

GUIDELINES & APPLICATION

Heart of the Peace Town Centre

Business Facade Improvement Program



Sponsored by

Fairview Economic Development Committee, Town of Fairview &
Community Futures Peace Country

Program Purpose and Goals

A community that is more attractive gives its citizens a greater sense of place and pride while providing a positive image to visitors.

The focus of the façade program will be for the Heart of the Peace Shopping District (see map). This is the most visible area to visitors of our Town.

Funding for the Business Facade Improvement Program is provided by the Fairview Economic Development Committee in partnership with Community Futures and the Town of Fairview, which are pleased to provide this program to assist as an incentive to building & business owners, to improve the frontage of their buildings.

The program guidelines are intended to set a quality standard for the types of improvements and will act as a guide to review applications for the program administrators.

The Program

The program guidelines outline:

- Who can apply
- How they can make an application
- What they can receive
- Timelines
- Contacts
- How to receive more information

The Economic Development Committee will provide a grant of up to a maximum of \$2,500 per building to improve the facade of a commercial building in the Heart of the Peace Shopping District. In addition to the \$2,500 grant, Community Futures Peace Country will accept loan applications for up to \$10,000 for façade projects. (loan application included in package)

Each building is eligible for the one-time grant of \$2,500, and, if required, the Community Futures Peace Country loan of up to \$10,000.

Projects must have a minimum cost of \$1,000 to be eligible.

Eligible Properties

The Properties that are eligible for the program include businesses in the Heart of the Peace Shopping District in the Town of Fairview (highlighted in blue).

Businesses included:

- Along 101 Ave between 100th Street and 121st Street
- Main Street (110 Street from 100 Avenue to 106A Avenue
- 100 Ave (HWY 2 frontage) from 107th Street to 121st Street
- 102 Ave from 111 Street to 109th Street
- 103 Ave from 111 Street to 109th Street
- 104th Ave from 110th Street to 109th Street

Businesses that fall outside the described areas are subject to the discretion of the Economic Development Committee based on the eligible criteria outlined in the guidelines.



Eligible Applicants

- Must be either the Property owner or business owner.
- 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 and enterprising non-profit organizations (tenants)
- Property taxes pertaining to the property are current.
- Have a current, valid business license for the business.
- No outstanding building permits, stop work orders or development permit conditions.
- The subject property has not received a grant previously under this program.
- Property must be in the area listed under Eligible Properties.

Ineligible Applicants

- Residential Homes located in the commercial area
- Apartment buildings
- Government owned buildings (Municipal, Provincial or Federal; even if they have business tenants)
- Empty buildings or businesses that are not operating (exception if the business is renovating or doing improvements to the buildings in anticipation of re-opening)

Eligible Facade Improvements

- Exterior Lighting (new)
- Exterior architectural features
- Exterior surfaces and details
- Windows, if part of a larger enhancement project
- New siding
- Facade painting
- Entrances and doorways, if part of a larger enhancement project.
- Awnings
- Signage, affixed to the building
- Signs must be compliant with the Land Use Bylaw
- Accessibility improvements, if part of a larger enhancement project.

Ineligible Facade Improvements

- Routine maintenance
- Structural repairs
- Roofs
- Non-permanent fixtures (benches, planters, patios)
- Landscaping
- Paving
- Fencing
- Interior improvements
- Improvements not visible by the public exterior
- Construction of additions, accessory buildings or new buildings
- Any improvements that have been started prior to application approval
- Any improvements deemed inconsistent with redevelopment purposes and design guidelines

Eligible Costs/Expenses

- Direct Project labour costs
- Design, architectural or engineering fees, related to the façade
- Contractor fees
- Rental of tools and equipment
- Project related materials and supplies
- Shipping and freight

Ineligible Costs/Expenses

- Staff wages and or benefits
- Purchase of construction tools or equipment
- Utilities
- Permit fees
- Expenses related to improvements that are not visible by the public exterior.
- GST

Intake Process

Applications will be accepted through out the year. Submitted completed applications will be reviewed and decided upon at the next available Economic Development Committee meeting.

