

City of Friendswood

Keep Friendswood Beautiful

Grant Incentive Program

Program Purpose and Mission Statement

To offer an economic incentive and to show support to Friendswood businesses that are willing to put forth an effort to improve the appearance of their business, which in turn will improve the appearance of the City of Friendswood.

The Program

The Keep Friendswood Beautiful

Grant Incentive Program is a partnership between the Keep Friendswood Beautiful and City of Friendswood and Friendswood businesses, to initiate landscape improvement projects within the city for over all quality of life and beautification of the city. KFB supplies reimbursement for a landscape improvement project (not to exceed \$2,000) and the business matches the contribution with cash or in-kind donations, such as local resources of volunteer labor, donated materials, professional services, etc. The grants will be awarded on a 50/50 basis, with a maximum KFB participation of \$2,000 on any one project.

Friendswood Business' Match

For every dollar requested, the business must identify items that equal or exceed the value of the amount requested. For example, if \$1,000 grant is requested, than at least \$1,000 of matching items must be provided. Matching items can be professional services, donated professional services, materials or supplies, volunteer labor, or cash. The value of the businesses match must equal or exceed the amount requested from the matching grant fund. The amount and type of match must be appropriate to the needs of the project and will be determined by KFB. Assistance from City staff or funds from elsewhere in city cannot be counted as match. All volunteer labor can be valued at up to \$10 an hour. Professional services, if needed, can be valued at the "reasonable and customary rate", not to exceed \$30 an hour. The businesses match must not only be pledged, but also secured. Secured means that the donor has specifically described the contribution and has signed the Application Form to confirm the commitment.

Who Is Eligible?

All businesses and HOA's located within the City limits of Friendswood.

What Kind of Projects are Eligible?

Any project approved by KFB and mutually agreed upon that would improve the appearance of the city and the business. The project must meet and comply with City codes and laws. All projects shall be completed within 6 months of application approval. A variance due to appropriate seasons for certain projects will be considered with permission of KFB. Any increased project cost over the original grant approved will be borne solely by the applicant and will not be funded by KFB Grant.

Project ideas include, but are not limited to:

1. Landscaping – trees, bushes, grass, sprinklers, benches, mulch, wood or stone perimeters, fountains, walkways, and especially mature tree preservation.
2. The services of an Urban Forester or a certified Arborist to draw up landscaping plans make suggestions for site plans or trimming and pruning of trees and shrubs.
3. The design package or project must also include a site plan and drawing showing all improvements with notes defining materials, finishes' and colors. Color samples shall also be submitted with the proposal.

Before work commences on any project approved for a grant, the applicants will sign an agreement with Keep Friendswood Beautiful and the City of Friendswood to abide by his or her proposal as approved and to operate under the above guidelines. No grant funds will be paid out on a project unless it is recommended for approval for funding by Keep Friendswood Beautiful and authorized by the City Manager and/or his/her designee. Upon completion of the project and review by the City, the City will make payment directly to the grantee based on the invoices related to the project and the agreement made with Keep Friendswood Beautiful Grant Fund. They must supply Keep Friendswood Beautiful with all records and comply with all requirements of the City.

Application Procedure Outline

- a. Complete Project Description, Grant Program Application, Match Detail, and if applicable the Match Pledge Secured Form and turn all forms in to the office of The Director of Parks and Recreation at Friendswood City Hall.
- b. Keep Friendswood Beautiful will review all applications received at the next regular meeting after the April 30, 2019 submission deadline and decide if approved, approved with conditions, or denied.
- c. Keep Friendswood Beautiful will notify the applicant in writing of the Board's decision. The Board's decision is final.
- d. Applicant must obtain any and all necessary City permits.
- e. All grants must be completed prior to September 30, 2019, in order to receive financial reimbursement.
- f. Applicant notifies Keep Friendswood Beautiful that the work has been completed; KFB reviews the work and receives receipts/invoices from applicant for work performed.
- g. Grant check is issued to applicant.

Keep Friendswood Beautiful

Matching Grant Program Application

Mail or deliver completed form to:
City of Friendswood
Parks and Recreation Department
Keep Friendswood Beautiful
910 South Friendswood Dr.
Friendswood, Texas 77546

Date: _____

Name of Business/Company: _____

Mailing Address: _____

Contact Person: _____

Day Phone: _____ Evening Phone: _____ Fax: _____

E-mail: _____

Location/Address where project will take place:

Project Description:

I _____, wish to apply for the City of Friendswood, Keep Friendswood Beautiful, Matching Grant Program. I understand that the grant will not exceed \$2,000 even if the project costs are more than the match amount. The grant is designed to assist with the funding of beautification projects, not totally fund any one project. I understand that the grant may be revoked if the approved project is modified from the original project approved by the Keep Friendswood Beautiful unless the board considers a variance. I also understand that the program will not fund any increase in cost above the pre-approved estimates with the cap for assistance at \$2,000, and that the project must be completed within 6 months of its approval by Keep Friendswood Beautiful.

Approval is subject to securing all appropriate permits from the City. Grant funds will be reimbursed after approval of the project's completion.

Applicant/Owners Signature: _____

Funding Decision: Approved _____ Approved with Conditions _____ Denied _____

Approved for \$ _____

Date: _____ KFB Chairman: _____

Date: _____ Director of Parks & Recreation: _____

City of Friendswood Keep Friendswood Beautiful

Grant Incentive Program Priority Scoring Sheet

Applicant Name: _____

Applicant Address: _____

Priority	Possible Points	Points Awarded
Established Business	(10)	_____
New Business	(5)	_____
Located in Community Overlay District	(10)	_____
Located in Downtown District	(10)	_____
Business has a Landscape Plan	(10)	_____
Project completes all or part of a Landscape Plan	(10)	_____
Project includes irrigation	(10)	_____
Project exceeds requirements for COD or DD	(10)	_____
Cooperative project with adjacent business	(10)	_____
Project includes Maintenance Plan	(5)	_____
First time applicant	(5)	_____
Project includes two or more priority 1, trees	(5)	_____

Applications will be accepted from February 12, 2019, through April 30, 2019. Projects will be reviewed after the April 30, 2019, submission deadline. A maximum of \$2,000 will be awarded during this time period. Grants smaller than \$2,000 will be considered for funding. Any amount up to the \$2,000 match will be considered. All grants must be completed prior to September 30, 2019, in order to receive financial reimbursement.