

Storefront Improvement Program

PROGRAM GUIDELINES

BACKGROUND

The Emblem Community Development Corporation (CDC) has established a Storefront Improvement Program (SIP) for businesses and community organizations located in the Municipality of Grassland. This Program was embraced to assist property owners in the Municipality of Grassland with business facade improvements. The program is managed and administered by the Emblem CDC and provides funding for up to 50% of the eligible costs to a maximum of \$2000 per commercial property, from a total fund of \$12,500. The incentive is a reimbursement program and will be paid out upon the completion of the project and after all criteria is met.

INTENT

This incentive program is intended to assist property owners and business tenants to enhance storefronts with significant improvements to Municipality of Grassland commercial districts. Encouraging existing businesses to stay and grow in our community.

OBJECTIVES

The following is a list of objectives that outline the purpose of the program.

- To assist commercial property, business owners and community organizations with a building to make improvements to their buildings/storefronts to create a more vibrant and attractive business corridor and downtown areas;
- To encourage accessibility and contributes to safety;
- To encourage the economic vitality of the business corridor and downtown areas,
- To encourage innovative and fun features and;
- To create a welcoming and appealing retail area.

IMPROVEMENT ELIGIBILITY

Eligible properties:

Businesses, community organizations, community organizations that manage a municipally owned building, churches and other religious facilities are all eligible. Note that new construction, national franchises and residences are not eligible. An independent owner of a national franchise may be eligible.

Eligible improvements include:

- Replacement or restoration of cornices, eaves, parapets and other architectural features
- Replacement of windows
- Redesign and reconstruction of the storefront
- Installation of appropriate new signage or improvements to existing signage, including billboards
- Installation of canopies and/or awnings
- Installation of exterior lighting
- Restoration of historic features
- Repainting, cleaning or restoration of facades as one component of the overall initiative
- Entranceway modifications
- Engineering and/or design studies/drawings
- Improvements deemed eligible by the CDC board

Ineligible improvements include:

- Building repairs or structural foundations
- Roof repairs not related to exterior aesthetics
- Interior plumbing
- Security bars or blinds
- Electrical or structural upgrades not associated with the storefront improvements
- Personal property or equipment
- Tenant improvements not associated with a comprehensive upgrade
- Sidewalks and paving not associated with improvements
- Metal clad siding
- Improvements deemed ineligible by the CDC board

Program Requirements

The Storefront Improvement Program is available to all commercial property owner(s) and their commercial tenant(s) within the Municipality of Grassland. There is no cost to submit an application for this program.

Eligibility requirements

- The program is intended to encourage significant improvements to storefronts. Therefore, applications that include multiple activities will be considered a higher priority.
- All applications for improvements under this program are subject to the availability of funding. Commercial properties will only be considered if the work outlined in the application addresses the objectives of the SIP.
- Commercial tenant(s) must provide written authorization from the registered property owner(s). Tenant(s) should have a minimum of two years remaining on a lease from the date of application.
- Applications from an entity that has received other Municipality of Grassland funding in that calendar year, may not be eligible.
- Storefront Improvement Program will not be issued to any eligible applicants who are in arrears of any municipal financial obligation.
- Program will not be issued to correct any Building Code, Fire Code or Property Standards orders.
- In rare or complex cases, engineered drawings may be required.
- No funds will be issued for works that have received funding under any other municipal programs.
- Any work initiated before the application for the SIP is received and approved by the Emblem CDC may not be eligible for funding.
- All work must be completed by November 1, 2024 with a final report submitted to Emblem CDC no later than November 15, 2024

Program Assistance and Requirements

- Proposed storefront improvements within the Municipality of Grassland will adhere to the Storefront Improvement Program guidelines.
- All work must comply with municipal, provincial and federal regulations
- At discretion of the CDC board: The maximum amount of any funding that may be issued under this Program shall be \$2000 per property and the funding shall not exceed 50% of the costs of the eligible work per storefront or building.

- Assistance granted to a particular project is not transferable to another property.
- Applicants that require partial closure of the sidewalk in front of their business, are required to contact the Municipality of Grassland to review requirements and acquire approval prior to construction. Failure to comply may result in forfeiting funds.
- The Emblem CDC reserves the right to review all completed eligible works to ensure the monetary value of the work completed coincides with the monetary value of the work proposed as indicated on any approved program application. Should the Emblem CDC deem the monetary value of work completed does not coincide with the monetary value of the work proposed, the Emblem CDC reserves the right to reduce the amount of the incentive accordingly.
- Where construction or renovations are substantially suspended or discontinued for more than six months, the Emblem CDC may revoke any approved applications.
- The applicant must provide the Emblem CDC with copies of professional invoices and proof of payment prior to any reimbursement.
- Emblem CDC reserves the right to discontinue this program at any time.

