

TOWN OF WASAGA BEACH

# FAÇADE IMPROVEMENT PROGRAM

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# FAÇADE IMPROVEMENT PROGRAM

## Grant Program Guide

### 1) PROGRAM DESCRIPTION

The Façade Improvement Program assists property owners looking to revitalize and/or restore frontage of their buildings within the Town of Wasaga Beach. Projects can include side and rear facing façades that have high public visibility.

### 2) WHO CAN APPLY?

Any property owner or authorized agent acting on their behalf within the municipality may apply in writing to the Town.

### 3) IS THERE A FEE TO APPLY?

No.

### 4) WHAT IS THE MAXIMUM GRANT AMOUNT?

The Façade Improvement Program will provide a grant for 50% of the eligible project costs up to \$2,000 per project.

### 5) WHAT TYPES OF WORK ARE ELIGIBLE FOR A GRANT?

The following are eligible building façade projects that deal in the rehabilitation, restoration and improvement of existing commercial, institutional and mixed-use buildings.

- Repair or restoration of masonry, brickwork, or wood;
- Repair, replacement or restoration of exterior architectural features;
- Repair or replacement of windows or doors;
- Re-painting, cleaning, or re-facing of façades;
- Improvements to the appearance or access to entrances of commercial units (including hard landscaping improvements such as fencing and stonework);
- Installation of appropriate new signage or improvements to existing signage;
- Installation of appropriate new canopies and awnings or improvements to existing canopies and awnings; and
- Installation of appropriate new exterior lighting or improvements to existing exteriors.

### 6) WHAT CONDITIONS MUST BE MET TO BE ELIGIBLE?

In addition to the General Administration Provisions (see Page 9), the following program-specific requirements must also be met:

- Eligible works must conform, where applicable, to the Downtown Wasaga Beach Urban Design Guidelines, as amended from time to time including appropriate reference material as determined by Town staff;
- The applicant will be required to submit at least two cost estimates from licensed contractors, including a breakdown of costs. Effort will be made to reach out to local contractors where appropriate; and
- Construction for proposed façade projects are to be completed within the current year of being approved. If the work is not completed within the current year, the grant approval will expire and the grant may not be paid.

### 7) WHEN WILL THE FUNDS BE ADVANCED?

Funds will be advanced in full when the construction of the eligible works has been completed and proof has been submitted confirming that contractors have been paid in full in accordance with the Grant Application and Grant Agreement (which will be provided to the applicant upon approval).

### 8) WHEN IS THE DEADLINE FOR THE SUBMISSION OF APPLICATIONS?

Applications will be processed on a "first come, first served basis" from the beginning of the current year **up to August 31<sup>st</sup> of the current year** or until the grant funds have been fully allocated. Applications received after the deadline will be considered on a case-by-case basis.

### 9) HOW DO I APPLY FOR A GRANT?

The Grant Application Form (see Pages 5-8) including supporting documentation can be sent directly to the Town of Wasaga Beach and to the attention of Economic Development.

### 10) YOU'VE SUBMITTED YOUR APPLICATION. WHAT NEXT?

- Grant Applications and supporting documentation are reviewed by staff to ensure that they meet the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified in writing.
- Staff may perform an initial site visit(s) and inspection(s) of the property.
- Staff will write a recommendation to Town Council addressing the Grant Application.
- A recommendation on the Grant Application is made by staff and forwarded to Town Council for final approval.
- If your application is approved by Council, a Grant Agreement is then provided to you to sign and return for our records.
- Construction of the approved works may commence upon staff receiving the signed Grant Agreement, subject to issuance of a building permit(s) if required.
- Applicants are to contact Economic Development staff towards completion of project and provide copies of paid invoices and "after" pictures of the completed works.
- Staff may conduct a final site visit(s) and inspection(s) to ensure compliance with the Grant Agreement.
- Upon staff review and approval of all submitted documentation, the Town will issue a grant cheque to the applicant for the full amount of the approved funding.
- Applicants will be invited and encouraged to receive their grant cheque as an award at a municipal press visit. The award would be announced on the municipal website, newsletter and social media.
- The applicant is to contact Economic Development staff in advance of any deviations from the Grant Agreement. Council approval may be required to maintain eligibility if there are any changes.



# FAÇADE IMPROVEMENT PROGRAM

## Components of a Traditional Façade



### UPPER FAÇADE

- corbel
- window sill
- window head
- window sash
- decorative keystone
- decorative cornice
- masonry wall
- marquee

### STOREFRONT

- signboard
- awning
- display window
- recessed entry
- bulkhead

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# FAÇADE IMPROVEMENT PROGRAM

## Program Application Process

### STEP 1: APPLICATION PROCESS

- Pre-application meeting between Town staff and applicant.
- Staff inspects property or building (if necessary).
- Applicant submits a Grant Application including all required supporting documentation.

