

# Business Façade Improvement Grant Program Application Guide



*Community & Economy Growing Together*

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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 Community Development Officer (CDO) 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 Business Façade Improvement Grant Program will provide a grant of up to \$5000

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?

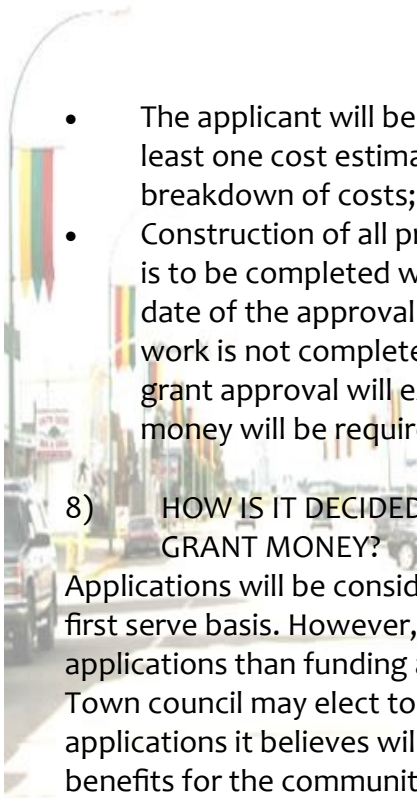
The following types of building façade restoration, rehabilitation and improvement works on existing buildings are considered eligible for a grant under this program:

- 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?

Applications will be considered on a first come – first serve basis. However, where there are more applications than funding available, the CDO and Town council may elect to recommend those applications it believes will produce 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 March 31st.


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 CDO towards completion of work.
- If necessary, a final site visit may be completed.
- Submit to the CDO, 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 CDO

## 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 CDO 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



# Business Façade Improvement Grant Program Application Form

## A. GENERAL INFORMATION AND INSTRUCTIONS

1. Before filling out this application form, **please read the attached Program Guide** (pg. 1). The Program Guide describes the purpose and basic terms and conditions of the Business Façade Improvement Grant Program.
2. If a tenant/agent is acting as the applicant for the property owner, please ensure that the required authorization as provided in the application form is completed and signed by the owner. The grant will be paid by the Town to the approved applicant with the acknowledgement of the property owner.
3. Any costs incurred above and beyond the grant amount are the sole responsibility of the applicant.
4. Please ensure you:
  - a) attach all required information to this form (current photos of existing building, plans, design drawings, contractor quotes, invoices, etc.)
5. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form
6. Please ensure that the application form is complete and all required signatures and supporting documents have been supplied
7. Please print (black or blue ink) the information requested on the application form.
8. There is no application fee.
9. You may deliver your application in person or by mail to:

Community Development Officer  
Attn: Kaylea Simpson  
102 Carl Ave W  
Box 159  
Langenburg SK S0A 2A0
10. For further information on this program, please contact Kaylea Simpson, Community Development Officer at 306-743-5177 or [langenburg.development@sasktel.net](mailto:langenburg.development@sasktel.net)



1. APPLICANT INFORMATION (PLEASE PRINT)

**Name of Applicant**

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

Email

\_\_\_\_\_

**Name of Property Owner**

(If different from Applicant)

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

Email

\_\_\_\_\_

2. PROPERTY INFORMATION

Address of Property

\_\_\_\_\_

\_\_\_\_\_

Existing Property Use

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are property taxes paid in full on this property? Yes\_\_\_ No\_\_\_

Are there any outstanding work orders on  
this property? Yes\_\_\_ No\_\_\_





Please describe the proposed façade improvements that are eligible for funding under this program (please attach further information/sketches as required)

#### 4. CONSTRUCTION COST ESTIMATES

Please attach one detailed cost estimate (including taxes) from contractors for work to be performed (in addition to information provided below).

Construction Estimate (\$):

Name of Contractor:

Total Grant Requested (\$):



Approximate Start Date of Construction: \_\_\_\_\_

Approximate End Date of Construction: \_\_\_\_\_

## 6. OTHER INFORMATION

[illegible]

## 7. OTHER SOURCE OF FUNDS

Does this property have sufficient financial resources to match or exceed this requested grant amount?      YES\_\_\_\_      NO\_\_\_\_





## 8. REQUIRED SUPPORTING DOCUMENTATION

Please place a check in the box to ensure that you have included the required supporting documentation.

- ☐ Photographs of the existing building
- ☐ A site plan and/or professional design/study/architectural drawings
- ☐ Specifications of proposed works, including a work plan for the improvements to be completed and construction drawings
- ☐ One detailed cost estimate for eligible work provided by a contractor

## 9. OWNER'S AUTHORIZATION

(to be completed if an Applicant is representing the property owner)

I, \_\_\_\_\_, being the registered owner of the subject lands hereby authorize \_\_\_\_\_ to prepare and submit this application for the Business Façade Improvement Grant Program.

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_



#### 10. LEGAL

I/WE HEREBY APPLY for a grant under the Town of Langenburg Business Façade Improvement Program.

I/WE HEREBY AGREE to abide by the terms and conditions of the Grant Program.

I/WE HEREBY AGREE to enter into a grant agreement with the Town of Langenburg that specifies the terms of the grant.

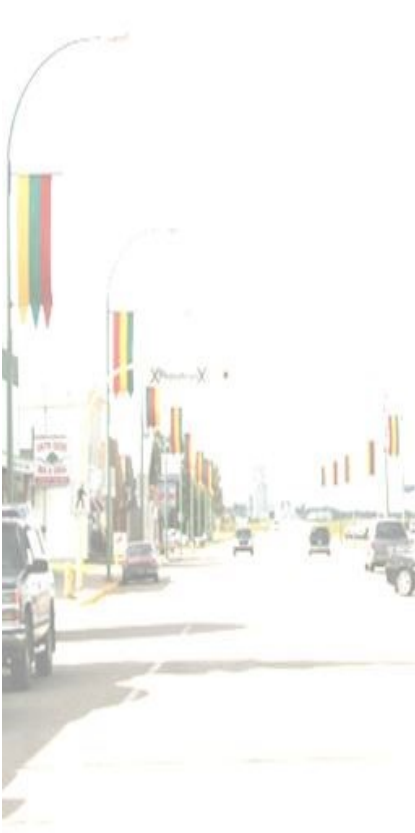
I/WE HEREBY AGREE to abide by the terms and conditions of the grant agreement and understand that a grant agreement for the grant amount shall be registered against the title of the property prior to the Town releasing the funds.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the Town of Langenburg by such inquiry as it deems appropriate, including inspection of the property for which the application is being made.

I/WE HEREBY AGREE that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced or cancelled.

I/WE HEREBY GRANT permission to the Town, or its agents to inspect my/our property that is the subject of this application should the need arise.

I/WE HEREBY AGREE that the grant may be delayed, reduced, or cancelled if the work is not completed, not completed as approved or if the contractors are not paid.



10. LEGAL cont'd

I/WE HEREBY AGREE the program for which this application has been made herein is subject to cancellation and/or change at any time by the Town in its discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who has entered into a grant agreement with the Town of Langenburg will continue to receive their grant, subject to their grant agreement.

I/WE HEREBY AGREE all grants will be calculated and awarded in the sole discretion of the Town of Langenburg. Notwithstanding any representation by or on behalf of the Town of Langenburg, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program and the grant agreement. The Town of Langenburg is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

Owner/Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_