

Beautify Barnesville – Curb Appeal Grant Program

Program year: FY 2025 | Total approved budget this cycle: \$10,000

1) Program Purpose

To visibly enhance Barnesville's streetscapes through small, fast, and practical improvements that are clearly visible from the public right-of-way, improving the look and feel of our town overall. The program emphasizes like-for-like repairs, tidy replacements, and cost offset for major repairs/upgrades on the street-address side of properties. Decisions are objective so the Town Clerk can administer on a first-come, first-served basis.

2) Program Snapshot

- Who can apply: Households and businesses located within the corporate limits of Barnesville. Tenants may apply with property owner's written consent.
- Who cannot apply: Elected Commissioners and members of their households; businesses majority-owned by a Commissioner.
- Grant size: Up to \$1,500 per approved project; one grant per property per 12-month period.
- Payment type: Reimbursement only (no advances). DIY purchases are reimbursable for materials only. Contractor work is reimbursable with an itemized invoice.
- Timing: Pre-approval required. Purchases must occur after the written approval date. Work must be completed within 90 days of approval (one 30-day extension may be granted with written request).
- Visibility rule: Improvements must be substantially visible from the public right-of-way on the street-address side of the property. Backyard or interior projects are ineligible.
- Compliance: All work must comply with county/state/town codes, permits, rights-of-way rules, and utility marking requirements.

3) Eligibility Checklist

1. Property lies within Barnesville town limits.
2. Applicant is the property owner or a tenant with owner's written consent.
3. Applicant is not a Commissioner or member of a Commissioner's household; the applying business is not majority-owned by a Commissioner.
4. Project scope fits only the Eligible Categories (Section 4) and is visible from the street.
5. No purchase has been made before written approval (quotes/estimates are fine).
6. Any required permits/approvals will be obtained before starting work.

4) Eligible Categories

A. Exterior Repair/Replace (existing elements on street-address side)

- Painting/staining of existing front façade, trim, porch/stoop/railings.
- Front door or garage door replacement including hardware.
- Gutters/downspouts repair or replacement; simple fascia/soffit repair.
- Roof repair or replacement only where visible from the street.
- Masonry/step/porch repair (re-pointing, crack repair, tread/rail safety fixes).

B. Walks/Drives

- Walkway build, repair, and resurfacing.
- Driveway patching/sealcoat/resurfacing within existing footprint (no expansions).

C. Fencing (front/side yard street-facing only)

- Repair or replacement of existing street-facing fencing/gates.

D. Landscaping (front yard only)

- Removal of dead/diseased/hazard trees or stumps with proper permit/utility clearance, if required.
- Planting of trees/shrubs/perennials/groundcover; turf repair; mulch/edging.
- Simple landscape borders and cleanup (brush removal, ivy removal, etc.).

E. Small Fixtures (front-of-property only)

- House numbers, mailbox/post, door hardware, doorbell, and similar small fixtures.
- Porch or walkway lighting (downward-directed, no floodlighting of neighbors/roadway).

5) Ineligible Scopes

- Anything not listed in Section 4.
- Interior work; backyard or non-street-visible work.
- Driveway or fencing expansions beyond current footprint.
- Signage, flags, banners, murals, or artwork; political/issue messaging of any kind.
- Irrigation systems.
- Tools/equipment purchases (mowers, trimmers, ladders, paint sprayers, etc.).
- Routine services (lawn mowing, leaf raking), cleaning only, or recurring maintenance contracts.
- Work that requires a permit if the applicant has not secured the permit(s).
- Retroactive purchases (ordered/paid before written approval).

6) Allowable Costs & Reimbursement Rules

- Reimbursable: Actual out-of-pocket costs (materials, contractor labor, permit fees) incurred after approval, up to \$1,500 per property per 12 months. Sales tax and delivery fees are reimbursable.
- DIY: Materials only; submit store receipts.
- Contractor: Itemized invoice required; proof of payment may be requested.
- Not reimbursable: Tools/equipment; applicant's personal labor; design/consulting fees; costs covered by insurance or another subsidy.
- Payment: Reimbursement issued to the applicant after complete documentation (Section 8). A W-9 may be required prior to payment per law.

7) First-Come, First-Served Queue

- Applications open: October 13, 2025.
- How queued: Timestamp of complete submission to the Town Clerk's email or physical office (email preferred).
- Incomplete submissions: Returned without a queue spot. If returned for minor documentation, the Clerk may hold the spot for 5 business days to cure.
- Approvals: Issued in queue order until funds are exhausted. Approval letters state a not-to-exceed amount and an expiration date.

8) Documentation to Close Out

7. Brief description of what was done (1–3 sentences).
8. Receipts/invoices (required).
9. Before/after photos from the street (strongly encouraged, but not required).
10. If requested: permit sign-off, proof of payment, or quick site check.

9) Application & Approval Process

11. Provide cost estimate (written quotes and best-guess estimates are both fine).
12. Apply (see How to Apply) with a short description and a single total requested amount (\leq \$1,500).
13. Clerk review for objective eligibility; if eligible and funds remain, the Clerk issues written approval with the not-to-exceed amount and deadline.
14. Do the work and keep receipts. Don't start before the approval date.
15. Submit close-out (Documentation to Close Out).
16. Reimbursement processed by the Town.

Appeals are permitted only for procedural errors (e.g., timestamp dispute, misread checklist). The Commission's role is limited to confirming compliance with these written criteria—no aesthetic judgments.

10) How to Apply

- Email (preferred): clerk.bmd@gmail.com with subject line: Beautify Barnesville – Application: [Property Address].
- Mail/Drop-off: PO Box 95, Barnesville, MD 20838
- Include the Application Form and required items.

Application Form

Applicant name(s): _____

Property address: _____

Email & phone: _____

Owner or Tenant: _____

If Tenant, attach Owner Consent letter/email (simple statement is fine).

Select ONE primary Category (see Section 4):

- ☐ A. Exterior repair/replace
- ☐ B. Walks/drives
- ☐ C. Fencing (street-facing)
- ☐ D. Landscaping (front)
- ☐ E. Small fixtures (front)

Short description (1–3 sentences): _____

Estimated start/end dates: _____

Requested grant amount (\leq \$1,500): \$_____

DIY or Contractor: _____

- ☐ DIY (estimated cost: \$_____)
- ☐ Contractor (estimated cost: \$_____)

Eligibility confirmations (check all):

- ☐ Property is within Barnesville limits.
- ☐ Project is on the street-address side and visible from public right-of-way.
- ☐ Scope matches an Eligible Category and none of the Ineligible items.
- ☐ No purchases will be made before written approval.
- ☐ All required permits/approvals will be obtained before work.
- ☐ Applicant is not a Commissioner or member of a Commissioner's household; applying business is not majority-owned by a Commissioner.

Applicant signature & date: _____

Owner signature (if tenant applicant) & date: _____