

Storefront Refresh Grant Pilot Program

Program Guide and Application Form

Edmonton

Small projects - big impact! The Storefront Refresh Program provides matching reimbursement grants of up to \$1,000 to commercial property owners and businesses for small storefront renovations such as new paint and flower planters. To be eligible, projects must be located within a Business Improvement Area or other Council-approved area. An attractive, well cared for building can help increase customer traffic and contribute to a vibrant, pedestrian-friendly commercial street.

In this Program Guide and Application Form, you will find:

1. Storefront Refresh Grant
2. Eligibility Criteria
3. Storefront Refresh Grant Process
4. Application Package
5. Useful Information for your Storefront Refresh Grant Project
 - a. Items Ineligible for Reimbursement
 - b. Clearance Requirements of the Edmonton Fire Service
 - c. Minor Sidewalk Cafe Information
 - d. Map of Business Improvement Areas & Other Council Approved Areas
 - e. Verification of Signing Authority (only if the property owner is a company)

1. Storefront Refresh Grant

Storefront Refresh Grant projects are small in scope; larger improvement projects are encouraged to apply for a grant under the Storefront Improvement Program. If a project is approved for the Storefront Refresh Grant, the grant will cover **up to 50% of costs** for eligible renovations, **up to a maximum of \$1,000**. Please note that, because the Storefront Refresh Grant is a pilot program, funding is limited and the grant will be closed to applications once all funding is allocated.

Storefront Refresh Grant Pilot Program

Program Guide and Application Form

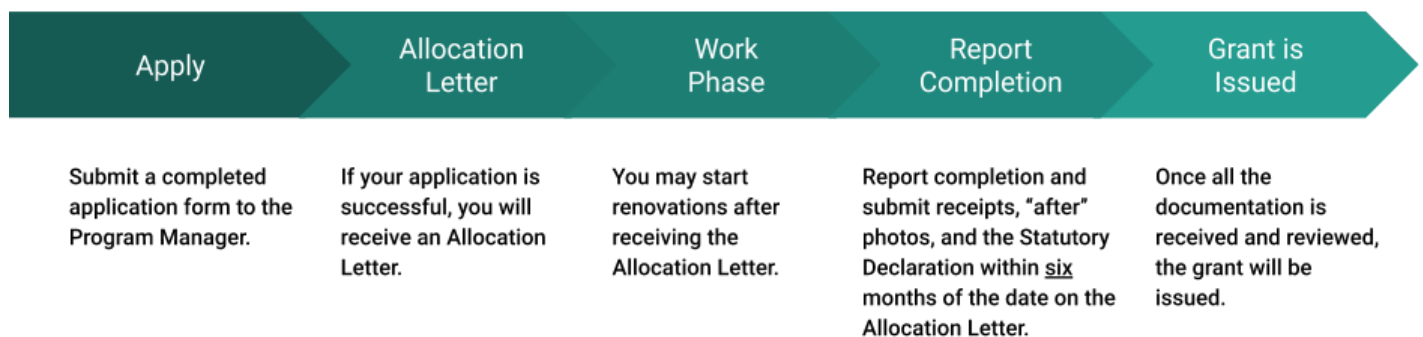
Edmonton

2. Eligibility Criteria

Projects that are eligible to apply for a Storefront Refresh Grant must meet all of the following criteria:

- Commercial unit is located on the main floor and facing the street.
- Commercial unit is located within a Business Improvement Area or other Council-approved area.
- The project is a small-scale renovation project; it is not part of a larger renovation effort.
- The property owner is current on municipal property taxes for the building.
- The building is located within a Business Improvement Area or other Council-approved area (see map on page 18).
- The person submitting the application is the property owner or a person/tenant legally designated by the property owner to complete the Storefront Refresh Grant application.
- The work that you are requesting a grant for must be one or more of the eligible enhancements listed on page 7 of the application form.
- The project must not start before funding is approved by the Program Manager.
 - Successful applicants will be notified with an Allocation Letter.
 - Once approval is granted, the project must be completed within six months. If the renovations are not completed and documentation not submitted within six months of the Allocation Letter, the project will no longer be eligible to receive a grant.

