete the project(s).

Reimbursement

To receive reimbursement for complete projects the applicant must submit the following:

1. A completed Final Reimbursement Form/Worksheet. This form must include a description of the proposed project(s) and the actual cost for each project. Any items not listed on the Pre-Documentation Form will not be considered for reimbursement.
2. Copies of receipts/paid invoices showing proof of purchase of the approved/completed items/materials for each project. The applicant is required to mark on their receipts which item(s) is/are being requested for reimbursement and what project they were for.
3. Final photo documentation of the completed project. ("After" Photos)
4. After the applicant submits the required information for reimbursement, Greendale Main Street reviews the applicant's requested reimbursement. Greendale Main Street also reviews the applicant's requested reimbursement amount to make sure the correct amount is stated on the form.
5. Once it is determined the request is complete, the Reimbursement Form and all Receipts and/or paid invoices are filed and reimbursement is made to the participant/applicant.

Terms and Conditions

1. The grant of an award is at the sole discretion of the Board of Greendale Main Street. Meeting the eligibility requirements and submitting a complete application does not guarantee approval for funding. All applications will be reviewed and evaluated by the Board, and funding decisions will be made based on the availability of funds and the merits of each application.
2. The property owner agrees to hold harmless and indemnify the Greendale Main Street Curb Appeal Program and Greendale Main Street and its officers, directors, employees, and agents from any and all liability, claims, demands, losses, damages, costs, or expenses that arise from the property owner's participation in the program.
3. The property owner agrees to comply with all applicable laws, regulations, codes, and standards in performing the work and using the funds provided by the program. The property owner acknowledges that failure to comply with these requirements may result in the termination of the program and the forfeiture of any funding received.
4. The Greendale Main Street and its representatives reserve the right to inspect the property and the work performed to ensure that it meets all applicable standards and regulations. The property owner agrees to provide access to the property and to cooperate with any inspections or audits conducted by the program.
5. The Greendale Main Street may terminate the program at any time and for any reason, including but not limited to the property owner's failure to comply with the terms and conditions of the program, the exhaustion of program funds, or changes in applicable laws or regulations.
6. The parties agree that any dispute arising from or related to the program will be governed by the laws of the State of Indiana.
7. Attorney's Fees: The prevailing party in any dispute arising from or related to the Curb Appeal Program is entitled to recover reasonable attorney's fees and costs incurred in connection with the dispute.

CURB APPEAL PROGRAM
GREENDALE MAIN STREET

APPLICATION FORM

Property Type (Circle One) Rental Owner-Occupied

Applicant Name: _____

Property Address: _____

Mailing Address (If Different): _____

Phone Number: _____ Email Address: _____

Briefly Describe Work to be Performed (attach "before" pictures as well as any available plans)

Itemized Description of Work/Materials Related to Project

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Estimated Costs \$ _____

Estimated Completion Date: _____

I confirm the above statements and any information attached to this application to be true. I also give permission for photos of my project to be used by the City of Greendale and Greendale Main Street.

Signature of Applicant

Date

CURB APPEAL PROGRAM GREENDALE MAIN STREET

Thank you for applying to the Curb Appeal Program with Greendale Main Street. Your application has been reviewed and the results are below:

Congratulations! Your application was accepted in the amount of \$_____.

Your application was denied due to _____

REIMBURSEMENT GUIDELINES

To receive reimbursement for completed projects the applicant must submit the following:

1. A completed Final Reimbursement Form/Worksheet. This form must include a description of the proposed project(s) and the actual cost for each project. Any items not listed on the Pre-Documentation Form will not be considered for reimbursement.
2. Copies of receipts/paid invoices showing proof of purchase of the approved/completed items/materials for each project. The applicant is required to mark on their receipts which item(s) is/are being requested for reimbursement and what project they were for.
3. Final photo documentation of the completed project. ("After" Photos)
4. After the applicant submits required information for reimbursement Greendale Main Street reviews all information submitted to ensure it is eligible for reimbursement. Greendale Main Street also reviews the applicant's requested reimbursement amount to make sure the correct amount is state on the form.
5. Once it is determined the request is complete, the reimbursement Form and all receipts and/or paid invoices filed and reimbursement is made back to the participant/applicant.
6. NOTE: The Project must be completed within 6 months of award.

For information or further details, please contact Greendale Main Street at greendalemainstreet@gmail.com