

Re-Imagine Redwater Grant Program Guideline

Supporting Local Business

- ✓ Signage
- ✓ Exterior Lighting
- ✓ New Siding
- ✓ Facade Painting



Re-Imagine Redwater Grant Program Guidelines

PURPOSE:

The Town of Redwater has developed the Re-Imagine Redwater Grant Program for Storefront Business establishments operating within the Town of Redwater (Town) for permanent building improvement projects that focus on enhancing the character and physical appearance of their businesses and providing accessibility and/or safety of our community pursuant to this Program.

1. GENERAL PROGRAM GUIDELINES:

1.1 The Town shall be protected in the delivery of the Program that:

- a) Town Council will review and approve any revisions to these guidelines.
- b) The Chief Administrative Officer will review and approve any procedures related to these guidelines.
- c) The Business License Administrator for the Town will carry out the program based on these established guidelines.
- d) Submitting an application does not commit the Town to enter into an agreement to pay any costs incurred in its preparation, to participate in subsequent negotiations or to an agreement for the project. Further, the acceptance of an application does not constitute an agreement by the Town to enter into any agreement.
- e) The program period during which applicants may qualify for program funding is limited by Administration.
- f) Applicants are eligible to submit one project per premise. Grant funding is based on available funding and are provided as reimbursement following the completion of the project.
- g) This program will continue as long as funding sources are available.
- h) Projects must receive prior approval before commencing.
- i) All projects must be completed within one year (12 months) of each calendar year.

2. FINANCIAL INCENTIVES:

- 2.1 The following Re-Imagine Redwater Grant Program financial incentives are available to Storefront Business owners with a valid Business License within the Town.
- a) A grant matching 50% of Project Costs for up to a maximum \$5000.00 for any Storefront Businesses for exterior building and property improvements that improve aesthetic appeal, accessibility and/or safety as outlined in the Re-Imagine Redwater Grant Program Guidelines.

3. ELIGIBILITY CRITERIA:

- 3.1 The following requirements must be met by the applicant to be eligible for a grant:
- a) Be the registered property owner(s) of a Storefront Business operating their Business from a taxable premises or that person's legal representative.
 - b) Achieve a minimum of three (3) of the eligible improvements outlined below
 - c) Project must be located within the municipal boundaries of the Town.
 - d) All applications must conform to the Town of Redwater Land Use Bylaw and Business License Bylaw.
 - e) Meet additional application requirements as specified by the Business License Administrator.
 - f) Property taxes are current.
 - g) Funds are allocated subject to the conditions of these guidelines, and a review of proposed improvements for eligible reimbursement.
 - h) Funds are available for permanent improvements only and as outlined below.
 - i) The Town reserves the right to determine applicant participation in the Program on a case- by-case basis.

4. ELIGIBLE IMPROVEMENTS:

- 4.1 Applies to Storefront Businesses for exterior building and property improvements that improve aesthetic appeal, access and/or safety:
- Exterior Lighting
 - Exterior Architectural features
 - Exterior surfaces and details (decorative details, molding, trims, etc.)
 - New Siding
 - Façade painting
 - Accessibility improvements for front entrances and doorways
 - Signage affixed to building
 - Landscaping
 - Permanent Wheelchair ramps

5. INELIGIBLE IMPROVEMENTS:

5.1 Ineligible Improvements for this program:

- Any improvements that have been started prior to application approval
- Routine maintenance
- Structural repairs
- Roofs
- Non-permanent fixtures
- Paving
- Fencing
- Interior improvements
- Patios
- Awnings
- Bike Racks
- Interior lights and/or displays
- Flowers and Planters
- Any improvements not visible from the public right of way
- Construction of additions, accessory buildings, or new buildings
- Residential Improvements subordinate to a mixed-use commercial establishment

6. ELIGIBLE COSTS AND EXPENSES:

6.1 Eligible costs and expenses include:

- Direct project labour costs
- Tool and equipment rental
- Project related material and supplies

7. INELIGIBLE COSTS AND EXPENSES:

7.1 Ineligible costs and expenses include:

- Design, architectural or engineering fees
- Costs associated with ineligible improvements

8. APPLICATION REQUIREMENTS:

7.1 Applications submitted must include the following components:

- a) A completed Application Form.
- b) Applicants must possess a valid Town of Redwater Business License.
- c) Photos that show the current project area and its context.
- d) A complete description of the project
- e) Detailed Project Costs including materials and labour.
- f) Completed applications should be submitted to the Business License Administrator devofficer@redwater.ca

9. ACCOUNTABILITY:

8.1 Grant recipients must complete the following after the Project completion:

- a) Grant recipients must complete a final project description report and submit it to the Business License Administrator within 30 days of Project completion.
- b) Projects must receive prior approval before commencing and projects must be completed within one year (12 months).
- c) If the Project is not completed within one year (12 months) or an extension has not been applied for, the application is deemed to be null and void.

10. DEFINITIONS:

"Applicant" means a person who owns a storefront business and applies for a Re-Imagine Redwater Grant Program and has been issued a Storefront Business License pursuant to the Town of Redwater Business License Bylaw.

"Business" means a business with a physical location within the municipal boundaries of the Town.

"Business License" means a licence issued pursuant to the Town of Redwater Business License Bylaw.