3. Storefront Refresh Grant Process



Step 1: Apply to the Program

Applications will be accepted on a first-come, first-served basis starting on July 1, 2019 and will no longer be accepted once all funding is allocated. Please check the website for details (edmonton.ca/storefront)

Storefront Refresh Grant Pilot Program

Program Guide and Application Form

Edmonton

- How to apply:
 - Review the program guide and application package.
 - Complete an application package. The application form (found below) details the documentation that has to be submitted with the application package.
 - Submit a completed application package to the Program Manager during an application period.

Important to Know

- There is no waiting list for the program and incomplete applications are not kept on file.
- Review by the Program Manager is not a formal review of plans and does not guarantee that projects will be approved for Development or Building Permits.
 - Please note that it is your responsibility to determine whether permits are required for their Storefront Refresh Grant project. You can email developmentsservices@edmonton.ca to determine if any permits are needed for the work.

Step 2: Allocation Letter

Applications are reviewed by the Program Manager for completeness and project eligibility. If the Program Manager approves the application, an Allocation Letter will be sent to you.

The Allocation Letter outlines the following:

- The allocated funding for the approved project;
- The description of the project; and
- The date by which the project is required to be completed - six months from the date of the Allocation Letter.

Please note that all decisions by the Program Manager to approve or decline an application are final and cannot be appealed.

Step 3: Work Phase

You may begin work on your Storefront Refresh Grant project once an Allocation Letter is received and all applicable permits are obtained. Please note that any work started, including purchasing materials, before this time will not be eligible for reimbursement. The project must be completed in its entirety by the deadline in the Allocation Letter.

Storefront Refresh Grant Pilot Program

Program Guide and Application Form

Edmonton

Step 4: Report Completion and Submit Required Documentation

You must report completion to the Program Manager by the assigned completion date for your project, which is **six months after the date of the Allocation Letter**. At the same time that completion is reported, all reimbursement documentation must be submitted. This documentation includes:

- Invoices and/or receipts including proof of payment for the eligible work.
- Three “after” photos of the completed renovations. One must be a photograph of the entire storefront.
- A copy of the most current property tax notice.
- A signed Statutory Declaration.
- Permit service reports showing that any work requiring a permit has been completed to the satisfaction of the City (if necessary). You can arrange for a permit inspection by calling 311.

A Statutory Declaration must be commissioned by a Commissioner for Oaths or Notary Public. You may contact a Commissioner of Oaths on your own or you can contact the Program Manager to arrange a meeting with a Commissioner of Oaths who will be provided by the City at no charge. It is important to report completion and submit documentation within the six month time frame as failure to do so will result in your grant being reallocated.

5. Grant is Issued

Once completion is reported, the Program Manager will review submitted documents. The maximum grant amount issued will be 50% of the total eligible items of work identified in the Allocation Letter, to a maximum of \$1,000. A grant cheque will be sent by mail once all documentation is submitted and verified.

Storefront Refresh Grant Pilot Program

Program Guide and Application Form

Edmonton

Key Things To Know

The Storefront Refresh Grant team is here to support you through the grant process. We want you to succeed! However, there are some key things to understand about the grant in order to be successful.

1. If you start work before receiving an Allocation Letter, the project will not receive a grant.
2. It is your responsibility to determine whether or not the Storefront Refresh Grant project needs a permit to complete, and if so, it is your responsibility to obtain any necessary permits, such as building permits, electrical, or signage. Reimbursement will not be granted to projects that are completed without the necessary permits.
 - a. If you speak with the Service Centre and they inform you that you do not need a permit, we strongly encourage you to verify this in writing.
3. It is your responsibility to manage contactors and keep track of invoices.
4. It is your responsibility to request approval for any changes in design after the Agreement is signed.
5. If you miss the deadline to submit documentation, the program file will be closed and the grant funding reallocated to a different applicant.
6. Grant maximums will not exceed \$1,000.

Storefront Refresh Grant Pilot Program

Program Guide and Application Form

Edmonton

4. Application Package

Note: This application form must be completed in full, including:

- Part 1: Applicant/Property Information
- Part 2: Eligible Renovations Checklist
- Part 3: Attach Required Documentation
- Part 4: Applicant Declaration, Authorization for Agent of the Property Owner, and Verification of Signing Authority (if the property owner is a company)

Incomplete applications, and those that do not meet the eligibility criteria, will not be evaluated or kept on file.