### STEP 2: APPLICATION REVIEW AND EVALUATION

- Staff reviews application to ensure that the proposed façade works meets all program eligibility requirements.
- Staff review and evaluate Grant Application and supporting documentation.
- Staff calculates an estimated total grant amount based on the construction cost estimates/quotes.
- Staff prepares a recommendation report to Council for final approval.

### STEP 3: APPLICATION APPROVAL

- A staff recommendation report is forwarded to Town Council or Council's designate for consideration.
- If Council or Council's designate approves the Grant Application, a Grant Agreement is prepared and sent to the applicant to sign and return to Town staff for their records.

### STEP 4: PAYMENT

Grant funds are released to the applicant after successfully completing the following:

- a) Providing proof of completion of the project including “after” photos;
  - b) Providing invoices with description and cost of eligible works;
  - c) Providing proof of payment in full to contractors.
- Staff conducts building/site inspection of completed works (as necessary).
  - Staff checks to ensure that all program and grant agreement requirements have been met.
  - Payment of approved grant amount is made out to the applicant.
  - Project is monitored to ensure that all program and grant agreement requirements continue to be met.







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# FAÇADE IMPROVEMENT PROGRAM

## Grant Application Form

### GENERAL INFORMATION AND INSTRUCTIONS

1. Before filling out this Grant Application Form, **please read the attached Grant Program Guide** (Page 2) and arrange for a pre-application meeting with Town staff. The Program Guide describes the purpose and basic terms and conditions of the Façade Improvement Program.
2. If you are an agent or tenant acting as the applicant on behalf of the property owner, please ensure that the required authorization is provided in the Grant Application Form and is signed by the owner. The grant will be paid by the Town of Wasaga Beach to the approved applicant with the acknowledgement of the property owner.
3. It is the responsibility of the applicant to contact and formally retain the services of a design consultant, if necessary, or provide sufficient drawings and material samples to describe your project based on a pre-application meeting with Town staff. Any costs incurred above and beyond the grant amount are the sole responsibility of the applicant.
4. Please ensure the following:
  - That the letter of engagement / contract includes the information specified in the Grant Program Guide; and
  - Attach all required information to this form (photos of existing building, plans, design drawings, contractor quotes, invoices).

**Note:** An application will not be considered complete until all required information and documents have been submitted.
5. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your application form.
6. Please ensure that the application form is complete and all required signatures and supporting documents have been supplied.
7. Please print (black or blue ink) the information requested on the application form.
8. There is no application fee.
9. You may deliver your application in person, by email or by mail to:

**Town of Wasaga Beach**  
Planning and Economic Initiatives  
30 Lewis Street  
Wasaga Beach, ON L9Z 1A1  
Attention: Economic Development

**Email Submission:** [edo@wasagabeach.com](mailto:edo@wasagabeach.com)

10. For further information on this program, please contact Economic Development at 705-429-3847 ext.2274 or by email ([edo@wasagabeach.com](mailto:edo@wasagabeach.com)).

**1. PROPERTY OWNER INFORMATION (please print)**

**Name of Property Owner**

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Mailing Address

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Telephone Number

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Fax Number

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E-mail

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**Name of Agent**

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Mailing Address

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Telephone Number

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Fax Number

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E-mail

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**2. PROPERTY INFORMATION**

Address of Property

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Assessment Roll Number

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Existing Property Use

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Is property designated under the Ontario Heritage Act?

Yes \_\_\_ No \_\_\_

Are property taxes paid in full on this property?

Yes \_\_\_ No \_\_\_

Are there any outstanding work orders on this property?

Yes \_\_\_ No \_\_\_

**3. PROJECT DESCRIPTION**

Please describe the proposed façade improvements that are eligible for funding under this program (please attach further information/sketches as required).

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**4. CONSTRUCTION COST ESTIMATES**

Please attach two cost estimates (including taxes) from licensed contractors for work to be performed.

Construction Estimate (\$): \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Construction Estimate (\$): \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Total Grant Requested (\$): \_\_\_\_\_

**5. CONSTRUCTION SCHEDULE**

Approximate Start Date of Construction: \_\_\_\_\_

Approximate End Date of Construction: \_\_\_\_\_

**6. OTHER SOURCE OF FUNDS**

Has this property received grants/loans or other financial assistance from the Town or other level of government

Yes \_\_\_ No \_\_\_

If yes, please specify type and amount of financial assistance received:

\_\_\_\_\_  
\_\_\_\_\_

**7. REQUIRED SUPPORTING DOCUMENTATION**

Please place a check in the box to ensure that you have included the required supporting documentation.

