



# SULLIVAN RENAISSANCE 2017 PROPERTY ENHANCEMENT PROGRAM GRANT INSTRUCTIONS

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Sullivan Renaissance is a beautification and community development program committed to building beautiful, healthy and active communities. The **Property Enhancement Grant program** provides funding to eligible camps and bungalow colonies that are interested in improving the appearance of their property. A limited number of reimbursement grants up to \$2,500 will be awarded based on the scope of project and funding availability.

## ELIGIBLE PROJECTS

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Eligible projects can include a wide range of activities such as: Improving facades, signage, entranceways and gates; planting flower gardens or other landscaping; removing old structures and visible eyesores; replacing fencing; and enclosing dumpsters and recycling areas.

Funds may also be used for professional services to develop landscaping plans. Improvements must be in areas visible to the public. A site visit by Sullivan Renaissance staff is required as part of the application process. Grants require a match in the form of cash or in-kind services. Sullivan Renaissance supports projects that are aesthetically pleasing, sustainable and incorporate good environmental and design practices. Completed grant applications must be submitted along with photos of the area to be improved. Applications will be considered on a first-come, first-served basis through **August 16, 2017** based on funding availability. Projects must be located in Sullivan County.

## GRANT RESOURCES

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The Property Enhancement Program is a reimbursement grant program. Sullivan Renaissance will reimburse applicants up to \$2,500 for half of the total project cost. Sullivan Renaissance can also provide assistance with design and choice of plant materials and/or a referral for professional rendering or landscape plan. In addition, architectural design assistance may be provided for projects involving façade work or exterior building renovations. Sullivan Renaissance staff will be available to visit your project throughout the season.

## PROJECT DOCUMENTATION AND FISCAL ACCOUNTABILITY

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After approval, recipients will receive an award letter and W-9 form. When the project is completed, recipients must return the signed W-9 form with "after photos" and receipts in order to receive reimbursement. All projects must be completed and final documentation submitted no later than October 1, 2017. Final documentation must include photos, a summary of all expenses, and receipts verifying those expenses. If unable to meet this deadline, recipients must contact Sullivan Renaissance for an extension before that date or the grant may be rescinded.

**For information about the Property Enhancement Program, contact:**

**Allen Frishman**

**Phone: (845)295-2445 or E-mail: [info@sullivanrenaissance.org](mailto:info@sullivanrenaissance.org)**

**To submit a grant:**

**Email: [grants@sullivanrenaissance.org](mailto:grants@sullivanrenaissance.org)**

Sullivan Renaissance is principally funded by the Gerry Foundation.



**SULLIVAN RENAISSANCE  
2017 PROPERTY ENHANCEMENT PROGRAM  
GRANT APPLICATION**

Name of seasonal property: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (for reimbursement check): \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (eve): \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

On-site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please check the box(es) below that best describe your project:**

- |  |   |
|--|---|
| <input type="checkbox"/> Gate/Entryway                         | <input type="checkbox"/> Fence Replacement      |
| <input type="checkbox"/> Sign Replacement                      | <input type="checkbox"/> Dumpster Enclosure     |
| <input type="checkbox"/> Landscaping/Planting                  | <input type="checkbox"/> Litter/Debris Clean-Up |
| <input type="checkbox"/> Removal of Old Structure(s)           | <input type="checkbox"/> Façade Improvement     |
| <input type="checkbox"/> Waste Reduction (including recycling) | <input type="checkbox"/> Other _____            |

**Please answer the following questions. Use additional paper if necessary.**

1) **What is the project?** *(Attach a photo of the area to be improved)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2) **Where will it be located?** *(Applicant must own the property or attach a letter from the property owner giving permission)*

\_\_\_\_\_

3) **How much will the project cost?** *(Itemize all anticipated expenses in the space below or attach a separate budget)*

ANTICIPATED EXPENSES*	AMOUNT
Landscaping (plants, trees, shrubs, etc.)	
Materials and supplies (soil, mulch, etc.)	
Hardscape (pavers, fencing, signs, etc.)	
Other	
TOTAL:	

*\*Please add additional categories as needed*

4) **What is the grant amount being requested** (maximum \$2500)? \_\_\_\_\_

*I understand this is a reimbursement grant program. Once approved, in order to be reimbursed, I must submit an "after" photo, receipts for the work done, and a signed W-9 form prior to October 1, 2017.*

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

DATE