Your name, contact information, and project information is collected in accordance with 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. This information will be used to administer the Storefront Refresh Program. If you have any questions about the collection and use of your personal information, contact the Storefront Refresh Program Manager at 780-496-6196, 9th Floor 10111 104 Ave, Edmonton Alberta T5J 0J4. Please note that the name and location of buildings, building details, building designs, grant amounts, and total costs of projects may be released to various organizations, the media and the public in connection with the Storefront Refresh Program.

Storefront Refresh Grant Pilot Program

Program Guide and Application Form

Edmonton

Part 1: Applicant/Property Information

***Fill out all fields. Incomplete applications will not be considered or kept on file.**

Date _____

Applicant name _____

Applicant is the: property owner agent of the property owner tenant

Mailing Address: _____ Postal Code: _____

Telephone Number: _____

Email Address: _____

If the applicant is not the property owner, please fill out the following:

Property owner: _____

Telephone Number: _____

Email Address: _____

Project Information

Building Address: _____

Legal Address: _____

- you can look up your property's legal address at maps.edmonton.ca

Commercial Business Type (select one):

- Personal Service Retail Restaurant/Cafe
 Vacant Other: _____

Have you/do you intend to apply for any other City of Edmonton grant programs to support this project?

- Storefront Improvement Program
 Heritage Grant
 Community Mural Matching Grant
 Building Energy Retrofit Accelerator

Part 2: Eligible Renovations Checklist

Please check the renovation(s) that will be included in your Storefront Refresh Project. Only renovations on this list will be eligible for program funding. If your project includes additional elements not listed on this form, please list them as an attachment. As a reminder, this program funds small-scale renovations; projects which are part of a larger renovation effort will not be eligible for funding. In addition to the relevant notes found below the checklist, please refer to page 13 if your storefront is near an Edmonton Fire connection or hydrant.

	Renovation	Additional Information
<input type="checkbox"/>	Accessibility Ramps	See note 1 below
<input type="checkbox"/>	Benches	See note 1 below
<input type="checkbox"/>	Bike Racks	See notes 1 & 2 below
<input type="checkbox"/>	Planter Boxes	See note 3 below
<input type="checkbox"/>	Murals	See note 4 below
<input type="checkbox"/>	Perpendicular (Blade) Signs	See note 5 below
<input type="checkbox"/>	Decorative Exterior Lighting	See note 6 below
<input type="checkbox"/>	Minor Sidewalk Café	See note 7 below
<input type="checkbox"/>	Hanging Baskets	N/A
<input type="checkbox"/>	Repairs to Existing Awnings	N/A
<input type="checkbox"/>	Repairs to Existing Entrance Steps/Landing	N/A
<input type="checkbox"/>	Power Washing	N/A
<input type="checkbox"/>	Painting (includes application of an anti-graffiti coating)	N/A

1. If you wish to install street furniture on public property (eg. a City sidewalk), then you may require approval from the City's Parks and Roads Services. This is to ensure that there is enough space on the sidewalk for pedestrians, strollers, and people using mobility aids (eg. wheelchairs) to pass through. Please visit [this page](#) of the City website

Storefront Refresh Grant Pilot Program

Program Guide and Application Form

Edmonton

for more information on this process, and for application forms. If you have questions about the application, please consult Development Services (developmentservices@edmonton.ca) to determine what permits are required to complete your project.

2. Bike racks will only be funded in the program if they are decorative and/or aesthetically pleasing. In other words, they must contribute to increasing the storefront's curb appeal.
3. If you wish to install a planter box on public property, your project must adhere to [these guidelines](#) and will require a permit. Please consult Development Services (developmentservices@edmonton.ca) to determine what permits are required to install your planter box. Please note: the Storefront Refresh Grant funding will cover the materials/labour to build the planter box, and the dirt needed to fill it, but **not** the plant material itself.
4. Murals must be installed with an anti-graffiti coating.
5. All new signage requires a sign permit. As of 2019, cost of this permit \$282.00. More information and the application form can be found on [this page](#) of the City website.
6. Depending on the type of lighting you're looking to install, a permit may be required. Please consult Development Services (developmentservices@edmonton.ca) to determine what permits are required to complete your lighting project. Please note: it may take six weeks or more to get an approved Development Permit and Building Permit, depending on the time of year and the complexity/scope of your project.
7. Please refer to page 15 of this document for more information on Minor Sidewalk Cafes.

