

Business Façade Improvement Program Application Guide & Form

Program Overview

The goal of the Vanderhoof Business Façade Improvement Program is to make Vanderhoof commercial areas more inviting to visitors and residents, increase assessed property values, promote private sector investment, build civic pride, and to stimulate the local economy.

The Business Façade program is funded by Northern Development Initiative Trust and administered by the District of Vanderhoof.

The District of Vanderhoof will provide a 50% reimbursement grant up to a maximum of \$5,000 per project to improve the façades of commercial buildings located within the District boundaries. Projects must have a minimum total cost of \$2,000 and must noticeably improve the streetscape to qualify.

Eligibility Requirements

- You must be either the property owner or business owner (if the applicant is the business owner, the property owner must approve the application in writing and confirm that all improvements are to be paid for by the applicant)
- You must either have a registered business or a non-profit organization
- Only buildings used for commercial or offices are eligible; residential buildings are not eligible
- Home-based businesses may apply for way-finding signage (sign located on the business property i.e. bottom of driveway directing customers to the business)
- All property taxes pertaining to the property must be paid in full
- There must be a valid business license for the property (unless otherwise exempt or a non-profit organization)
- There must be no outstanding building or development permits

Ineligible Applicants

- Government-owned buildings (even if they have business tenants)
- Properties outside the District of Vanderhoof
- Non-operating business
- Businesses who have previously received a grant under this program for the subject property

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Eligible Improvements	Ineligible Improvements
<ul style="list-style-type: none"> • Lighting (new but not replacement) • Architectural features, surfaces, and details (decorative details, moldings, trims etc.) • Windows (only if part of larger enhancements) • Entrances and doorways (if part of larger enhancements) • Siding/painting/murals • Permanent planters • Awnings • Signage (affixed to the building) • Way-finding signage (50% to a maximum of \$500 and must adhere to signage bylaws) • Accessibility improvements (ramps, wider doors etc; must be on outside of building and part of a larger facade improvement) 	<ul style="list-style-type: none"> • Routine maintenance • Structural repairs • Roofs • Non-permanent fixtures (benches, planters, patios, patio heaters etc.) • Landscaping • Paving • Fencing • Interior improvements • Any improvements not visible from the public right-of-way • Construction of additions, accessory buildings, or new buildings • Any improvements started prior to application approval
Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> • Direct third-party project labour costs • Design, architectural, or engineering fees (related to façade only) • Contractor fees • Rental of tools and equipment • Project-related materials and supplies • Shipping/freight • PST 	<ul style="list-style-type: none"> • Staff wages and/or benefits • Equipment purchased • Utilities (hydro, gas etc.) • GST, duties • Permit fees • Any expense incurred prior to application approval • Expenses for improvements not visible from the public right of way

Application Process

Application opening date: January 1, 2020

Application closing date: May 31, 2020

Submitting an application does not guarantee eligibility, approval, nor a specific grant amount. Complete applications within the eligible area will be approved as they are received on a first-come, first-served basis until the application deadline.

After May 31, 2020, applications may be considered as long as funds remain.

How to apply:

1. Contact the municipal office to determine if your building and project is eligible.
2. Submit the application form with the necessary attachments (design, timeline, budget, contractor quotes, approval letter from owner if applicable, before photos). **Your application will not be considered submitted until all the necessary documents are received.**
3. Staff will review the application to ensure eligibility and design requirements are met. Staff will communicate with applicant regarding any missing information.
4. For successful applications, a Letter of Understanding will be sent to the applicant which must be signed by the tenant/owner and a municipal representative. Upon receipt of the signed letter, the applicant may begin work on the project.

Reporting and Reimbursement Process

All renovations and expenditure verification documents must be completed and submitted to the District of Vanderhoof by **November 1, 2020** in order to be reimbursed through the program. To receive your reimbursement, the municipality must receive:

- Proof that contractors have been paid; provide one of the following:
 - Invoice copies showing “paid”
 - Cleared check/bank statements confirming payment of expenses, or credit card statement confirming payment
- Proof that final inspections have been approved (when required)
- Testimonial (short paragraph describing how the program helped your business) that will be sent to NDIT
- “After” photos

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Applicant Information

Applicant Name:
Business Name:
Mailing & Physical Address:
Phone:
Email:

If you are applying as the tenant of a building please provide the following information and attach a letter of consent from the owners stating that you are allowed to make these changes to the building.

Owners Name:
Address:
Phone:
Email:

Project Description

Describe the proposed project (attach any extra sheets, photos, designs, samples, etc.). Please describe work to be done and materials to be used.

Planned Start Date:
Planned Completion Date:
Estimated Total Project Cost:
Funding Amount Requested (maximum \$5000):

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Applicant Checklist

- Detailed budget attached excluding GST
- Contractor quotes attached
- Required permit applications completed
- Authorization from building owner attached (if applicable)
- Taxes, utilities, and business license paid
- “Before” photos attached

Terms and Conditions:

I _____, (Applicant) of _____, (Business/Building) have read the complete application and concur with and give my consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate architectural drawing, building permits and inspections, and hiring of contractors as necessary.

I will allow the District of Vanderhoof to use photos before and/or after pictures of the project and testimonials for the purpose of promoting this program in the future.

I agree not to involve the District of Vanderhoof or the Business Façade Improvement Program in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the façade improvement project.

I give my consent to the District of Vanderhoof to make all inspections necessary to confirm that the approved plans are implemented in accordance with expected standards.

Payment of approved grants will be made upon the applicant providing the Community Development Department proof of completion of the proposed improvements along with verification of expenditures and proof of final inspection (when required).

Signature:	Date:
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<p>FOR OFFICE USE ONLY</p> <p>Application received date stamp & signature:</p>
