



**VILLAGE OF PINEHURST
STANDARD POLICY/PROCEDURE**

SUBJECT: Public Right-of-Way Beautification Grant Fund Policy		Effective Date: 7/08/08 Revised: 1/08/10 Revised: 7/1/12 Revised: 9/9/14 Revised: 8/29/17 Revised: 5/3/18
Department: Administration		Policy No.: ADM – 116.1
Prepared by: Jeff Batton, Assistant Village Mgr.		# of Pages: 3

I. Establishment of Beautification Fund

The Village of Pinehurst Financial Services Department shall determine an appropriate line item in the annual budget for the grant funds. The Village Manager shall annually consider proposing funds for this line item in the budget subject to fund availability and Council approval.

II. Purpose

The purpose of the fund is to provide for public right-of-way beautification enhancements within the Village of Pinehurst. This fund may only be used for projects located within a public right-of-way and should primarily be used in areas of high visibility such as well traveled roads and intersections.

The purpose of this policy is to provide the Beautification Committee guidance in expending and disseminating funds for public right-of-way landscape enhancements from the Public Right-of-Way Beautification Grant Fund.

III. Fund Guidelines

Funds from this line item may be expended by the Village of Pinehurst directly for any landscape enhancement within a public right-of-way upon approval and grant award of the Beautification Committee. Such landscape enhancements may include, but are not limited to, the planting of flowers, shrubbery, trees, sod and/or associated expenses related to landscape enhancements as well as standardized Village-issued park benches if to be placed in a safe, public neighborhood location with high pedestrian volume.

Community organizations, such as neighborhood associations, garden clubs, service clubs, etc. interested in performing enhancements within the public right-of-way within

the Village of Pinehurst may apply for grant support for 50% of the total cost of the project up to \$2,000.

A community organization is defined as meeting at least one of two criteria: a tax-exempt status or a verifiable membership roll with a separate bank account. Proof of meeting this definition may be required by the Village. The Village reserves the right to require any additional supporting information it may deem appropriate to determine the organization's eligibility.

Community organizations interested in applying for funds should submit the Beautification Grant Application to the Assistant Village Manager of Operations who will review for completeness and forward to the Beautification Committee for consideration. The written request should include the following information:

- 1) Description of the project including what is being added or removed;
- 2) Specific grant fund request;
- 3) Location description;
- 4) Sketch of the planting plan;
- 5) Itemized list of landscape materials and estimated costs; and
- 6) Long term maintenance plans.

The Village may provide in-kind services for the enhancement in addition to, or in lieu of, funding. In-kind services is dependent on staff and equipment availability based on current workloads as determined by the Assistant Village Manager of Operations in consult with the Village Manager and Public Services Director.

The evaluation and approval of any community organization grant request will be made by a selection committee from within the Beautification Committee. Once approved, funds will be dispersed by Financial Services upon presentation of an approved check request form from the Assistant Village Manager of Operations or his designee. The Village and Beautification Committee reserves the right to reject any and all requests for any reason and approval is always subject to fund availability.

IV. Policy Considerations

This policy shall be reviewed on an annual basis in January. Any changes must be approved by the Village Manager.

Approved by:



Jeff Sanborn, Village Manager

5/3/18

Date

#8-16

Village Council, Resolution

July 8, 2008

Date



**Application for
Public ROW Beautification Grant**
(revised 8/18/17)

APPLICANT:

Community Organization: _____

Property Location: _____

Applicant's First and Last Name: _____

Mailing Address: _____

Telephone: _____ Email Address: _____

PLAN FOR IMPROVEMENTS:

General description of planned improvements to enhance the right-of-way beautification (attach photos, sketch of planting plans, or architectural drawings):

Describe the long-term maintenance plans for this improvement:

Specific grant fund request: _____

Estimated total cost of improvement (attach complete budget): _____

Contractor on the project: _____

Applicant Signature: _____

Date: _____

For Internal Use:

- Received by AVM
- Sent to Beautification Committee
- Sent to P&I
- Project Approved by P&I
- Grant Awarded
- Post Project Expense Reconciliation received

Administration Department

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