Application can be received from all businesses that fit the eligible applicant criteria and design guidelines outlined in the program guidelines. Funding will be allocated on a first come, first served basis until all funds have been subscribed for the year.

The proposed project will be required to be completed with in one year of award and signing of letter of understanding.

Business Selection Process

Applications must be submitted to the Economic Development Committee and approved by the committee prior to the start of the façade improvement project, to be eligible to receive funding.

Once a completed application is received, committee administration will confirm receipt by email. If administration considers the application to be complete the application will be submitted to the committee for their consideration at the next scheduled meeting.

If the application is considered incomplete by administration, the applicant will be notified of such with the details of what is required. The application will be reviewed by the committee in order of date received.

Upon approval, the applicant will be notified by email and will receive a signed Letter of Understanding from the Committee. Funds Must be spent within a year of approval and signing of Letter of Understanding. The project must be completed within a year to be eligible. There will be no carry-over of grants into the next fiscal year.

The submission of an application does not mean your project will be approved. All projects are subject to a comprehensive review and must reflect the spirit and intent of the Business Facade Improvement Program.

Application Process

For \$2,500 max grant.

1. Owner/Tenant submits a completed application with designs. All required supporting materials and documents (including owner authorization) must be received to be deemed complete
2. Committee administration reviews the application and proposed facade improvements to ensure that the proposed meets the Program Guidelines and criteria.
3. Committee administration reviews application for completeness.
4. If the application is submitted and deemed incomplete, the applicant will be notified with the details of what is required to be deemed complete.
5. Applications are reviewed by the Committee, and a decision to accept or reject the application is made.
6. Applicant is advised of the decision by email.
7. Successful applicants will receive a Letter of Understanding that must be signed by the applicant.
8. Applicant must acquire any required permits and completes the renovations.
9. Applicant will provide verification of expenses and submits their totals on the provided expense tracking sheet.
10. Applicant provides:
 - a. A signed certification of Completion
 - b. Verification of expenditures, copies of invoices, and receipts
 - c. Before and after photos taken from the same angle
11. Once confirmed that the improvements have been completed, reimbursement is approved.
12. Applicant is issued a cheque.

For the \$10,000 max Community Futures Loan:

Loan Terms:

2 year repayment

Interest: 4% annually

1st payment due 6 months after initial disbursement

1. Completed Community Futures Peace Country application, along with Grant application, is forwarded to Community Futures Peace Country by Committee Administration
2. Community Futures Peace Country will assess the application based on standard loan assessment criteria.
3. Approval by the Economic Development Committee does not automatically ensure approval by Community Futures Peace Country.
4. The Community Futures Peace Country Loan is separate from the Committee's grant and the successful applicant will be subject to all Community Futures Peace Country terms and conditions.
5. Loan funds to be disbursed based on client need.

Evaluation/Selection Process

All reviewed applications are submitted to the Committee for review and evaluated based on the following criteria:

- Does the project meet the applicable Design Guidelines?
- Will the project have a noticeable impact on the streetscape?
- Will the renovations offer a noticeable improvement on the streetscape?
- Quality and clarity of the submitted design?
- Will the project be completed within one (1) year?

In the event that there are more eligible applicants than funds available to award, the committee will prioritize applications based on the following criteria:

1. Location with preference
2. Age and condition of the buildings, those that will benefit from the benefit more due to age.
3. Use of local contractors and services.
4. Quality and clarity of the submitted design.
5. Impact on curb appeal.

Appeal Process

In the event that an application is declined, the applicant may request a meeting with the Chair and committee administrator to discuss the application, with the purpose of:

1. Seeking input on the proposal in order to modify the application and meet the program guidelines
2. Provide additional information that may reverse the decision to decline.

The Town of Fairview may require development, building and or sign permits depending on the extent of the improvements.

