



Grant Application Information 2022

The purpose of the Business & Storefront Improvement Grant is to encourage business owners to invest in façade improvements and storefront upgrades by providing grants to cover a portion of improvement costs and pre-development professional fees. While priority will be given to businesses located in the highest traffic areas (see attached map), we invite any business within the municipality to apply.

Anticipated Outcomes

This grant program is intended to assist business owners to contribute to:

- the unique and vibrant business culture within the municipality;
- 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.

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.

How a Decision is Made

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
- Is the project creative and innovative?
- Does the project add diversity and interest to the business sector?



Grant Application Information 2022

Business & Storefront Improvement Grant

- 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 the 2022 grant 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. Urban 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.

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 May 23, 2022, will be considered for funding.

Applications received after May 23, 2022, 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 Municipality of Souris-Glenwood boundaries.
- 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, 2022. (may apply for an extension if needed). 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.
- Before and after photos of improvements must be submitted with permission to publish.
- All criteria are met within 30 days of completion.

ELIGIBILITY

Geographic Eligibility:

Business storefront must be located within the Municipality of Souris-Glenwood to be eligible. The attached map illustrates the higher priority area that reflects the increased traffic and pedestrian areas.

Applicant Eligibility:

- The applicant must be either the business owner or the main floor commercial tenant.
- Tenant applicants must obtain the property owner's signed approval for the proposed project.
- Grant funding 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 physical presence of the business/street face (i.e. not regular maintenance). Any 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 and traffic signage.
- Brick/Masonry restoration.
- Windows.
- Doors/entranceways.
- Awnings/canopies (retractable encouraged).



Grant Application Information 2022

Business & Storefront Improvement Grant

- 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).
- Mobile business presence/display for those without a storefront (for markets, etc.)
- 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 & business 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 improvements or upgrades.
- 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.



Please note that the high priority areas are only due to high traffic volumes. All businesses in the Municipality of Souris-Glenwood are invited and encouraged to apply.



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 Business & 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.