



Business Façade Improvement Grant Program

Application Guide



LINA PETKEVICIENE

202 Wells Avenue East
Box 400
Langenburg, SK S0A 2A0

306.743.5177
www.langenburg.ca
cdo@langenburg.ca

Business Façade Improvement Grant Program Guide

1) PROGRAM DESCRIPTION

The Business Façade Improvement Grant Program would provide a grant to property owners who rehabilitate and improve the facades (see paragraph 6) of buildings within the Town of Langenburg.

2) PROGRAM PURPOSE AND GOAL

This program is the result of a desire from the Town of Langenburg to revitalize and beautify our community. The goal of this program is to encourage business owners to invest in building upgrades that create a more appealing and marketable environment on the street, attracting people and businesses to the area.

This initiative may contribute to:

- Making Langenburg a more inviting and interesting place to shop, walk, live, and visit;
- Promoting the marketability of all businesses;
- Contributing to the quality of life of residents, workers and visitors to Langenburg;
- Building civic pride among the business community and the citizens of Langenburg.

3) WHO CAN APPLY?

- Any property owner (or tenant with the owner's permission) within the Town of Langenburg may apply in writing to the Economic Development Officer (EDO).
- All works done in the current calendar year are eligible for this grant even if they were completed by the application submission deadline.

4) IS THERE A FEE TO APPLY? No.

5) WHAT IS THE MAXIMUM GRANT AMOUNT?

The Town of Langenburg will budget a total of \$11,000 yearly towards this grant program.

The grant will cover 50% of eligible costs to a maximum contribution of \$5,500. The applicant should prove financial commitment by either matching or exceeding the proposed grant amount.

6) WHAT TYPES OF WORK ARE ELIGIBLE FOR A GRANT?

The following types of building façade restoration, rehabilitation and improvement works on existing buildings are considered eligible for a grant under this program:

- Repair or restoration of façade masonry, brickwork or wood;
- Repair, replacement or restoration of architectural features;
- Repair or replacement of windows or doors;
- Repainting, cleaning, or re-facing of facades;
- Improvements to the appearance or access to entrances of buildings;
- Installation of appropriate new signage or improvements to existing signage;
- Installation of appropriate canopies and awnings or improvements to existing canopies and awnings;
- Installation of appropriate new exterior lighting or improvements to existing exteriors;
- Accessibility improvements (ramps, wider doors, etc.) to the outside of the building;
- Wayfinding signage (sign located on the business property i.e. at the bottom of a driveway);
- Patios (permanent or semi-permanent patios that will have a legacy of more than one season and give a lasting impact);
- Installation of exterior seasonal decorations (exterior Christmas lights, banners, flower boxes, etc.) that will be used for more than one season and beautify the whole street); and
- Installation of street murals/public art along the building's façade.

7) WHAT CONDITIONS MUST BE MET TO BE ELIGIBLE FOR A GRANT?

In addition to the General Program Administration Provisions, the following program specific requirements must also be met:

- Design/architectural drawings;
- Eligible works must conform to the Town of Langenburg bylaws in relation to building and construction;
- The applicant will be required to submit at least one cost estimate including breakdown of costs; and
- Construction of all proposed improvements is to be completed within ONE year of the date of the approval of the grant. If the work is not completed within ONE year, the grant approval will expire.

8) HOW IS IT DECIDED WHO RECEIVES THE GRANT MONEY?

Town Council and the EDO will determine which applications are successful taking into consideration which have the greatest benefits for the community.

9) WHEN WILL THE GRANT FUNDS BE GIVEN?

The grant will be given in full after completion of all construction works and submitted documents in accordance with the program application and grant agreement.

10) WHEN IS THE DEADLINE FOR THE SUBMISSION OF APPLICATIONS?

The deadline for applications to be submitted is June 30th of each year.

11) HOW DO I APPLY FOR A GRANT?

Complete and submit an Application Form and ensure your application includes supporting documentation, such as 'before' photos.

12) YOU'VE SUBMITTED YOUR APPLICATION. WHAT ARE THE NEXT STEPS?

STEP 1: APPLICATION REVIEW AND EVALUATION

- Application is checked to ensure conformity with all program eligibility requirements;
- Application and supporting documentation ('before' photos, etc) are reviewed and evaluated;
- Based on construction cost estimates, an estimated grant total amount is calculated;
- An EDO prepares a report for Town Council including recommendations.

STEP 3: APPLICATION APPROVAL

- A recommendation report is forwarded to Town Council for consideration;
- If approved, the grant agreement is executed;
- Please take a note, that the approved grant may be smaller.

STEP 4: PAYMENT

- Once the project is done, the grant amount payment is made to the applicant;
- The applicant must provide the EDO with:
 - a) proof of completion of the project including 'after' photos,
 - b) Invoices with description and cost of eligible works;
 - c) proof of payment in full to contractors.
- If necessary a final building/site inspection is completed;
- If all program and grant confirmation letter requirements are met the final grant amount payment is made to the applicant.