



Department of Municipal Affairs and Housing

## **Beautification and Streetscaping Program 2021-22 Project Agreement Form (Terms and Conditions)**

**Project:** Elmsdale Village Core Detailed Concept Design and Report

**Proponent/Partner Organization:** Municipality of East Hants

**Approved Funding:** \$15,000 (50% of the total project cost to a maximum of approved amount)

**Project End Date:** March 31, 2022

**Funding approval for the above noted project is subject to the acceptance of the following Terms and Conditions:**

- 1) The Proponent will carry out the provision of the project as described in the approval documentation without any material changes.
- 2) The Proponent will use the grant funds for the purpose of carrying out the project as specified in the application.
- 3) The Proponent will notify and seek approval from Municipal Affairs and Housing (DMAH) in writing of any significant changes in circumstances that may affect the project timelines.
- 4) The Proponent will be responsible for any cost over-runs incurred in carrying out the project.
- 5) The Project must be completed by the end date included in the approval documentation unless otherwise agreed to in writing. The Proponent is responsible to notify the Department at least one month prior to this date in writing. Rationale for why the project will not be complete by the specified end date must be included in the notification.
- 6) Unless otherwise agreed to, the Proponent shall follow the intent of the Nova Scotia Government Procurement Policy in awarding contracts.
- 7) Eligible projects costs must be incurred from application due date (June 29, 2021) to March 31, 2022.
- 8) 50% of the funding is released based on the approved amount, after the Signed Project Agreement Form is submitted to DMAH.
- 9) To receive the final funding portion committed by the Province, the Proponent must submit a Final Report and Financial Log to DMAH **within 30 days** of project completion but no later than **March 31, 2022**. DMAH will provide the required reporting templates to successful proponents.
- 10) DMAH will request a mid-project status report to ensure the project is on schedule and identify any risk to project completion.

- 11) A forecast survey (sent by DMAH) will requested from Proponent 1-2 months prior to the end of the fiscal year to identify if the project scope or expenditures have changed from the application and identify any risk to project completion.
- 12) The Proponent will refund any unexpended portion of the grant and any amounts expended for purposes other than for those specified in this Agreement to the Government of Nova Scotia.
- 13) Other project specific conditions and requirements may be included in the approval documentation, including application guidelines.

Name of Person Authorized to Sign (Municipality)	
Title	
Phone	
Email	

Signature\_\_\_\_\_

Date\_\_\_\_\_

**Please return a scan of signed Agreement form to following program email [bspinfo@novascotia.ca](mailto:bspinfo@novascotia.ca)**