



## HOME BEAUTIFICATION GRANT 2016 Rental Property Application Package

The **Home Beautification Grants** are offered by the Portage Community Revitalization Corporation (PCRC) thanks Neighbourhoods Alive! Community Housing Improvement Initiative, funded by Manitoba Housing and Community Development to encourage exterior housing improvements.

The Portage la Prairie Community Revitalization Corporation works with the community to create community. We believe that no matter the issue, community is the answer! Therefore we work with the community of Portage la Prairie to empower citizens, enhance neighbourhoods, foster community spirit and build the capacity of community organizations.

The **Home Beautification Grants** program for **Rental Properties** in the City of Portage la Prairie is a matching grant of up to \$1,000 per unit with a maximum of 3 units per landlord where the property owner is required to match each grant.

### Eligibility Criteria

- The property must be located within the boundaries of the City of Portage la Prairie
- The rent charged for the unit(s) must not exceed Median Market Rents as noted below.

#### Rental Limits for Rental Properties (based on MB Housing Median Market Rent)

	1 bedroom	2 bedroom	3 bedroom	4 or more bedrooms
Utilities included	\$643	\$798	\$1097	\$1240
No utilities	\$560	\$716	\$954	\$1065

In all cases Rental Property Owners are required to match the Grant in order to access the available funding.

#### Types of projects that may be considered for funding include:

- Exterior painting
- Siding repair / replacement
- Cleaning of exterior brick or stone
- Exterior front steps, front porches, decks or stoops, handrails and sidewalks
- Landscaping including sod, shrubs, trees and plant beds
- Eavestroughing/downspouts repair/replacement
- Foundation parking repair
- Windows and doors (if visible to street)
- Architectural detail repair / replacement
- Fencing (if visible to the street)

#### Types of projects that will NOT be considered for funding include:

- Interior Renovations
- Driveways or detached garages
- Shingle repair/replacement (unless architecturally significant)
- Exterior improvements to backyards or areas not visible from the street

## **Program Details:**

- Maximum Grant is \$1,000 per unit with a maximum of 3 units per property owner(s).
- The program will cover the cost of materials for the project. Labour for projects is to be completed by the property owner where possible. Purchase of mechanical tools not included (i.e. drills, hammers, saws etc.)
- Property Owners are encouraged to buy local. Materials and supplies purchased outside of Manitoba do not qualify for reimbursement as this is a provincially funded program.
- Property Owners approved for the program are responsible for paying for materials and labour to complete the project. When the project is completed satisfactorily property owners will be reimbursed as per receipts provided.
- All receipts must include full company information, name, address & phone number, GST # and a full description of the materials/supplies provided.
- No costs incurred or repairs completed before receiving PCRC grant approval will be covered by the program.
- Upon completion the property owner must provide receipts of all costs incurred and “after” photos of the project.
- Work approved in the 2015 program must be completed & final report submitted by **October 15, 2015**.
- Funding for this program is limited and not all eligible applicants will be approved.

## **Evaluation Process**

- All applications are first reviewed by PCRC staff to ensure the application has been fully completed and that the applicant meets the criteria.
- A Review Committee reviews all projects to determine priority projects for the year.
- The Review committee is provided with pictures of the home and a description of the work the owner is wishing to do as well as any paint samples or drawings provided by the owner to help describe the project.
- The Review Committee is never provided with any applicant names.

Priority is given based on the **beautification impact** that the proposed project will have on the neighbourhood/city. Priority considerations include:

- Homes that are in need of exterior paintwork or siding and repairs to improve their appearance and the appearance of the neighbourhood.
  - Landlords interested in maintaining the historical features of their rental property.
  - Projects that will enhance the look of the rental property through the use of colour.
  - Projects that will improve safety.
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- Available funds are then taken into consideration with the highest priority projects receiving funding.
  - *Please note that in previous years we have had to turn down many highly rated applications due to the volume of applications to the program. Owners that have been declined for funding in previous years are encouraged to resubmit an application*

### **Application Checklist**

In addition to **completing the application form in full**, the following supporting documents must be included with the application for a grant.

- Application completed in full & signed
- Photos of entire front of the property from the street
- Close-up photos of areas needing repair (maximum 6 photos total please)
- Two quotes/estimates for materials and labour (two for each type of work if using different contractors/suppliers) Cost of materials must be shown separate from labour costs.
- Samples of paint/siding colours (if applicable)
- Copy of property tax papers
- Signed Tenant Declaration form.