Procedures and Approvals

- All required building or sign permits must be obtained prior to work starting. Starting work prior to obtaining permit will forfeit the funding.
- Potential applicants are required to submit a complete program application form, including the required drawings, to the Emblem CDC prior to the submission of any sign or building permit application. The Emblem CDC may specify additional submission requirements, such as but not limited to plans, elevations and multiple quotations.
- Complete applications will be reviewed and only those applications that meet the program's objectives, Municipality of Grassland Storefront Improvement Guidelines, Municipality of Grassland Zoning Bylaw and the Manitoba Building Code will be considered.
- The eligibility of the proposal will be assessed based on the whole project. The approving authority will consider all aspects of the applied improvements to allocate funding.
- A proper design rendering or schematic (i.e. a high-quality drawing) must also be included with the application. The rendering must clearly and accurately depict what the completed renovation will look like.
- Applicants must provide proof of property insurance.
- Eligible costs will be cost of materials, equipment and contracted labour.
- The Emblem CDC reserves the right to approve less than 50% of the requested funding.
- Applicants will be notified in writing if their proposed application has been accepted.
- All contractors must be licensed by the Province of Manitoba and carry the required insurance. All construction contracts will be between the applicant and the contractor.
- If the applicant has not authorized contractor(s) to begin work within three (3) months of funding approval, Emblem CDC has the right to revoke the funding.
- Prior to approving the funds dispersal to the applicant for the Storefront Improvement Program, Municipal staff may inspect the building to review the condition of the improvements.
- Upon project completion, the Emblem CDC reserves the right to acknowledge the participation in the Storefront Improvement Program through Social Media and other marketing efforts.

Reimbursement of Funds

- This is a reimbursement program and therefore the funds will be paid out upon completion of the project.
- Upon completion of the eligible works, the applicant must provide Emblem CDC with copies of professional invoices and proof of payment. Municipal staff may conduct an inspection of the completed work, and do what is necessary to verify the accuracy of all invoices.
- Upon verification that the eligible works are complete, and invoices and proof of payment have been verified to be accurate, the funds shall be issued within thirty (30) days of receipt.

MAINTENANCE REQUIREMENTS

It is agreed upon that the applicant will maintain the storefront into the future. As with all properties in Municipality of Grassland, upkeep of a property must be maintained in accordance with the Unsightly Property and Derelict Buildings Bylaw.

APPLICATION PROCESS

Applications are submitted to the Emblem Community Development Office, 209 Airdrie Street, Hartney. The number of projects awarded will be determined by funding availability.

It is suggested that you discuss your plans with the Economic Development Officer before completing the application process to ensure the proposed project complies with the program. Attached please include:

- Completed application form
- Drawings, plans, etc. of the proposed improvement
- Quotes or Estimates
- Proof of Insurance

Deadline for application submission is May 31, 2024

Projects must be completed by November 1, 2024 and final reports submitted by November 15, 2024

For more information, please contact:

Debra Turner
Manager of Economic Development, Policy & Projects
Box 399
Hartney, MB R0M 0X0
Phone: 204-8858-2590
Email: edo@mglgov.ca



Storefront Improvement Program APPLICATION FORM

APPLICANT INFORMATION

Date: _____

Business Name: _____

Contact Person: _____

Street Address: _____

Mailing Address: _____

Email Address: _____

Applicant is the: Property Owner Tenant Operating organization

If applicant is the tenant of the property, or the community organization managing a municipal building please provide contact information for owner below:

Property Owner Name: _____

PROJECT TIMELINES

Proposed start date of construction (month/year): _____

Proposed end date of construction (month/year): _____

FUNDING REQUESTED

Total Estimated Cost of Improvements: \$ _____

Please attach a detailed budget including cost breakdown.

Amount of Funding Requested: \$ _____

50% of construction costs up to a maximum of \$2000

PROJECT DESCRIPTION

Description of Proposed Improvements:

(Provide further information in an attached document if required)

ADDITIONAL INFORMATION

Attached please include:

- Photographs of the storefront prior to improvements (JPEG or PNG form)
- Drawings, plans, etc. of any proposed improvement elements
- Quotes or Estimates
- Proof of insurance
- Letter of support from Municipality (*if municipally owned*)

APPLICANT DECLARATION

I/We hereby apply for a reimbursement incentive under the Storefront Improvement Program.

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 Emblem CDC and Municipality of Grassland by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/We hereby grant permission to the Municipality of Grassland and its agents, to inspect the subject property prior to, during, and after project construction.

I/We hereby agree that this application is subject to approval by a Review Committee comprised of members of the Emblem CDC. Applications are subject to available funding. The Municipality of Grassland reserves the right to deny or refuse any application, or to discontinue funding at any time.

I/We have reviewed and agree to comply with all requirements and conditions of the Storefront Improvement Program.

I/We understand that the funding can be cancelled if the work is not completed as agreed, if I/we fail to comply with any condition of the program, or with any requirement or condition of the program including timely compliance with all applicable codes, requirements, and permits as necessary.

The personal information on this form will be used solely for the administration of this program. Questions regarding this collection should be directed to the Emblem CDC board.

If an funding is awarded I/we consent to media publicity to profile the business and the funding provided by the Emblem CDC and Municipality of Grassland.

If any information provided by or on behalf of the applicant is or subsequently becomes untrue, incorrect and/ or incomplete, the Emblem CDC may immediately cancel the funding.

I/We shall at all times indemnify and save the Municipality of Grassland, its employees and agents, from and against any and all manner of claims, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed upon any person or property directly or indirectly arising out of, resulting from or sustained as a result of the work associated with Storefront Improvement Program.

I/We hereby agree that all incentives will be calculated and awarded at the sole discretion of the Review Committee. Notwithstanding any representation by or on behalf of the Emblem CDC, or any statement contained in the program, no right to any incentive arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Storefront Improvement Program and any Agreement. The Municipality of Grassland and Emblem CDC is not responsible for any costs incurred by the owner/applicant in any way relating to any program, including, without limitation, costs incurred in anticipation of an incentive.

Name of Applicant: _____

Signature of Applicant: _____

Date: _____

Name of Property Owner: _____

(if different than above)

Signature: _____

Date: _____