



BEAUTIFICATION PROGRAM

Decatur Mayors Youth Council – City of Decatur, IN

172 N 2nd St. Decatur, IN 46733

APPLICATION DEADLINE – APRIL 25, 2024 AT 4PM at City Hall

Program Guidelines

The Decatur Mayors Youth Council Beautification Program is an assistance program for residents to improve the appearance and quality of their property and enhance neighborhood aesthetic appeal.

Program Objectives:

1. To assist in overall Decatur revitalization and improve its appearance and image.
2. To help raise and improve the value of housing within Decatur city limits.
3. To help provide property owners with resources to make improvements to the exterior of their homes and their property.
4. To help leverage larger improvement projects and investments that may not otherwise take place.
5. To create a positive influence on surrounding properties and encourage further investment by neighboring and nearby property owners.

Program Overview/Applicability

The Beautification Program provides matching funds as an incentive to property owners to enhance their property's exterior appearance. The program is available to residentially used properties within Decatur city limits. Participants in the program must provide a minimum of 50% matching funds. Funding is tiered depending on the type of projects proposed as follows:

1. Maximum amount is \$500 (50% of the project cost up to \$1,000)
2. Maximum amount is \$750 if submitted with the immediate neighbor (50% of the project cost up to \$1,500)

Administration

The City of Decatur will administer the Program. Representatives can be reached at 172 N 2nd St., Decatur, IN 46733 - 260-724-7171 – www.decaturin.org



Program Eligibility

This program is available to:

1. Residentially used owner-occupied or rental property within Decatur City limits.
 - a. If this is a rental property, the applicant must be the tenant and we will need a signed letter from the owner, stating these improvements are approved.
2. All projects must be visible from the public sidewalk and/or street right-of-way in front of the house.
3. Priority will be given to applicants who have not received funding in the past 12 months.

Ineligible Properties

A property which has any of the following conditions is ineligible:

1. Not located within the city limits of Decatur
2. Owner owes the City of Decatur any money or debt
3. Properties owned by a current elected official of the City of Decatur or by a government entity

Guidelines

1. Applicants must submit a completed application packet, including “before” photos, prior to any work being completed to be considered for the Program.
2. The Beautification Program is for project reimbursement. The applicant is required to pay all expenses related to their approved project and then submit for reimbursement from the City.
3. Owner must agree to obtain all necessary approvals and permits, if needed.
4. All work must meet local, state and national standards and regulations.
5. For any painting or staining projects, applicants are required to remove peeling paint and prime surfaces prior to painting and staining. Photo documentation of finished prep work is required.

Eligible Projects/Expenditures

All projects must be visible from the public sidewalk or right of way in the front of the house. Any material required to complete the project should be included in the application. This does not include tools such as ladders, air-tools, etc.

Examples of eligible items/projects may include but are not limited to:

- Lawns, landscape beds or planter areas
- Tree and/or shrub maintenance or installation
- Soil, mulch, sod, landscape fabric, edging, pavers or other groundcover
- Flowers(perennial), shrubs, bushes, trees or other vegetation
- Exterior washing or painting of the primary building
- Exterior painting of a detached garage or accessory building



Eligible Projects/Expenditures continued:

- Painting or staining of porches, decks or fences
- Exterior paint/primer/stain
- Brushes, rollers, scrapers or cleaners to remove existing paint, painting tape, drop cloths and paint pans
- Rental of tools needed to complete the project
- Repair or replacement of:
 - gutters, soffit, fascia
 - ****Porches and/or decks, including railings and steps****

****Work with the Building and Zoning Department to get the proper permits and inspections.**

***Labor**

Only professional labor can be claimed for reimbursement. Professional labor is someone other than the property owner/applicant who is trained and engaged in such work for a career. Professional labor is required to have a license in their field (*if applicable). An invoice from an established professional detailing the work performed/completed and that indicates the invoice has been "paid in full" is required to be considered for reimbursement.

Ineligible Expenditures

Items/projects that are NOT eligible for reimbursement under the Beautification Program include, but are not limited to the following:

1. Any item not visible from the public sidewalk or right of way in front of your house
2. Any interior projects to the primary building, detached garage or accessory buildings
3. Labor reimbursements for a landowner's/rental company's own staff
4. Materials that have been purchased or projects that are started or underway prior to issuance of a signed contract for services and award letter by the City of Decatur
5. Owner, owner's family or owner's employees labor cost

Application

1. All applicants must submit a complete application to be considered for the Beautification Program. A complete application includes:
 - a. A completed Application form. This Form must include an itemized description of the proposed project and an estimated cost for each item. Any item not listed will not be considered for reimbursement. If the project is being completed by a contractor, an itemized signed copy of their estimate to complete the work must be attached. (All contractors must be registered with the City and need proof of insurance, *if applicable)



- b. Before photos of the proposed project (taken from the public sidewalk view looking at the front of your house) Applications will not be considered if before photos are not submitted.
2. After the application deadline, the Mayor's Youth Council and Community Coordinator will review the application to ensure that the proposed project(s) are eligible under the Program's guidelines.
3. If the application meets program requirements, The Mayor's Youth Council and Community Coordinator, determine the amount of the award, based on the estimated cost, grant caps, and required fund match. Applications will be taken on a first come first serve basis by the deadline.
4. An award letter will be sent to the applicant informing them that their application has been approved and indicating the estimated amount to be awarded. The applicant has until Labor Day to complete the project.

Reimbursement

To receive reimbursement for completed projects the application must submit the following:

1. A complete Final Reimbursement Form/Worksheet. This form must include a description of the proposed project(s) and the actual cost for each project. Any items not listed on the Pre-Documentation Form will not be considered for reimbursement.
2. Copies of receipts/paid invoices showing proof of purchase of the approved/completed items/materials for each project. The application is required to mark on their receipts which item(s) is/are being requested for reimbursement and what project they were for.
3. Final photo documentation of the complete project ("After" Photos)
4. After the applicant submits the required information for reimbursement, the Community Coordinator reviews all information submitted to ensure it is eligible for reimbursement. The Community Coordinator also reviews the applicant's requested reimbursement amount to make sure the correct amount is stated on the form.
5. When it is determined the request is complete, the Reimbursement Form and all receipts and/or paid invoices are forwarded to the City of Decatur's Clerk Treasurer office for reimbursement back to the participant/applicant.