Part 3: Attach Required Documentation

To complete the application, please attach the following documentation:

- Three photos of the existing storefront (ie. your project's "before" photos). One must be a photograph of the entire storefront.
- Signed Applicant Declaration and, if the applicant is not the property owner, a signed Authorization for Agent of the Property Owner.
- Verification of Signing Authority, if the property owner is a registered company and a corporate seal is unavailable.

Part 4: Applicant Declaration and Authorization for Agent of the Property Owner

APPLICANT DECLARATION

I understand that submitting an application package **does not** guarantee funding by way of a Storefront Refresh Grant. I further certify that:

- 1. I/we have reviewed the Program Guide and I/we understand the conditions attached to the funding;**
2. This application includes all relevant documentation;
3. All information in this application, and in supporting documents, is true and complete to the best of my/our knowledge;
4. Incomplete applications, and those that do not meet the eligibility criteria, will not be evaluated or kept on file;
5. If funding is approved, work will be completed in accordance with the terms and conditions of the Allocation Letter provided by the City.
6. I/we acknowledge that it is my/our responsibility to determine whether or not my/our Storefront Refresh project needs a permit to complete, and to therefore obtain any necessary permits. Reimbursement will not be granted to projects completed without the required permits;
7. I/we understand that all decisions regarding applications are final and cannot be appealed
8. I/we acknowledge that funding is granted on a first come, first served basis. Submission of an application package does not guarantee grant funding.

Applicant Signature

Date

Name (please print)

Storefront Refresh Grant Pilot Program

Program Guide and Application Form

Edmonton

AUTHORIZATION FOR AGENT OF THE PROPERTY OWNER (complete only if Applicant is not the registered Property Owner)

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

Signature of Property Owner
Corporate Seal

Date

Please note that if the property owner is a registered company, you must add the Corporate Seal over your signature. If you do not have access to a Corporate Seal, you must sign the Verification of Signing Authority on page 19. Please note that this document does require to be signed in the presence of a Commissioner for Oaths. If it is more convenient for you, the City of Edmonton can arrange for you to meet with a Commissioner of Oaths to complete the document for free. Please contact the Program Manager to book an appointment.

How to Apply/Contact Us

1. Review the program guidelines to ensure that your project meets the eligibility criteria.
2. Complete and submit your completed application to the Program Manager.

Projects that have started construction before an Allocation Letter is mailed to the applicant are ineligible to receive a grant.

Contact us today to discuss your project.

Storefront Refresh Grant Pilot Program Manager

Tel: 780-496-6196

Email: storefront.improvement@edmonton.ca

www.edmonton.ca/storefrontimprovement

5. Useful Information for your Storefront Refresh Project

A. Items Ineligible for Reimbursement

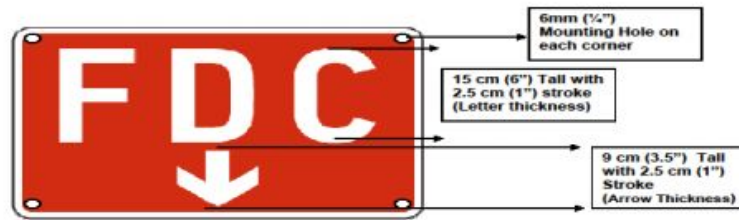
The following is a list of items which are ineligible for funding through the Storefront Refresh Program.

