



Business Façade Improvement Program

Cariboo-Chilcotin
Region

2019



Program Purpose and Goal

The Business Façade Improvement program provides grant funding to business and property owners to improve retail and commercial building frontages. Eligible businesses can receive a 50% reimbursement up to a maximum of \$5,000 to complete exterior improvements such as building façades, signage, murals, architectural features, siding, lighting and awnings. The goal of the program is to provide business owners with an incentive to improve the look and feel of their business frontages. Vibrant commercial areas have the potential to attract new customers, clients, visitors and potential investors. The **Cariboo Regional District** (CRD) is pleased to deliver this program with funding provided by the **Northern Development Initiative Trust**.

Eligible Properties

- Commercial properties located within the Cariboo Regional District (excluding those located within municipal boundaries) with an operating business on the property.
- Residential properties that house a business.

Eligible Applicants

- Property owners or business owners (*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*);
- Non-profit societies occupying commercial locations; and
- Home-based businesses (*eligible for signage only - up to \$500*).

Eligibility Requirements

- All property taxes pertaining to the property must be fully paid and current;
- There are no building permits, stop work orders, or development permit condition requirements outstanding; and
- Previous grants received under this program for the subject property are under \$5,000 (*Eligible businesses can receive a maximum of \$5,000 per property under this program. Businesses that have previously received less than \$5,000 in funding through this program can apply for the remaining amount in subsequent years*).

Eligible Façade Improvements

Eligible improvements may consist of but are not limited to:

- Exterior lighting
- Exterior architectural features
- Exterior surfaces and details (paint, siding, moldings, trims, decorative details, etc.)
- Windows (only if part of larger enhancements, no stand-alone window replacement)
- Entrances and doorways (if part of larger enhancements)
- Awnings
- Signage

Ineligible Façade Improvements

The following improvements are ineligible:

- Routine maintenance
- Structural repairs
- Roofs
- Patios
- Non-permanent fixtures (benches, planters, patios, patio heaters etc.)
- Landscaping
- Paving
- Fencing
- Wheelchair ramps
- Interior improvements
- Any improvements not visible from the public right of way
- Construction of additions, accessory buildings or new buildings
- Any improvements that have been started prior to application approval

Eligible Costs / Expenses

- Direct third-party project labour cost
- Contractor fees
- Rental of tools and equipment for construction work
- Project related materials and suppliers
- Design, architectural, or engineering fees
- PST

Ineligible Costs / Expenses

- GST
- Purchase of construction equipment or tools
- Operational costs (including utilities)
- Staff wages
- Permit fees
- Duties and shipping costs

Business Application & Project Evaluation Process

- 1) Completed applications can be submitted by e-mail to agurung@cariboord.ca, can be faxed to **250-392-2812**, or can be mailed or dropped off at the CRD main office in Williams Lake. **(Suite D, 180 North 3rd Avenue Williams Lake, BC V2G 2A4).**
- 2) CRD staff will review and evaluate applications to ensure projects meet the program eligibility criteria. CRD staff may contact the applicant to discuss the application, if required.
- 3) Funding will be allocated based on project eligibility and availability of program funds. Funding will be committed on a first-come, first-serve basis.
- 4) All applicants will be advised in writing as to whether their application has been approved, denied or approved with any conditions.
- 5) For successful applications, a Letter of Understanding is sent to the applicant, which must be signed by the owner/tenant and a representative of the CRD.
- 6) Owner/Tenant acquires any required permits and completes the project.

Project Reporting & Business Reimbursement Process

- 1) Owner/Tenant provides verification of expenses (including invoices or other confirmations of payment) and submits their totals on the provided expense tracking sheet.
- 2) Owner/Tenant provides a Certification of Completion signed by the applicant or contractor, indicating that all work described in the application/approval has been completed and paid in full, as well as before and after photos, a business testimonial, and any other supporting documentation.
- 3) Owner/Tenant provides proof that the improvements have passed final permit inspections (where required) and meets all building standards and codes (where required).
- 4) CRD staff verify that the renovations meet the Letter of Understanding requirements and approves reimbursement.

- 5) Applicant receives a payment for up to 50% of the approved façade project, to a maximum of \$5,000.

Please note:

- *Projects/funding cannot carry over from one calendar year to the next. Approved projects must be completed by December 31, 2019.*
- *For questions and inquiries related to the Business Façade Improvement Program, please contact Jordan Hammond, CRD Regional Economic/Community Development Officer, either by phone 250-392-3351 or by e-mail agurung@cariboord.ca.*

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Project Application

Applicant Information

Applicant Name: _____

Business Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Building Address: _____
(If different than above)

If you are applying as the tenant of a building, please provide the following information and **attach a letter of consent** from the building owner stating you are permitted to make these changes.

Owner Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Project Description

Describe the proposed project – i.e. work to be done, materials to be used, etc.

Please attach any extra sheets, photos, designs, samples, etc. that support your proposal.

Planned Start Date: _____

Planned Completion Date: _____

Total Project Cost (estimated): _____

Funding Amount Requested: _____

Applicant Checklist

- _____ Property taxes paid
- _____ Utility account paid
- _____ Building owner authorization

Attach to Application

- _____ Photos of existing conditions (before)
- _____ Contractor's cost estimates
- _____ Drawings/designs
- _____ Signed Terms and Conditions

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Terms and Conditions

I, _____ of _____
(Applicant) (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 drawings, building permits and inspections and hiring of contractors as necessary.

I will allow the Cariboo Regional District and Northern Development Initiative Trust to use before and after pictures of the project and testimonials for the purpose of promoting this program in the future.

I agree not to involve the Cariboo Regional District or Northern Development Initiative Trust 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 Cariboo Regional District to make all inspections necessary to confirm that the approved plans are implemented in accordance with the expected standards.

Payment of approved grants will be made upon the applicant providing the Cariboo Regional District with proof of final completion of proposed improvements along with verification of expenditures and proof of final inspections (when required).

Signature _____ Date _____

OFFICE USE

Application
Received by:

Date:

Cariboo Regional District

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Expense Reporting Form

Applicant Name	
Business Name	

Item	Description	Cost (excluding taxes)	Invoice/Receipt Attached (Y/N)

TOTAL COST	\$
TOTAL ELIGIBLE GRANT <i>(to be completed by CRD)</i>	\$