

Storefront Improvement Program

Application Form

Edmonton

Note: Application packages must be completed in full, including:

- Part 1: Applicant Information
- Part 2: Eligibility Criteria
- Part 3: Project Information
- Part 4: Attached Documentation
- Part 5: Applicant Declaration and Authorization for Agent of the Property Owner

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 Improvement Program. If you have any questions about the collection and use of your personal information, contact the Storefront Improvement 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 Improvement Program.

Last updated June 2019.

edmonton.ca/storefrontimprovement

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Part 1: Applicant 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

Corner Building: yes no unsure

Business Improvement Area: _____

Building Age: _____

Total Estimated Project Budget _____

Designated Heritage Property: yes no unsure

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

Community Mural Grant Heritage grant

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Part 2: Eligibility Criteria

In order to be eligible for the Storefront Improvement Program, **all** of the following criteria must be met:

- Building has a ground floor commercial use.
- Building is located within a Business Improvement Area or other Council-approved area.
- Building is 20 years old or older.
- At the end of the project, and for the 5 year maintenance period, I understand that:
 - All glazing will be clear. Mirrored or tinted films, large window appliques or vinyl wraps are not permitted.
 - Security shutters and/or interior bars over windows and/or doors are not permitted.
 - I have met with/called the Program Manager to discuss this project, and the program.

Eligible projects must include at least **three** improvements, one of which must be a critical improvement. Please describe all improvements that will be included in your project, making sure to check off at least one of the listed critical improvements.

Critical Improvements (check at least one):

- Redesign the storefront (i.e. enlarging, adding or moving windows and doors)
- Replacing windows and/or doors
- Re-cladding the building with new materials (excluding paint or cleaning)
- Adding new awnings or canopies
- Installing new permanent patios or other active streetfront uses (does not include sidewalk cafes)
- Installing new accessibility features such as ramps or handrails

Other Improvements (eg. electrical upgrades, new lighting, architectural features, etc.):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

(please attach a list if more space is necessary)

Part 3: Project Information

Projects that apply to the Storefront Improvement Program will be evaluated based on the impact and extent of the improvements, not on the existing characteristics of the building.

Provide a brief description of why you are doing this work. What will the benefit to you and/or the business and/or the area be? (ex. A more attractive building, better accessibility, increased safety, better visibility for the business tenant, etc - be descriptive!)

These are the principles by which your project will be evaluated. How does your project do these things? Please refer to the Storefront Improvement Program Guide for details and examples of ways to address each design principle.

Check each design principle that the improvements address:

- Projects contribute to a lively pedestrian street.
- Improvements should showcase the business(es), building and BIA.
- Renovations fit a human scale.
- Projects should address all four seasons.
- Projects should support accessibility.
- Projects contribute to safe streets.

Note: Properties with front parking lots must significantly improve the connection and safety for pedestrians between the building and the public sidewalk.

Provide a description of how the project achieves the design principles you selected:

1. Projects contribute to a lively pedestrian street.

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2. Improvements should showcase the business(es), building and BIA.

3. Renovations fit a human scale.

4. Projects should address all four seasons.

5. Projects should support accessibility.

6. Projects contribute to safe streets.

Properties with front parking lots must significantly improve the connection and safety for pedestrians between the building and the public sidewalk.

How does this project significantly improve the connection and safety for pedestrians between the building and the public sidewalk?

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Part 4: Attached Documentation

To complete the application package, please attach the following documents:

- Three photos of the existing storefront. For corner buildings, please include photos of both sides of the building that face the sidewalk.
- 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)

The City will pull the Land Title and perform a Corporate Registry Search to confirm the legal address and property ownership.

Additional information may be required depending on the nature of your project. The Program Manager will contact you for more information if necessary.

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Part 5: Applicant Declaration and Authorization for Agent of the Property Owner

I understand that submitting an application package **does not** guarantee funding under the Storefront Improvement Program Grant. I further certify that:

- I/we have reviewed the Program Guide and I/we understand the conditions attached to the funding.**
- This application includes all relevant documentation;
- All information in this application, and supporting documents, is true and complete to the best of my/our knowledge;
- Incomplete applications, and those that do not meet the eligibility criteria, will not be evaluated or kept on file;
- I/we acknowledge that it is my/our responsibility to determine whether or not my/our Storefront Improvement 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;
- I/we understand that all decisions regarding applications are final and cannot be appealed;
- If a grant is approved, work will be completed as outlined in the application. Any deviations must be evaluated and approved by the Program Manager. Approval is not guaranteed.

Applicant name (Print) _____

Applicant Signature _____

Date _____

Authorization for Agent of the Property Owner

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

Signature of Property Owner

Date

The property owner's signature is always required on the Reimbursement Agreement.