- Permit fees
- New windows or doors
- Signage (excluding blade signage)
- Security bars
- Incidentals
- Security spikes
- Marketing material
- Plant material
- Insurance
- Cladding
- Lightbulbs
- Rolling shutters
- Seasonal items (eg. ice sculptures)
- Anti-Aviary spikes
- Permanent landscaping
- Window cleaning

B . Clearance Requirements of the Edmonton Fire Service

If building has a Fire Department Connection (Siamese)

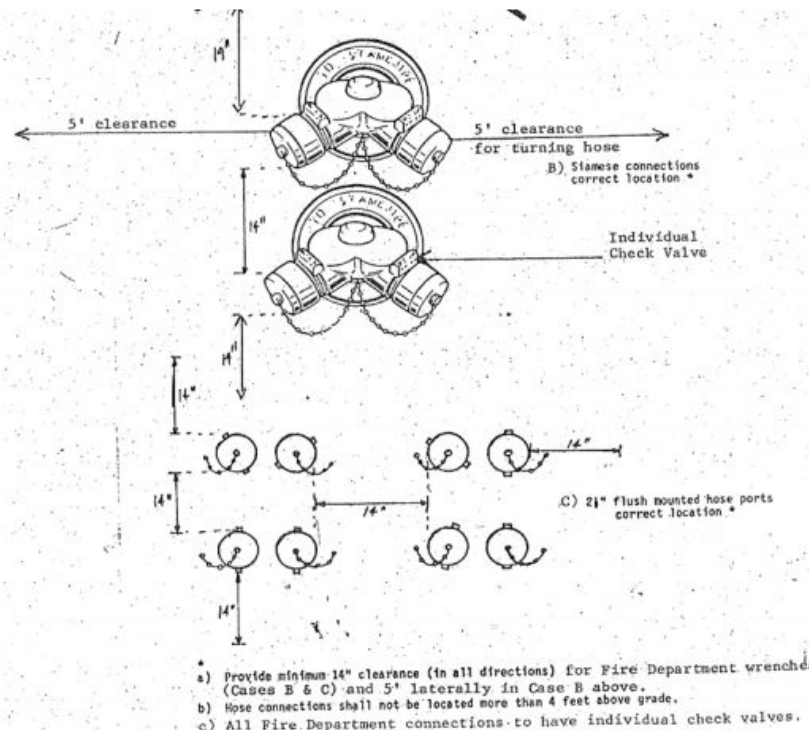
Ensure a FDC Sign is mounted on the building.



FDC (Fire Department Connection) Sign Details

- Fire department connections should be identified by a permanent approved sign which must have the letters FDC at least 15 cm (6") high with 2.5 cm (1") stroke in **white text on a red background**.
- Sign Dimensions – 46 cm X 30 cm (18" X 12")
- Sign Material - Rust free aluminum.
- Sign to be mounted **NO LOWER** than 2.5m. (8 feet)

Ensure clearance to FDC is maintained.

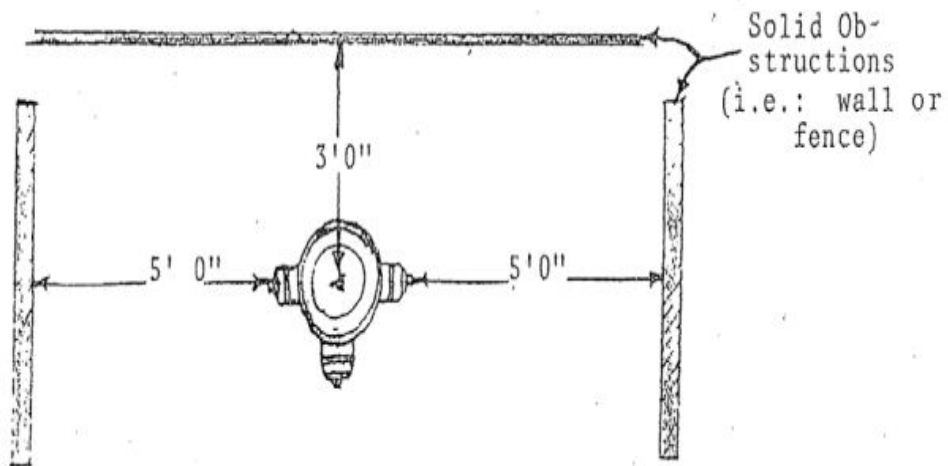


Storefront Refresh Grant Pilot Program

Program Guide and Application Form

Edmonton

Ensure clearance to hydrant is maintained (if hydrant is located in close proximity to business).



