Business Façade Improvement Application Guide

Program Overview

The Business Façade Improvement program provides annual grant funding for local governments to enhance economic development by encouraging private sector investment in businesses façade improvements.

Funding Terms

- Up to $20,000 in grant funding (50% to a maximum of $5,000 per façade improvement project) each calendar year
- Applicants that have not committed more than 50% of approved funding within the last two years may apply for up to $10,000 in grant funding (50% to a maximum of $5,000 per façade improvement project) or submit supporting evidence of full program subscription to apply for the maximum $20,000

Application Intake Deadlines

Northern Development approves Business Façade Improvement applications on an annual basis.

Applications must be received prior to midnight on the fall intake deadline day to be eligible for consideration.

Eligibility

Eligible Applicants

*All applicants must be located within Northern Development's service region.

- Local governments
  - Program administration can be managed by the local government administration or delegated to the Chamber of Commerce, Downtown Business Association, Tourism Association or Economic Development Association

Eligible Projects

- Facades, siding, murals
- Signage
- Architectural features
- Lighting
- Awnings
- Patios

Refer to the Guidelines Template for more details.

Eligible Costs

- Direct third-party project labour costs
- Contractor fees
- Rental of construction tools and equipment
- Project related materials and supplies

- Shipping and/or freight
- Design, architectural, or engineering fees
- PST

Refer to the Guidelines Template for more details.

Ineligibility

Ineligible Projects

- Roofs
- Non-permanent fixtures (benches, planters, patio heaters etc.)
- Landscaping
- Interior/internal improvements

Refer to the Guidelines Template for more details.

Ineligible Costs

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

Refer to the Guidelines Template for more details.

Application and Program Requirements

Application Requirements

All applicants are required to submit the following documents. Only applications that meet these requirements will be processed.

- Complete Application Form
- Business Façade Improvement Program Guidelines using the Guidelines Template
- Local government resolution
- Copies of marketing materials used to advertise the program (if applicable)

Program Administration Requirements

All applicants approved for funding administer the Business Façade Improvement program within their municipality or regional district. Using the program guidelines template and associated materials created by the applicant for successful program administration, eligible businesses inquire and apply directly to the local government for Business Façade Improvement grant funding.

Business applications to the program are assessed, approved and reimbursed upon completion by the administrator (local government). Businesses report back to the administrator with the following requirements for assessment and to unlock the grant as a rebate:

- Copies of invoices and associated proofs of payment
- Before and after photos (matching) of the façade improvement
- Other documents as requested by the administrator (if applicable)

Administrators may contact Northern Development staff for assistance as required.

Reporting

The local government must submit a final report to Northern Development **by January 31** of the following year in order to receive reimbursement for the approved calendar year. Applicants are required to submit the following documents:

- Complete Reporting Form
- Complete Reporting Attachment
- Internal proof of payment to each participating business
- Before and after photos of each business façade improvement project completed

To Apply

Please review all program documents in detail as incomplete applications will not be reviewed.

Completed application forms with all supplementary materials are to be provided electronically through the Online Application System.

Resources

- **Important Dates**
  Intake deadlines, Regional Advisory Committee Meeting and Board Meeting schedules

- **Funding Program Matrix**
  Available funding programs and eligibility criteria

- **Application Process**
  Details on the process of applying and getting approved for Northern Development funding

- **Post-Approval Process**
  Process and responsibilities for successful funding applicants

Questions?

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Application Requirements – Step by Step

Select the program you want to apply to from the Active Programs menu.

Please note that applications should contain all relevant information requested as part of the application form. Fields with a red asterisk * are mandatory and will need to be completed before you can proceed further through the application form.

Applicant and Project Information

- Information about you, and the organization you are applying for, will populate automatically. Input the name of the project, the project's proposed start and end date, a concise description of the project and its rationale.
- You also have the option to include additional milestones/dates related to your project.

Project Funding Information

- Enter the detailed project budget, including all relevant expense items, into the budget section. You will have the ability to upload any quotes in this section that support the budget.
- Enter the grant amount you are requesting from Northern Development. Please refer to the program guide for funding terms.
- Enter all other funding sources. For funding sources that are confirmed, you will need to provide the date the funding was confirmed and upload a confirmation document. For funding sources that are NOT confirmed, you will provide the expected date of the funding decision. This information is required to proceed further with the application.
- *Please note that the application will not proceed further if the project budget and funding are not balanced.*

Attachments

- Through the application form, you will be prompted to upload documents, required or optional, that support information supplied as part of the application. The Attachment section is where you can upload any additional documents that you want to submit that supports the project scope, rationale or other details.

Project Overview

- Provide information about the organization that will administer the Business Façade Improvement program.
- Indicate if you were successful in receiving funding for the previous year and detail how many businesses were supported and funds committed.

Resolution of Support

- Identify the local government that is providing a resolution of support.
- Upload the resolution of support, if secured.
- Provide the scheduled meeting date for the resolution of support, if not secured.

Business Façade Improvement Plan

- Upload a copy of the Business Façade Improvement Plan guidelines.

Marketing Plan

- Provide details about how the Business Façade Improvement program will be marketed.