

2012 Storefront Façade Improvement Program

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The intent of the Storefront Façade Improvement Program is to stimulate private investment and customer patronage in our Downtown core by focusing on revitalizing building facades visible to customers, neighbouring merchants, and residents.

What is the purpose of this program?

- To help new and established businesses attract customers.
- To leverage private investment from current owners and inspire improvements to neighbouring buildings.
- To enhance the heritage appearance and charm of our downtown commercial area.

How does it work?

The program can provide a reimbursement of up to 50% of the total cost of the project for eligible renovations, up to a maximum of \$5,000.00 per award. Priority is given to those applicants who have not participated in the Downtown Heritage Façade Improvement Program in the past. The Town of Carleton Place and the BIA have budgeted a total of \$20,000 for the 2012 program. The BIA is responsible for administering the program for 2012.

Who is Eligible?

Commercial property owners and their tenants are eligible to apply for the Storefront Façade Improvement grant during the advertised period. In the case that the applicant is a tenant, a letter must be obtained from the landlord approving the submission of the application and the proposed work. Property owners and tenants are considered for one application only. The program is available for any building or contiguous group of buildings held in one ownership or any building separated from another building by a solid party wall. **All taxes must be paid in full prior to proposal approval.**

Proposals for typical Storefront Façade Improvement

The BIA will assist the applicant in developing the best possible application. The application is presented to a Review Committee for their approval, approval with conditions, or refusal. The Review Committee shall be comprised of representatives from the BIA, a community member, the Heritage Conservation Committee and Mayor.

Applicants are encouraged to follow the General Heritage Guidelines which are attached and should be reviewed and implemented as part of the Façade Improvement Application.

Façade and Storefront Improvement Proposals will be:

- Awarded to businesses within the BIA area and priority will be given to those businesses/property owners who have not received Downtown Heritage Façade Improvement funding in the past. The Downtown Façade Improvement program will review past participant applications after July 1, 2012.
- Reviewed on a case by case basis with priority given to those with matching funds in place, and whose façade improvements make a significant visible impact in the downtown streetscape.
- Subject to receiving two or three separate written estimates of work to be provided by a recognized contractor other than the owner. The owner may present an estimate but is required to have at least two prepared by contractors. Grant will be calculated based upon the lowest estimate.
- Subject to review and approval by the Review Committee. Applications will be reviewed relative to meeting the Eligible Work criteria and issues of planning and design conformity with municipal by-laws.
- Subject to a legal agreement between the building owner and the Town of Carleton Place.
- **Subject to before and after pictures being received as part of the application and processing of the grant disbursement.**
- Priority will be given to applicants supporting the Town of Carleton Place Heritage Guidelines.

Eligible Work

- Design consultant fees.
- Restoration of exterior finishes and repainting.
- Mortar joint repair.
- Purchase, repair or replacement of storefront windows and doors, modern storm windows are not eligible.
- Purchase and installation of exterior lighting for the building and/or heritage signage (backlit signs or free standing sandwich board or stand alone signs will not be funded under this grant application)
- Removal and disposal of non functioning awnings, broken signage and fixtures.
- Purchase and installation and of awnings.
- Removal of exterior materials that cover existing architectural details and repairing damaged areas of the façade.
- Purchase and installation of new architectural details such as entryway features and cornices.
- Installation of permanent landscaping elements.
- Removal of barriers to access for people with disabilities and mobility challenges.
- Any of the above work is eligible for alleyways for those that provide and or create a pedestrian walk. Alleyways and walkways must be visible from the street. Signage must be installed indicating it is open to the public.

Disbursement of Funds

- Successful Grant applicants will be issued a cheque upon project completion, providing all original receipts for materials and/or services and photo of work have been forwarded to the committee and a final inspection has been completed. Work completed must be consistent with estimates, and work proposed as identified on the application.

Applications will be accepted starting February 1, 2012 on a first come first serve basis up until August 31, 2012, provided sufficient funds are still available at this time. Applicants must provide complete details including paid invoices and pictures of the completed project by November 1, 2012 in order to receive the pre-approved funding. Business/Property owners who have not participated in the Storefront Façade Improvement Program in the past will be given priority up to June 30, 2012 after this date the program will be open to all business/property owners in the BIA area.

To find out more about this program contact the BIA office 613-257-8049 or cmcormond@carletonplace.ca . Applications for Storefront Façade Improvement Program are available and can be picked from the BIA office at the Town Hall.