

CORNERSTONE
DEVELOPMENT AUTHORITY



Landscape Grant Application

Building Name: _____

Name of Owner: _____

Corporation Name: _____

Street Address: _____

City/State/Zip: _____

Telephone: () - _____ Facsimile: () - _____

Application is for: \$ _____ (range: \$2,500 - \$15,000)

Total Project Valued at \$ _____

Date of anticipated start of project _____

(Project must be completed within 90 days after anticipated start up to receive funding)

Application Description: The following narratives and supplemental documentation must be provided as part of your District Improvement Grant Application submittal.

- I. Please describe the project include location.
- II. Please state the purpose and objectives of this landscaping project.
- III. Please add any other information that you feel is significant to the landscaping project within the Cornerstone District.
- IV. Please attach a sealed landscape design plan, plant/materials list and at least two competitive quotes for your project.
- V. Please provide proof of ability to maintain the improvement (staff/contractor information, available maintenance dollars)

Applications can be mailed to:

Cornerstone Development Authority
District Improvement Grant
15600 J.L. Hudson Drive
Southfield, MI 48075

CORNERSTONE DEVELOPMENT AUTHORITY



District Improvement Grant Program

Program Guidelines The following criteria must be met to be qualified for the landscaping grant:

1. The building at which the work is to be performed must be located within the boundaries of the Cornerstone District. No projects outside the district will be considered.
2. Applications will be accepted twice a year. The application deadline for spring projects is **April 1st** and application deadline for fall projects is **August 1st**. Applicants will be notified in writing within 60 days after the deadline of the grant submission to the CDA office regarding the status of their application. Requests submitted after the deadline will be reviewed during the next grant cycle unless revised or withdrawn.
3. Plans may include, but are not limited to: trees, shrubs, perennials, site furnishings (i.e.; flag poles, planters, benches), signage where landscape is incorporated as part of the plan, exterior facade improvements, and various other items deemed appropriate by the review committee where it is determined that funding will support the goals and objectives of the CDA (see mission statement).
 - No stone, white marble chips, plastic edging or plastic weed block is permitted.
 - Estimates must include a minimum of a 2 year guarantee on all materials installed for the project. This includes all plant materials and other furnishings described in the proposed project.
 - All mulch must be double shredded hard wood mulch and no beauty bark.
4. The improvement must be a defined project, not a part of something ongoing. No grant will be awarded for work already completed.
5. In-house labor will not be considered as a cost covered by a CDA Landscape Improvement Grant.
6. Any work completed that was not a part of the submitted plan or a part of the approved estimate for work will not be reimbursed by the CDA. Materials, quantities and specifications must match.
7. Any unapproved changes will void the grant. If grantee decides to change the project after approval they must contact CDA staff.
8. The work **must** be completed by one of the three bidding contractors submitted in the grant application.
9. **All landscape plans must be approved by a certified landscape architect.**

10. Grant applications are reviewed by the Executive Committee of the Southfield CDA along with CDA staff. Grant applicant must include the following materials to be considered by the CDA:
- Landscape plans and scaled drawings. Landscape plans must list all plant material, types and sizes and must differentiate between existing and new plant materials.
 - Sign plans shall include a location map showing right-of-way property lines, as well as curbs or street edges. All signs must be approved by the City Sign Inspector.
 - Landscape plans must be well thought out, accurately drawn, and planned for professional installation. **All landscape plans must be approved by a certified landscape architect.**
 - Landscape plans should be scaled to one of the following scales in order to be considered:
 - 1"=4'
 - 1"=8'
 - 1"=10'
 - 1"=20'
 - A project start-up date must be given on the application and the project must be completed within 90 days of that date in order to receive the approved grant amount.
 - A minimum of two competitive quotes from qualified Contractors is required. All materials and quantities must be consistent between bids. The Southfield CDA will provide a quote from a third independent contractor.
 - Proof that the applicant can provide matching funds necessary to complete the project. Grants are awarded at a minimum of \$2,500 to a maximum of \$15,000.00, and in all cases, must be matched dollar for dollar. A check for the agreed upon amount will be issued to the Contractor by the Southfield CDA upon completion of the improvement. **The Improvement must meet City regulations.** Permits may be required for improvements. **All permits are the responsibility of the applicant and any violation of any permit requirement shall nullify any grant award and disqualify the applicant from future consideration for future cycles of the District Improvement Grant program.**
11. The Southfield CDA reserves the right to accept or reject any application based on a review of the value, need, and benefit of the project to the district by it's review committee, and to award an amount anywhere between the minimum and maximum grant limits, regardless of the requested amount.
12. All contracts are required to be *by and between* the Contractor and the property owner. Grantees must provide proof of said written agreement before grant funds can be released to the selected contractor.

The application, along with the necessary support documentation shall be mailed to:

**Cornerstone Development Authority
District Improvement Grant
15600 J.L. Hudson Drive
Southfield, MI 48075**

ACKNOWLEDGEMENT

Group/Association Designee signature acknowledging that you have read, understand and agree to the Program Guidelines to be considered for this years' grant money award:

I have read and understand the requirements in applying for the District Landscape Improvement grant money for the Group/Association that I represent. Upon signing this I understand that if the Group/Association is chosen to receive the matching dollar grant money, this is a binding contract between the Cornerstone Development Authority and the Group/Association that I have been designated to represent.

I hereby submit the attached plans, specifications and samples for the proposed project and understand that the CDA Board must approve these. No work shall begin until I have received written approval from the CDA. I further understand the project must be completed within 90 days from the date written approval is received; grant monies will not be paid until the project is completed.

_____ **Date:** _____

Please print designee's name: _____

Witnessed by: _____ **Date:** _____