

# FAÇADE IMPROVEMENT GRANT

## Program Overview and Application Form

### Purpose

The purpose of this program is to encourage commercial building and business owners to invest in renovations and storefront improvements. This will allow the City to grow and diversify the local economy while improving the physical attributes of our commercial buildings. The goal of the program is to make city streets more appealing and inviting, to help commercial property owners attract and retain tenants, and to improve the marketability of our core business areas.

### Program Goals

- ✓ Provide a positive impact on our economy
- ✓ Make city streets more appealing and inviting
- ✓ Help commercial property owners attract and retain tenants
- ✓ Improve the marketability of our core business areas
- ✓ Reinforce the City's commitment to the existing business community and demonstrate our commitment to economic development and growth
- ✓ Contribute to the quality of life of residents, workers and visitors

### Program Guidelines

#### *How it works*

The program is designed to encourage new investment across all industries and economic sectors and will address a wide range of business types including small business, expansion of existing business, organizations, and commercial properties. The program excludes not-for-profits, places of worship, and non-commercial properties unless the improvement has a positive impact on the esthetic of the street and is approved at City Council's discretion.

Financial assistance will be in the form of a **grant** and will be issued at the City's discretion on a case-by-case basis, equivalent to up to **50%** of the proposed improvement cost and up to a maximum of **\$10,000 per façade**.

The City will assess and review applications on and award respective grants to applicants who meet project criteria and are promising long-term businesses.

### ***Eligibility***

The Façade Improvement Program will support improvements to the outside of a commercial property. The project must support more than just maintenance improvements and can include improvements to the following:

- ✓ Exterior architectural and esthetic features
- ✓ Architecture and design fees
- ✓ Doors and windows
- ✓ Exterior lighting
- ✓ Awnings and canopies
- ✓ Signage (electrical connections, brackets, pinning, etc.)
- ✓ Landscaping (must be a capital cost)
- ✓ Patio and outdoor seating
- ✓ Cleaning and painting
- ✓ Restoration

### ***Important Criteria***

Applications must meet the following criteria for their project:

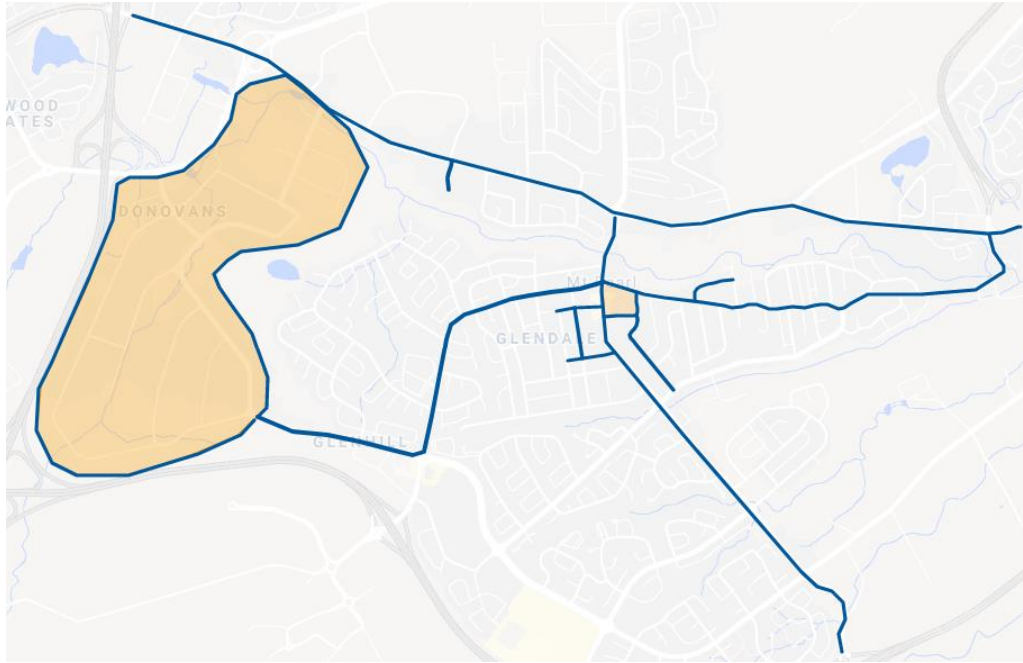
- ✓ Currently registered (or in application process) business or commercial property in Mount Pearl with no outstanding debts to the City
- ✓ The commercial property must be adjacent to the street/sidewalk with orientation towards the street
- ✓ The proposed improvement must improve the physical attributes of the façade
- ✓ The applicant must be the building owner(s) or their designate
- ✓ Must clearly identify in application the economic viability of the project and the benefits it will provide to the community
- ✓ Must be located in an **Economic Development Focus Area (EDFA)** or by City Councils discretion

The following **EDFA's** are eligible for the program:

Centennial Square, Commonwealth Avenue, St. Davids Avenue, First Street, Edinburgh Drive, Park Avenue, Riverview Avenue, Ruth Avenue, Bannister Street, Topsail Road, Trout Place, Old Placentia Road (From Sagona Avenue to Ruth Avenue).