"Business Licence Administrator" means a person authorized by the CAO to carry out the provisions of this Program or anyone acting on their behalf.

"Chief Administrative Officer" and **"CAO"** means the individual appointed by Council as such under the Municipal Government Act, R.S.A. 2000, c. M-26 as amended or their delegate.

"Façade" means any side of a building facing a public roadway, excluding lanes.

"Project" means work being completed to the exterior of a Storefront Business and property improvements that improve aesthetic appeal, accessibility and/or safety as outlined in the Re-Imagine Redwater Grant Program Guidelines.

"Project Costs" means expenditures directly related to labour, materials, and professional services, made to complete the project identified in the grant application.

"Re-Imagine Redwater Grant Program" means a grant to a Business or property owner of a proposed or existing commercial building for improvements made to the Façade, landscaping or Patio as identified in the Re-Imagine Redwater Grant Program.

"Re-Imagine Redwater Grant Program Guidelines" means the guidelines approved by the Chief Administrative Officer (or Business License Administrator) which are used to direct the intended effect of this Program.

"Storefront Business" means any Person, firm or corporation within the Town who operates their Business from a taxable premises in a designated commercial area.

"Town" means the municipal corporation of The Town of Redwater, having authority under the Municipal Government Act RSA 2000 C. M-26 and other applicable legislation.



APPLICATION FORM

Description

This form is to be completed and submitted when applying for the Re-Imagine Redwater Grant Program

Grant applies to:

Storefront Businesses establishments operating within the Town of Redwater

Important:

- Work commenced prior to Town approval is not eligible for reimbursement.
- Funding is based solely on the collection of Business License Fees
- Applicants are eligible to submit one project per premise
- If the Project is not completed within one year (12 months), and an extension has not been applied for, the application is deemed to be null and void.
- Grant funding is based on available funding and is provided as reimbursement following the completion of the project.

Timelines

- Projects must receive prior approval before commencing
- Projects must be completed within one year (12 months).
- A final project description report shall be submitted to the Business License Administrator within 30 days of Project completion

Eligibility Criteria

To be eligible for a Re-Imagine Redwater Grant the applicant must meet the following requirements:

- Be the registered property owner(s) of a Storefront Business operating their Business from a taxable premises or that person's legal representative.
- Achieve a minimum of three (3) of the eligible improvements outlined in the Re-Imagine Redwater Grant Program Guidelines.
- Project must be located within the municipal boundaries of the Town.
- All applications must conform to the Town of Redwater Land Use Bylaw and Business License Bylaw.
- Meet additional application requirements as specified by the Business License Administrator.
- Property taxes are current.
- Funds are allocated subject to the conditions of these guidelines, and a review of proposed improvements for eligible reimbursement.
- The Town reserves the right to determine applicant participation in the Program on a case- by-case basis.

Submission & Contact Information

Inquiries and completed applications shall be submitted to the Business License Administrator devofficer@redwater.ca

If you have questions about the application form or the application process, please contact **780-942-3519** or email devofficer@redwater.ca

FOIP Act Policy

The personal information requested on this form is being collected under the authority Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected will be used in the management and administration of the Town of Redwater's land development planning processes and may be communicated to relevant City Business Units. If you have any questions about the collection or use of your personal information, contact the Town of Redwater FOIP Coordinator at 492447th St. Redwater, AB, T0A 2W0 or 780.942.3519.

General Information

Applicant Name

Company Name	
Mailing Address	Date
Email	
Address of Proposed Project	
Proposed Start Date	Phone
Estimated Total Cost of Project	
Project Description	Estimated Completion Date
Provide a brief description of the proposed project including the proposed uses, employment created, and benefits to the Town's economy:	
Application Checklist	
In order for your application to be deemed complete you must submit the following:	
Completed Application Form	
<input type="checkbox"/> Site Plan – The plan should indicate the location of all existing and proposed structures and its context.	
<input type="checkbox"/> Project Description – A complete description of the project including the proposed uses, employment created, and benefits to the Town and economy.	
<input type="checkbox"/> Project Drawings – Drawings that show the proposed design and basic elevations.	
<input type="checkbox"/> Photos – Applicant must submit photos that show current area and its context.	
<input type="checkbox"/> Project Costs – Detailed Project Costs including materials and labour.	
<input type="checkbox"/> Valid Business License – Applicants must possess a valid Town of Redwater Business License	

Application Checklist

I understand that my submission of an application does not constitute a guarantee for funding under the Re-Imagine Redwater Grant Program. I certify that all information is true and accurate to the best of my knowledge, and if approved, work will be completed in accordance with the terms and conditions of the Re-Imagine Redwater Grant Program Guidelines.

Applicant Signature		Date	
Applicant Name			

Authorization of the Property Owner (Complete if applicant is Not the registered property owner)

I / we, _____, the owner(s) of the subject property hereby authorize _____ to act on my / our behalf with respect to the application.

Owner Signature		Date		Witness	
Owner Signature		Date		Witness	
Owner Signature		Date		Witness	
Owner Signature		Date		Witness	

For Office Use Only

Date / Time Received		Application Complete	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details				
Date of Application Review		Amount of Grant		
Decision	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve with Conditions	<input type="checkbox"/> Refuse	