C. Minor Sidewalk Cafe Information

A Sidewalk Cafe is an extension of the use of a licenced restaurant, specialty food service, bar and neighbourhood pub, or similar business with additional seating being provided onto a designated area within the adjacent public road right of way. This includes sidewalks, boulevards, roadways and alleyways. There are two types of Sidewalk Cafe Permits – Minor and Major. Only Minor Sidewalk Cafes will be considered for reimbursement through the Storefront Refresh Program.

Criteria for a Minor Sidewalk Cafe:

- Maximum of eight seats located adjacent to a commercial building (with a valid business license), or closer to the curb with adequate setbacks.
- Should not be enclosed by railings or fencing
- Tables and chairs, and any movable heaters placed in the cafe area must be taken in at the end of each business day and stored off the Minor Sidewalk Café site, such that they do not block access to exits.
- No alcohol is permitted within the Minor Sidewalk Cafe. This includes liquor being served to patrons on the cafe and liquor being taken onto the cafe by patrons.
- Minor Sidewalk Cafes may be arranged in a row abutting the front property line of an existing eating or drinking establishment, or placed adjacent to the curb lane in accordance with the setback and pedestrian pathway requirements established by Transportation Services.
- The applicant must apply for a Minor Sidewalk Cafe Permit in accordance with the submission requirements, including a fully dimensioned site plan.
- Not required to have a physical barrier; a demarcated area is preferred.
- Must be removable within 24 hours; uses temporary structures only. No permanent structures allowed on road right of way.

How to Apply for a Minor Sidewalk Cafe:

1. Apply for your Sidewalk Cafe Permit
2. Obtain your Sidewalk Cafe License
 - a. A separate Sidewalk Café Licence legal agreement is required from Transportation Operations for the use of public rights-of-way for a Major Sidewalk Café. Additional fees and specific performance conditions will be required as part of this approval. This agreement is typically executed once the Sidewalk Café Permit is approved.
 - b. Please note that your application for a Minor Sidewalk Cafe Permit initiates the licensing process as well.
3. Apply for Food Handling Permit

Storefront Refresh Grant Pilot Program

Program Guide and Application Form

Edmonton

- a. If you intend to serve food/beverage items patrons while they are using your Minor Sidewalk Cafe, you must apply for a Food Handling Permit, which would extend your service area. Alberta Health Services recommends applying for this permit 14 days in advance of your Sidewalk Cafe's proposed date of opening.

Cost and Timelines:

The cost to obtain a Minor Sidewalk Cafe Permit and License is \$518.00. Both the permit and license are valid for five years, at which point you may reapply if you wish to.

The average time to process and approve a Minor Sidewalk Cafe Permit and License Application is approximately 4-6 weeks. We recommend that you keep this in mind when determining the construction timelines of their Storefront Refresh Grant projects.

Example:



Storefront Refresh Grant Pilot Program

Program Guide and Application Form

Edmonton

Pedestrian Circulation, Access, and Setbacks for Minor Sidewalk Cafes:

1. In heavily used pedestrian areas, a Minor Sidewalk Cafe should be set back a minimum of 2.5 meters from the curb, or provide a minimum of 2.5 m of unobstructed sidewalk width for pedestrian movement.
2. In lightly used pedestrian areas, the Minor Sidewalk Cafe should be set back a minimum of 2.0m from the curb, or provide a minimum of 1.5m of unobstructed sidewalk width for pedestrian movement.
3. The Minor Sidewalk Cafe must maintain a minimum 1.5 m clear path to the entrance of the restaurant or food establishment and a minimum 1.82 m clear path of pedestrian travel along the abutting Sidewalk
4. The Minor Sidewalk Cafe must ensure adequate access to adjacent fire connections (see below), parking meter, and trees for maintenance and servicing.
5. Minor Sidewalk Cafes should be designed for good accessibility.