- Photographs of the existing building
- Historical photographs (if available) and/or drawings
- A heritage impact statement for designated or eligible heritage properties
- A site plan and/or professional design/study/architectural drawings
- Specification of the proposed works, including a work plan for the improvements to be completed and construction drawings
- Two (2) detailed cost estimates for eligible work provided by a licensed contractor

**8. OWNER'S AUTHORIZATION (to be completed if an applicant is an agent representing the property owner)**

I, \_\_\_\_\_, being the registered owner of the subject lands hereby authorize \_\_\_\_\_ to prepare and submit this application for the Façade Program.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**9. LEGAL**

I / WE HEREBY APPLY for a grant under the Town of Wasaga Beach Façade Improvement Program.

I / WE HEREBY AGREE to abide by the terms and conditions of the Grant Program.

I / WE HEREBY AGREE to enter into a grant agreement with the Town of Wasaga Beach that specifies the terms of the grant.

I / WE HEREBY AGREE to abide by the terms and conditions of the grant agreement and understand that a grant agreement for the grant amount shall be registered against the title of the property prior to the Town releasing the funds.

I/WE HEREBY AGREE that any work initiated or carried out before the Grant Application has been received and approved by the Town is not necessarily eligible for funding and will be determined based on Council approval.

I / WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the Town of Wasaga Beach by such inquiry as it deems appropriate, including inspection of the property for which the application is being made.

I / WE HEREBY AGREE that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced or cancelled.

I / WE HEREBY GRANT permission to the Town, or its agents, to inspect my/our property that is the subject of this application.

I / WE HEREBY AGREE that the grant may be delayed, reduced or cancelled if the work is not completed, not completed as approved or if the contractors are not paid.

I / WE HEREBY AGREE the program for which application has been made herein is subject to cancellation and/or change at any time by the Town in its sole discretion, subject to the terms and conditions specified in the program. Participants in the program whose application has been approved and who has entered into a grant agreement with the Town of Wasaga Beach will continue to receive their grant, subject to their grant agreement.

I / WE HEREBY AGREE all grants will be calculated and awarded in the sole discretion of the Town of Wasaga Beach. Notwithstanding any representation by or on behalf of the Town of Wasaga Beach, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Program and the grant agreement. The Town of Wasaga Beach is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

Owner or Authorized Agent: \_\_\_\_\_

Signature(s): \_\_\_\_\_

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



# FAÇADE IMPROVEMENT PROGRAM

## General Administration Provisions

The provision of any Façade Improvement Program (FIP) grant is subject to the following general administration provisions:

- Owners, tenants and assignees of properties within the Town of Wasaga Beach are eligible to apply for funding under the grant program. Applications are made on a “first-come, first-served basis” to the limit of the available funding, provided all eligible criteria and conditions are met for each program. Where applicable, tenants of properties may apply for funding with the written consent of the property owner.
- All applicants shall be required to have a pre-consultation meeting with Town staff prior to filing their applications, to determine factors such as program eligibility, scope of work and project timing.
- Where other sources of government funding and/or non-profit organization funding to be applied against the eligible costs is anticipated or has been secured, these must be declared as part of the application and the grant may be reduced on a prorated basis.
- All arrangements for financial incentives under the program shall be to the satisfaction of the Treasurer for the Town. All applicants who are approved will be required to enter into an agreement with the Town approved by Council or its designate. Actual costs may be subject to independent audit, at the expense of the applicant or grant recipient.
- Property taxes shall be in good standing at the time of application and throughout the length of any loan or grant commitment.
- All proposed development shall conform to the Official Plan, Zoning By-law, Sign By-law, and other planning requirements. There shall be no outstanding work orders issued by the Town against the property. In addition, all improvements shall be made pursuant to a building permit, and constructed in accordance with the Ontario Building Code where required.
- The Town may, at its discretion, and without further amendment to the FIP, extend or discontinue this program when and as it deems appropriate. Notwithstanding this, participants in this program prior to their closing may continue to receive approved grants after the closing of the program as determined through individual agreement with the Town and subject to available funding approved by the Town.
- Final decisions with respect to applications and the allocation of funds shall be made by Town Council, unless Council delegates its authority to staff. If Council delegates its authority, then an applicant shall be afforded the opportunity to appeal a staff decision to Council. The general administration of the program shall be the responsibility of Economic Development for the Town of Wasaga Beach, in consultation with other departments as appropriate.
- Continuation of those programs requiring funding through the annual Capital Budget is subject to Town Council approval. These programs include the Façade Improvement Program.



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