Submit application to:

Fairview Economic Development Committee
Facade Improvement Program
101, 10209 – 109 Street

Or by **Mail** to:

Box 730
Fairview, AB
T0H 1L0

Or by **Email** to:

cao@fairview.ca

reference Facade Improvement Program

For more information please call or email Daryl Greenhill:

Phone: 780-835-5461 Email: cao@fairview.ca

Date of Application	Day	Month	Year
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APPLICANT INFORMATION

Applicant Name	<u>LAST</u> _____	<u>FIRST</u> _____
Business Name	_____	
Street Address	_____	
Mailing Address	_____	
Phone Number	<u>W</u> _____	Email _____
	<u>C</u> _____	

BUILDING OWNER (if different than business owner)	_____
Phone #	_____
Written letter of approval from Building Owner (if applicable)	<input type="radio"/> Yes <input type="radio"/> No

BUDGET

Total Estimated Frontage Expenses	\$ _____
Revenue	
Requested Grant (max up to \$2,500.00)	\$ _____
Requested Community Futures Loan (Max \$10,000.00)	\$ _____
Applicant Contributions	\$ _____
Total	\$ _____

*revenue must equal expenses

CONTRACTOR INFORMATION

Company _____
Lead Contractor Name _____
Phone # _____

DEVELOPMENT PERMIT APPROVAL Yes N/A Permit # _____
Questions: Contact Daryl Greenhill CAO@fairview.ca

PHOTOS ATTACHED Yes No
*Photos of Frontage before improvements must accompany this application

PROJECT DESCRIPTION

Please describe project in detail and include drawings.

Attach all other pertinent information with application
Submit to:
Heart of the Peace Economic Development Committee
Box 730
Fairview, Alberta T0H 1L0
cao@fairview.ca
Phone: 780-835-5461

Business Name

Date

Owner's Name(s)

Address

Phone Number



**Heart of the Peace Shopping District
Business Façade Improvement Program**

**Community Futures Peace Country
Loan Application**

Type of Business:			
Proprietorship <input type="checkbox"/> Incorporation <input type="checkbox"/> Partnership <input type="checkbox"/>			
List the name(s) and share % of all owner(s) of the Business:			
First Name:	Last Name:	Percentage of Shares	Telephone:
Business operating since: _____		Business fiscal year end: _____	

Contact Information			
Business Name: <i>(Legal Name)</i>			
Business GST Number:		WCB #	Incorporation #
Physical Address:		Town:	Postal Code:
Telephone:	Fax:	Email:	Website:
Mailing Address: <i>(If different from above)</i>			

Personal Information of Applicant(s) <i>(Complete this section for each applicant as applicable)</i>		
Last Name:	Middle Name:	First Name:
Home Address:		
Town/Region		Postal Code:
Home Phone:	Business Phone:	Cell:
Email:	SIN	Driver's (incl. photocopy) License #
Birth Date: MM DD YY		

****Please attached up to date business financial statements**

Declarations: *(Complete this section for each applicant and spouse)*

Have any of the applicant(s) ever had an asset repossessed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have any of the applicant(s) ever declared for bankruptcy? (If Yes please list date discharged) _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are any of the applicant(s) party to any claims or lawsuits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you or any closely related individual or company involved in ANY legal action or litigation either personally or through your business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do any of the applicant(s) owe any taxes prior to the current year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you related to any Director or Employee of this Community Futures Office?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Loan Terms:

Maximum Loan: \$10,000.00 Term: 2 Years Interest rate: 4% annually

First payment due: 6 months following initial disbursement

Please allow 7 days for adjudication

The statements made herein are for the express purpose of obtaining financing from Community Futures and are to the best of my/our knowledge and belief true and correct.

The applicant understands that additional information, if required in support of this application, must be supplied to the Community Futures before consideration can be given to this application.

The applicant understands that Community Futures will conduct a personal and business credit check in consideration of this application.

Application must be signed before it can be processed.

The foregoing information is submitted for the purpose of establishing or maintaining credit with Community Futures and is a true, full and correct statement of my financial condition on the date shown.

I, the undersigned, declare that the statements made herein are for the purpose of obtaining business financing and are to the best of my knowledge complete and correct.

Applicant's Signature Applicant's Name (Print) (Date)

Applicant's Signature Applicant's Name (Print) (Date)