Donovan's Business Park – includes Bruce Street, Clyde Avenue, Corisande Drive, Dundee Avenue, Glencoe Drive, Home Street, Kyle Avenue, Lintrose Place, Panther Place, Sagona Avenue, Southern Cross Road

## Map of EDFA's eligible for program



## Grant Reimbursement Process

The applicant must provide the following for reimbursement from the City:

- ✓ A certificate of completion signed by the applicant and the contractor or architect indicating that the work described within the agreement has been fully completed
- ✓ Proof all contractors have been paid in full by the applicant for the portions or parts of the project for which the applicant is seeking reimbursement. This shall be a final invoice marked paid in full, and/or a copy of the cheque made payable to the contractors
- ✓ Proof that the improvements have passed final inspection and meet all City of Mount Pearl's bylaw requirements including zoning, building and safety codes

Applications must be submitted in an envelope clearly marked, or as a PDF attachment via email with the subject line, "Façade Improvement Grant Program". Applications can be dropped off in person, by mail, or emailed to:

The City of Mount Pearl  
3 Centennial Street  
Mount Pearl, NL A1N 1G4  
Attention: Jeremy Schwartz, Marketing and Economic Development Officer  
Email: [jschwartz@mountpearl.ca](mailto:jschwartz@mountpearl.ca)

# FAÇADE IMPROVEMENT GRANT

Application Form



## Part 1: Applicant Information

Date: \_\_\_\_\_

Applicant/business name: \_\_\_\_\_

Mailing address:

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant title:  Property Owner  Tenant  Agent of property owner  Other

Are you currently registered with the City of Mount Pearl?  Yes  In progress

Complete ONLY if property owner is different from applicant

Property owner name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Note: if the applicant is NOT the property owner, a signed letter from the property owner providing written permission is required at the time of application

## Part 2: Property Information

Property address: \_\_\_\_\_

Please indicate the Economic Development Focus Area: \_\_\_\_\_

Building age: \_\_\_\_\_ Number of storeys: \_\_\_\_\_

Is the property adjacent to the street/sidewalk with orientation towards the street?  Yes  No

### Part 3: Project Information

Approximate date project construction will begin: \_\_\_\_\_

Anticipated work completion date: \_\_\_\_\_

The project must support more than just maintenance improvements and should include improvements to **at least one** of the below. Please select which improvements apply:

- Exterior architectural and esthetic features
- Architecture and design fees
- Doors and windows
- Exterior lighting
- Awnings and canopies
- Signage (electrical connections, brackets, pinning, etc)
- Landscaping (must be a capital cost)
- Patio and outdoor seating
- Cleaning and painting
- Restoration

Other improvements (attach a list if more space is necessary):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Funding request:

The financial assistance will be in the form of a **grant** and will be issued at the City's discretion on a case-by-case basis. The grant can be equivalent to up to **50%** of the proposed improvement cost and up to a maximum of **\$10,000 per façade**.

Total cost of improvements (excluding HST): \_\_\_\_\_

Amount of funding requested: \_\_\_\_\_

Description of current and future business operations:

How will the improvements improve the quality of life of residents, tenants, and visitors? (E.g. a more attractive building, better accessibility, increased safety, better visibility for the business tenant, etc)

Why should you be awarded a grant through the Façade Improvement Program?

## Part 4: Additional Documentation

In addition to completing parts 1, 2, and 3, please attach the following documents with your application for consideration:

- Proof of ownership/consent from owner
- Detailed project plan
- Photos or drawings of current conditions
- Two different sets of contractor quotes
- All relevant project design details, including:
  - A site plan
  - Elevations
  - Detailed drawings, photos, samples or brochures of key features (ex. Lighting and/or signage) (if available)
  - Renderings showing the finished project (if available)
- Proof of registration with Service NL (or proof of application)
- Proof of registration with the Government of Canada

## To Submit:

Applications **must be submitted** in an envelope clearly marked, or as a PDF attachment via email with the subject line, “Façade Improvement Grant Program Application”. Applications can be dropped off in person, by mail, or emailed to:

The City of Mount Pearl

3 Centennial Street

Mount Pearl, NL A1N 1G4

Attention: Jeremy Schwartz, Marketing and Economic Development Officer

Email: [jschwartz@mountpearl.ca](mailto:jschwartz@mountpearl.ca)

## Questions? Contact Us

Jeremy Schwartz

Marketing and Economic Development Officer

City of Mount Pearl

3 Centennial Street, Mount Pearl, NL A1N 1G4

P: (709) 748-1117

E: [jschwartz@mountpearl.ca](mailto:jschwartz@mountpearl.ca)