**Please Note: All sections of the application must be completed in full**

**Deadline for submitting application is March 31, 2016**

**Submit your application to:**

**PCRC Home Beautification Grants**  
Portage CRC  
Unit B, 56 Royal Road N  
Portage la Prairie, MB R1N 1V1

For further information contact: Victoria Olson at 240-4043  
or email [v.olson@portagecrc.com](mailto:v.olson@portagecrc.com)

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**APPLICANT INFORMATION (please print)**

Applicant Name: \_\_\_\_\_  
 Partner Name: \_\_\_\_\_  
 Telephone #: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**MAILING ADDRESS (Property Owner)**

Number: \_\_\_\_\_ Street: \_\_\_\_\_  
 City: **Portage la Prairie** Province: **Manitoba** Postal Code: \_\_\_\_\_

**RENTAL PROPERTY ADDRESS**

Number: \_\_\_\_\_ Street: \_\_\_\_\_  
 City: **Portage la Prairie** Province: **Manitoba** Postal Code: \_\_\_\_\_

**PROPERTY INFORMATION**

House type: Single Family Home  Duplex   
 Apartment Building  If so, Number of Units in Building \_\_\_\_\_  
 Number of Bedrooms per Unit: \_\_\_\_\_ Rent Charged for each Unit: \_\_\_\_\_  
 Have you received funding from the PCRC Home Beautification program in the past? If yes, please specify:  
 Date \_\_\_\_\_ Amount Received \$ \_\_\_\_\_  
 Has the house/building received government funded assistance for repairs before? Yes  No  Unknown   
 If yes, please specify: Date \_\_\_\_\_ Amount Received \$ \_\_\_\_\_  
 Has your property been designated with heritage status? Yes  No  Unknown   
 What is the age of the building? \_\_\_\_\_ years Estimated  Actual   
 What is the approximate value of the building? \_\_\_\_\_ Source of estimate \_\_\_\_\_  
**Attach a copy of current property taxes.**

**SEE NEXT PAGE**

**PROJECT DESCRIPTION**

Number of Units to be improved: \_\_\_\_\_

Please describe what you are planning to do under the **Home Beautification Grant Program**:


If you are picking specific colours please provide paint or siding samples:

Main colour:\_\_\_\_\_ Trim colour:\_\_\_\_\_

Third colour (please describe placement):\_\_\_\_\_

I would like assistance choosing colours: Yes \_\_\_\_\_ No \_\_\_\_\_

**PROJECT COST ESTIMATES**

***\*This section must be completed in detail***

Please list all items required for the project with estimated costs. Include 2 quotes for each type of work to be done, materials and labour must be listed separately.

Description	Quote #1	Quote #2
Total Cost		

Total Request from the **Home Beautification - Rental** program: \_\_\_\_\_

**SEE NEXT PAGE**

**Note: Maximum \$1,000 per Unit up to 3 Units with a matching contribution from property owner**

Who will do the work?

- Myself (grant will not pay your labour, but will cover the cost of materials required to do the job)
- Contractor(s) (*Attach two contractor quotes including their name, address, phone number and GST #, for each area of work to be done. Materials and labour must be shown separately on the quote.*)

I am using a Contractor because: (please check one)

- I don't have the skills to do the work
- Physically unable to do the work
- Don't have the time
- Unsafe for me to do the work due to age and/or mobility
- Other \_\_\_\_\_

### **DECLARATION OF AGREEMENT**

I/We agree that (and the co-applicant, if applicable) I am/We are the owner(s) of the property.

I/We understand that the cost of repairs funded under the program for eligible units cannot be included in any possible rent increases.

I/We hereby grant permission to The Portage la Prairie Community Revitalization Corporation (PCRC) to carry out any necessary inquiries for the purpose of determining the rent is accurate.

I/We understand that I am /we are required to contribute a matching monetary amount towards the exterior improvements to the rental units.

I/We understand that any work carried out or started prior to receiving written confirmation of the PCRC Home Beautification Grant approval will be deemed **not eligible** for funding.

I/We understand that all materials/supplies must be purchased within Manitoba.

I/We certify that all the information given in this application is true and complete.

I/We understand that my information will be kept private and confidential.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Co-Applicant signature

\_\_\_\_\_  
Date



## Tenant Declaration

***Please have your tenant complete this form and return it with your application.***

Property Owner (landlord): \_\_\_\_\_

Property Address: \_\_\_\_\_

The PCRC Home Beautification Grant Program through Manitoba Housing offers assistance to landlords to improve the look of rental units that rent within the Manitoba Housing Income limits and median market rent. In order to determine eligibility for a Home Beautification Grant, the following information is required. The cost of repairs funded under the program for eligible units **cannot** be included in any possible rent increases.

### Tenant Information

Tenant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Unit type:

- Single Family Home # of Bedrooms \_\_\_\_\_
- Duplex # of Bedrooms \_\_\_\_\_
- Apartment # of Bedrooms \_\_\_\_\_

### Declaration:

**I/We hereby confirm that I/We are the current renter(s) of this unit and my/our monthly rent is \$ \_\_\_\_\_**

### Services included in rent:

- Hydro
- Gas
- Water
- Parking
- Cable
- Telephone

Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Co-Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_