



Supported by



GUIDELINES

DRUMMOYNE SHOP FRONT PAINTING PROGRAM

GUIDELINES

The Drummoyne Shop Front Painting Program was identified in the Drummoyne Shopping Centre Village Action Plan in 2011. Its aim is to "Improve Shop Fronts - Launch dollar for dollar paint façade campaign and awning campaign" (see p27 of the Action Plan).

This program is being run by the Drummoyne Business Chamber Inc. Inc. and funded and administered by the City of Canada Bay Council.

Aims of the Fund

The aim of this fund is to support the improvement of the overall appearance of the Drummoyne Shopping Village through implementation of a cost effective face lift for Victoria Road.

It is considered that quick and easy shopfront improvements will:

1. vastly improve the visual appearance of the street and assist in building the precincts unique identity;
2. improve the look and feel of the Drummoyne Shopping Village Centre;
3. Enable commuters to take a fresh look at Drummoyne; and
4. Support business owners to improve the impression of their business.

Eligible Projects

To be eligible the project must:

1. Involve approved businesses located within Drummoyne, fronting Victoria Road;
2. Involve painting work to the front facade or awning; and
3. Projects must contribute to the visual improvement of the building and be visible from the public domain.

Projects not funded

Funding will generally not be provided for the following projects:

1. Work that has already been completed;
2. The purchase of a building, site or moveable item;
3. New additions to a building;

4. Work on a government building, still being used for a government purpose;
5. Part of a development; and
6. Purchase of tools and plant.

Level of funding available

The total amount of funding available to be distributed will be \$40,000 (2011-2012).

The maximum level of funding per project will be up to \$3,750. Council's contribution is to be matched dollar for dollar by the applicant. In some cases, the applicant may wish to contribute more than the amount of Council's contribution to the project. Funding will not be reimbursed until after completion of the project and the Drummoyne Business Chamber Inc. Inc. in collaboration with the Council has agreed that all work has been carried out satisfactorily.

Please note that the total amount of funding available is limited so Council will not be able to fund all eligible projects.

Assessment Criteria

The following matters will be taken into account by the Drummoyne Business Chamber Inc. Inc. in assessing the priority of your application. Please note that it is not necessary for your project to meet all of these criteria.

- The applicant's ability to demonstrate technical and financial responsibility with regard to the project and demonstrated ability to complete the project within the allotted time frame;
- The degree to which the applicant is financially contributing to the project;
- Projects which are highly visible to the public;
- Projects which contribute most effectively to improving visual appearance of the shop front from the street;
- Projects which reflect consideration of the context/location of the building (e.g. projects utilising neutral colours that are located adjacent or in close proximity to heritage items).

Timing of Projects

The proposed works must be completed by 1 May 2012 to ensure eligibility for funding. Projects are not to be proceeded with until funding has been granted. Successful and unsuccessful applicants will be advised by the 12.12.11.

What you need to do

Contact the Drummoyne Business Chamber Inc. Inc. It is suggested that you set down the work you propose to do and then contact the Drummoyne Business Chamber Inc. Inc. to discuss the eligibility and other details of your project. The Chambers will be able to assist you in making an application. To contact the Drummoyne Business Chamber Inc. Inc. please contact them on dbc@drummoyne.nsw.au or call 9181-1785.

Identify work to be carried out

All work proposed to be carried out should be clearly identified by an item by item job schedule.

Plans and Sketches

Depending on the size of the job you may need these to attach to your application for funding.

Photographs

In order for applications to be considered, it is essential that clear digital colour photographs are provided (either email or burn on a CD). Photographs are to include the setting of the building and a close up of any work proposed to be carried out. These photographs provide the BEFORE picture. The Drummoyne Business Chamber Inc. Inc. in conjunction with Council will provide the AFTER photographs for final reporting on the project. The before and after photographs will be assessed at completion of the project to determine whether work has been satisfactorily completed and funding can be granted.

Quotes

Itemised quotes are required to be submitted from two appropriately qualified tradespersons. Quotes are to include the schedule of work and cost of each stage of work (if applicable). It is advisable that you check with the tradespersons whether they are available to complete the work within the required timeframe.

Fill in the Application Form

Ensure that the application form has been completely filled out, and all corresponding attachments are included.

Application forms can be obtained from Council's Customer Service Centre, 1A Marlborough St Drummoyne between 8.30am and 4.30pm; the Drummoyne Business Chamber Inc. Inc., or downloaded from Council's website at www.canadabay.nsw.gov.au. The applicant is the person arranging and paying for the project. If the applicant is not the owner, the owner's consent must be given to the application. Forms can be dropped in at Council or mailed to the General Manager, City of Canada Bay Council, Locked Bag 1470, Drummoyne NSW 1470 or emailed to business@canadabay.nsw.gov.au.

Applications close 1 December 2011.

Target Time Frame for Fund

An outline program for the operation of the fund is as follows:

Task	Target Time Frame 2011/2012
1. Call for Applications	20 October 2011 Applications close 1 December 2011
2. Assessment of applications <ul style="list-style-type: none"> • Review by Assessment Panel 	1 December 2011
3. Notification <ul style="list-style-type: none"> • Letters sent to unsuccessful applicants • Letters sent to successful applicants with agreement form 	12 December 2011 12 December 2011
4. Signed agreements to be returned to Council.	No later than 23 January 2012 (Note: This does not prevent successful applicants returning their agreements and commencing work at an earlier date.)
5. Approved works to be completed and receipted tax invoices submitted no later than	30 May 2012
6. Final reimbursements processed	30 June 2012

All applications and supporting material will be retained by the City of Canada Bay Council and may be used for promotional and other purposes at the discretion of Council.