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# Business Façade Improvement Grant Program

## Application Guide

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# Business Façade Improvement Grant Program Guide

## 1) PROGRAM DESCRIPTION

The Business Façade Improvement Grant Program would provide a grant to property owners who rehabilitate and improve the facades (including signs) of buildings within the Town of Langenburg.

## 2) PROGRAM PURPOSE AND GOAL

This program is the result of a desire from the Town of Langenburg to revitalize and beautify our community. The goal of this program is to encourage business owners to invest in building upgrades that create a more appealing and marketable environment on the street, attracting people and businesses to the area. This initiative may contribute to:

- Making Langenburg a more inviting and interesting place to shop, walk, live, and visit;
- Promoting the marketability of all businesses;
- Contributing to the quality of life of residents, workers and visitors to Langenburg;
- Building civic pride among the business community and the citizens of Langenburg.

## 3) WHO CAN APPLY?

Any property owner (or tenant with the owner's permission) within the Town of Langenburg may apply in writing to the Economic Development Officer (EDO) and must receive written approval prior to commencing any work related to the grant.

## 4) IS THERE A FEE TO APPLY?

No.

## 5) WHAT IS THE MAXIMUM GRANT AMOUNT?

**The Town of Langenburg will budget \$7000 yearly towards this grant.**

given the applicant has proven financial commitment by either matching or exceeding the proposed grant amount.

## 6) WHAT TYPES OF WORK ARE ELIGIBLE FOR A GRANT?

The following types of building façade restoration, rehabilitation and improvement works on existing buildings are considered eligible for a grant under this program:

- Repair or restoration of façade masonry, brickwork or wood;
- Repair, replacement or restoration of architectural features;
- Repair or replacement of windows or doors;
- Repainting, cleaning, or re-facing of facades;
- Improvements to the appearance or access to entrances of buildings;
- Installation of appropriate new signage or improvements to existing signage;
- Installation of appropriate canopies and awnings or improvements to existing canopies and awnings; and
- Installation of appropriate new exterior lighting or improvements to existing exteriors.

## 7) WHAT CONDITIONS MUST BE MET TO BE ELIGIBLE FOR A GRANT?

In addition to the General Program Administration Provisions, the following program specific requirements must also be met:

- Professional design/architectural drawings;
- Eligible works must conform to the Town of Langenburg bylaws in relation to building and construction;

- The applicant will be required to submit at least one cost estimate including breakdown of costs; and
- Construction of all proposed improvements is to be completed within ONE year of the date of the approval of the grant. If the work is not completed within ONE year, the grant approval will expire and all grant money will be required to be paid back.

8) HOW IS IT DECIDED WHO RECEIVES THE GRANT MONEY?

Town Council and the EDO will determine which applications are successful taking into consideration which have the greatest benefits for the community.

9) WHEN WILL THE GRANT FUNDS BE ADVANCED?

The grant will be advanced in part prior to construction of eligible works and following the completion in accordance with the program application and grant agreement.

10) WHEN IS THE DEADLINE FOR THE SUBMISSION OF APPLICATIONS?

The deadline for applications to be submitted is July 31 of each year.


11) HOW DO I APPLY FOR A GRANT?

Complete and submit an application form and ensure your application includes supporting documentation, such as ‘before’ photos.

12) YOU’VE SUBMITTED YOUR APPLICATION. WHAT HAPPENS NEXT?

- Applications and supporting documentation are reviewed to ensure they meet all the eligible requirements.

- If your application does not meet the eligibility requirements you will be notified in writing. Clarification or additional supporting documentation may be requested.
- If necessary, an initial site visit may be completed.
- If your application is approved by Town Council, the Grant Agreement is then executed by the Town. A copy of the executed agreement is then returned to you for your records.
- Town Council will issue a grant cheque to the applicant for the initial amount of the approved funding.
- Construction of the approved works may now commence.
- Work must commence within SIX months of grant approval and be completed within ONE year of grant approval
- Contact the EDO towards completion of work.
- If necessary, a final site visit may be completed.
- Submit to the EDO, copies of paid invoices and ‘after’ picture(s) of the completed works.
- Upon review and approval of all submitted documentation, Town Council will issue a grant cheque to the applicant for the final amount of the approved funding.



# Business Façade Improvement Grant Program Application Process

## STEP 1: APPLICATION SUBMISSION

- Building/Site inspection (if necessary)
- Applicant submits application including all required supporting documentation

## STEP 2: APPLICATION REVIEW AND EVALUATION

- Application is checked to ensure conformity with all program eligibility requirements
- Application and supporting documentation ('before' photos, etc) are reviewed and evaluated
- Based on construction cost estimates, an estimated grant total amount is calculated
- A report is prepared for Town Council including recommendations and grant agreement
- Grant agreement is signed by applicant and returned to the EDO

## STEP 3: APPLICATION APPROVAL

- A recommendation report and the grant agreement are forwarded to Town Council for consideration
- If approved, the grant agreement is executed

## STEP 4: PAYMENT

- Once the grant agreement has been executed, the initial grant amount payment is made to the applicant
- The applicant must provide the EDO with:
  - a) proof of completion of the project including 'after' photos
  - b) invoices with description and cost of eligible works;
  - c) proof of payment in full to contractors
- If necessary a final building/site inspection is completed
- If all program and grant agreement requirements are met the final grant amount payment is made to the applicant.