Storefront Refresh Grant Pilot Program

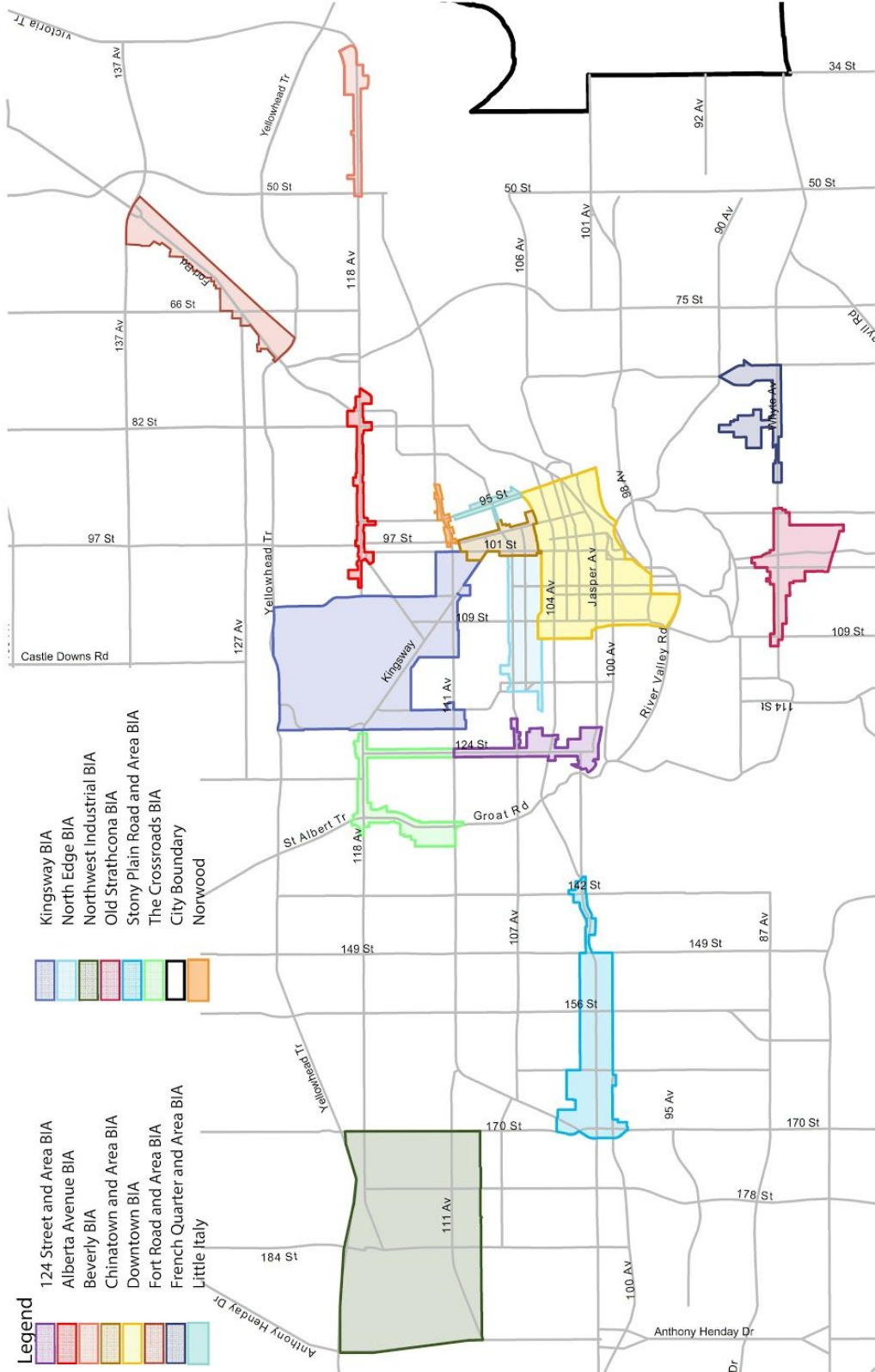
Program Guide and Application Form

Edmonton

D. Map of Business Improvement Areas & Other Council Approved Areas



Storefront Improvement and Development Incentive Program Target Areas



Edmonton

Date Printed: March 13, 2018

Map compiled by: Geospatial Services, Urban Form and Corporate Strategic Development
 No reproduction of this map, in whole or in part, is permitted without express written consent of the City of Edmonton, Urban Form and Corporate Strategic Development.

Kilometers
 0 1 2 3