



## Municipality of Souris-Glenwood

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# Business Storefront Improvement Grant

## Grant Application Information 2021

The purpose of the Business Storefront Improvement Grant is to encourage building owners or main floor (storefront) tenants to invest in façade improvements and exterior storefront upgrades by providing grants to cover a portion of renovation costs and pre-development professional fees. Priority will be given to businesses located in the identified main areas (see attached map).

This grant program is intended to assist property owners or main floor (storefront) tenants to contribute to:

- the unique and vibrant urban area;
- facilitate the addition of building features that improve the pedestrian experience;
- encourage the development of areas;
- improve perceptions of safety;
- improve accessibility;
- add diversity and interest; and
- encourage retail and business investment.

Good retail design extends far beyond the attractiveness and immediacy of the built environment. Benefits include positive changes to the social, economic, and environmental health of the community.

Visually appealing storefronts can contribute to an economically vibrant business area and has the potential to:

- provide much needed services and amenities to residents,
- contributing significantly to the streetscape and economic vitality,
- create a welcoming and appealing downtown area as a place to shop and live,
- create attractiveness which complements community pride and the tourism experience.

The Municipality of Souris-Glenwood Business Storefront Improvement Grant Committee will review applications against parameters and criteria including: location, quality of design, viability and scope of the project. The reviewing committee will consider the following to help determine if funding will be awarded:

- Is the project cohesive and does it fulfill the objectives of the program?
- Does the project promote a vibrant, attractive and pedestrian-oriented environment within the community?
- Is the project creative and innovative?
- Does the project add diversity and interest to the street?
- What is the quality of the proposed work?
- Number of Proposed Design Interventions?
- Project Location?
- Has the proponent used a design professional? (Not essential but encouraged.)



### GRANT ALLOCATION

\$10,000 has been allocated for this new incentive which covers up to 50% of a total project's costs.

The Municipality will contribute up to 50% of the total eligible projects costs, to a maximum of \$2,500. The applicant will make up the balance of eligible costs. Corner properties may be eligible for an increased incentive. Under extenuating circumstances, and at the Committee's discretion, additional funding for exterior renovation work may be available.

The program is intended to encourage significant improvements to storefronts. Therefore, applications that include multiple improvements will be considered a higher priority.

The number of projects awarded will be determined by funding availability.

Applications received by June 01, 2021, will be considered for funding.

Applications received after June 01, 2021, are subject to the availability of funding.

The Municipality reserves the right to discontinue this program at any time.

### PROGRAM PARAMETERS

- The Municipality of Souris-Glenwood encourages all applicants to employ the services of a design professional to create a conceptual design, which can include a business sign design, for the proposed exterior improvements.
- To be eligible to receive up to 50% of conceptual design work fees, an applicant must have a design professional prepare the conceptual design.
- Grant applications must be received and approved prior to the commencement of work on the project.
- Proposed project must be located within the Town of Souris boundaries and priority will be given to projects located within the High Visibility Commercial Area (see attached map).
- All work must comply with municipal, provincial & federal regulations.
- Project must meet all legal requirements, i.e. by-laws, permit/building codes.
- If the applicant has not authorized contractor(s) to begin work within three (3) months of incentive approval the Municipality has the right to revoke the incentive.
- All work must be completed by December 31, 2021. (may apply for one 6-month extension). Where construction or renovations are substantially suspended or discontinued for more than six months, the Municipality may revoke any approved application.
- Monies will be advanced at project completion.
- One application per business.
- All criteria are met within 30 days of completion.



## ELIGIBILITY

### Geographic Eligibility:

Business storefront must be located within the Town of Souris in order to be eligible. The attached map illustrates the higher priority area that will be given consideration.

### Applicant Eligibility:

- The applicant must be either the property owner or the main floor commercial tenant.
- Tenant applicants must obtain the property owner's signed approval for the proposed project.
- Storefront improvement incentives will not be issued to any eligible applicants who are in arrears of any municipal financial obligation.

### Eligible Improvements:

Applicants should consider: improving the building and street face(s), enhancing pedestrian comfort, and promoting the business area as an inviting and desirable place to shop, dine, live, and invest in. The work must improve the building and street face (i.e. not regular maintenance). Storefront improvements should be undertaken as part of a complete and coordinated exterior design, rather than as piecemeal repairs or enhancements. In addition, priority will be given to projects that include more than one improvement. Applicants are encouraged to employ the services of a design professional who has demonstrated built project experience.

### Eligible Work:

- New/Additional lighting.
- High quality pedestrian-scale signage.
- Brick/Masonry restoration.
- Windows.
- Doors/entranceways.
- Awnings/canopies (retractable encouraged).
- Façade cleaning and painting (as part of broader works).
- Repair/replacement of cornices, parapets or other exterior architectural features with heritage.
- Accessibility improvements (excluding accessibility ramps).
- Other improvements as agreed upon by the Municipality of Souris-Glenwood reviewing committee.



## **NOT ELIGIBLE**

### **Not eligible to receive funding:**

- New construction.
- Churches or other religious institutions.
- Government offices.
- Incentives will not be issued to correct any Building Code, Fire Code or Property Standards orders.
- Storefront improvement incentives will not be issued to any eligible applicants who are in arrears of any municipal financial obligation
- In-kind costs are not eligible.
- GST/PST are not eligible.

### **Ineligible Improvements include:**

- Major building repairs or structural foundations.
- Roof repairs not related to exterior aesthetics.
- Interior plumbing.
- Electrical or structural upgrades not associated with the storefront improvements.
- Sidewalks and paving not associated with improvements.
- Security bars or blinds.
- Non-permanent fixtures (i.e. banner signs, interior window coverings, planters, benches, etc.).
- Personal property or equipment.
- Accessibility ramps.



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### APPLICATION PROCESS

- A complete application package must be submitted.
- The Municipality of Souris-Glenwood staff will provide confirmation to the applicant within 14 days of receipt of application and will indicate the date the application will be reviewed by the reviewing committee. Please note that the reviewing committee may request additional information from the applicant at any time.
- Applicants will receive a letter of award within 14 days of the reviewing committee's decision.
- Projects receiving funding may be announced to the media and highlighted on Municipality of Souris-Glenwood website, through social media and/or through a public event at project completion.
- The grant incentive funds may be issued within thirty (30) days of receipt upon verification that the eligible works are complete; and invoices and proof of payment have been verified to be accurate; and with before and after project photographs.

### Items that must be included with your application:

- Completed grant application form.
- Roll number for the subject property.
- Conceptual design (professional or otherwise).
- Two (2) cost estimates/quotations for work to be completed on the project.
- Written approval from property owner allowing the applicant to apply for the Building Storefront Improvement Grant (if the applicant is not the property owner - see page 4 of application form).
- Eligible costs of materials, equipment and contracted labour.
- Project timelines.