

# Interior Building Improvement Grant

Development Incentive Program Guide & Application Package

Edmonton

The Interior Building Improvement Grant provides funding for interior renovations to commercial properties within Business Improvement Areas (BIAs) or other areas approved by City Council. Interior improvements to commercial units can help property owners and new business tenants fill vacant storefronts, create better first impressions for businesses, and support vibrant street life in BIAs. The program is open to property owners and commercial tenants, although the property owner must approve of the project.

## **Grant Amount**

Approved projects may be eligible for a matching reimbursement grant that will cover **up to 50% of project costs for an interior renovation to a maximum of \$20,000.**

A titled lot can only receive this grant once. Common areas such as foyers or hallways are not eligible unless they are improved along with a commercial unit.

## **Eligibility**

Eligible applications must answer yes to all of the following:

- 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.
- Commercial unit has been vacant for at least 6 months prior to applying to the program, or has been underutilized over the last 3 years.
- Building is 20 years old or older.
- Construction work must not have begun on the project prior to applying and being approved for the program.
- By the end of construction and for the length of the maintenance period, windows and doors will not be covered by security bars or grills, rolling shutters or doors, posters, large window appliques, vinyl wraps, or otherwise obscured. *It is important to clarify with your tenant that they can comply with this requirement.*
- At the end of the project, the commercial unit will have a 2 year minimum lease with a commercial tenant.

## **Eligible Work**

Eligible work includes improvements to the interior of the commercial unit only. Projects must include at least two of the following improvements:

- Structural repairs
- Electrical upgrades
- Plumbing upgrades and fixtures (i.e. sinks, toilets, etc)
- HVAC
- Flooring and/or interior doors and/or ceilings
- Demising walls
- Drywall and/or painting
- Improved accessibility (i.e. ramps, handrails, accessible washrooms)
- Fire safety compliance (i.e. sprinklers)
- Improvements related to health and safety

Eligible costs that can be reimbursed through the program also include architecture/design/engineering fees (reimbursement will be to a maximum of 20% of eligible work costs), project management/administration fees (to a maximum of 10% of eligible work costs), demolition, equipment rentals and labour costs. Work must be performed by a contractor with a valid City of Edmonton business license.

# Interior Building Improvement Grant

Development Incentive Program Guide & Application Package

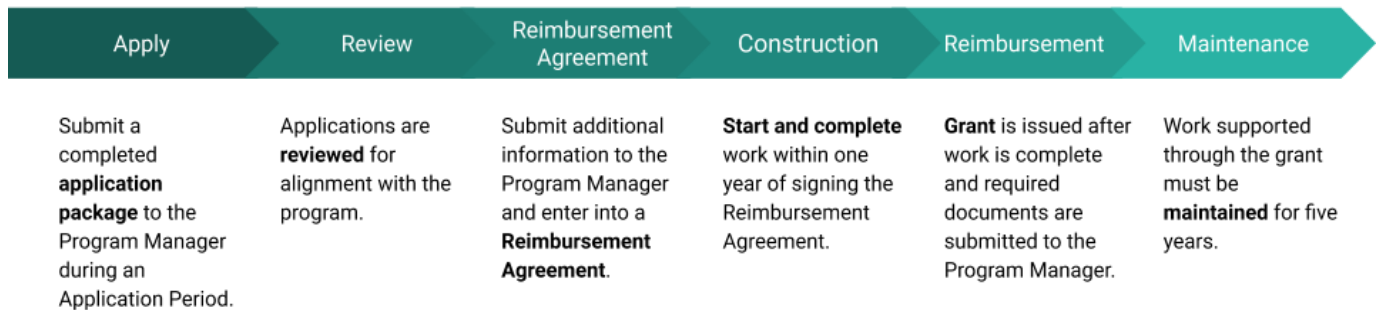
Edmonton

Ineligible items of work include:

- Asbestos/other hazardous material abatement
- Non-permanent fixtures such as bars or cabinetry
- Appliances, furniture, window coverings and other moveable objects
- Lightbulbs
- Exterior windows and doors
- Permit fees, service fees and insurance
- Gas, tools, consumables, cell phone fees and other incidental costs

## Process

There are six steps to the Interior Building Improvement Grant program.



### Step 1: Apply to the Program

#### The application form is included in this package.

- All applicants must contact the Program Manager prior to submitting an application package to discuss grant eligibility. See the Development Incentive Program website for contact information.
- The Program Manager or a delegate will visit the site prior to the approval of an application.
- Projects that have begun or are completed prior to signing a Development Incentive Program Reimbursement Agreement are ineligible to receive a grant.
- Submit completed applications to:

Development Incentive Program Manager  
Email: [development.incentive@edmonton.ca](mailto:development.incentive@edmonton.ca)

### Step 2: Application Review

- Applications will be reviewed against the eligibility requirements and the guidelines of the program.
- Partial applications and/or applications submitted outside of an application period will not be reviewed.
- Applicants will hear back from the City within 3-4 weeks of the application period closing.
- Approval of applications is subject to the availability of funding and the project's alignment with grant eligibility criteria.
- All decisions to approve or decline an application are final and cannot be appealed.

### Step 3: Reimbursement Agreement

- The Reimbursement Agreement outlines the responsibilities of the City and the applicant, along with the approved scope of work for an approved project, maximum grant amounts, and general terms.
- The City will pull the Land Title and a Corporate Registry Search to confirm ownership of the property.
- Applicants must submit all documentation necessary to draft a Development Incentive Program Reimbursement Agreement with the City within three months of project approval.
  - Approved applications must submit a minimum of 2 quotes for all eligible work including a cost breakdown of eligible work. This could be two quotes from two general contractors, or 2 quotes per subcontractor for each category of work.
  - Applicants are responsible for applying for all relevant [City of Edmonton permits](#) and must share permit applications with the Program Manager.
- The Reimbursement Agreement must be signed by all parties within one month of the draft being shared with the applicant.
  - The property owner must always sign the Reimbursement Agreement, even if the tenant will be doing the work and receiving the grant.
  - If the documentation is not submitted or the Agreement is not signed in a timely manner, the file will be closed and grant funding will be reallocated to other projects. The applicant may re-apply to participate in the program in the next application period.

### Step 4: Construction

- Projects must be completed within one calendar year.
  - Projects that are not completed within one year may apply for an extension if there are extenuating circumstances. Otherwise, the file will be closed and the grant funding will be reallocated to other projects.

### Step 5: Reimbursement

- The grant will be paid:
  - after the work is complete;
  - invoices, proof of payment, permit service report(s) and a cost summary has been submitted to the Program Manager, and
  - all required inspections are conducted with a successful outcome.
- All documentation must be submitted and inspections completed within the one year timeframe as specified in the Reimbursement Agreement.
  - If the documentation is not submitted in a timely manner, the file will be closed and grant funding reallocated to other projects.
- In order to be eligible to receive a grant, the property owner must submit a signed two year (or longer) lease agreement for the eligible commercial unit.

### Step 6: Maintenance

- The applicant must maintain all improvements supported through the program for a minimum of 5 years, including clear and uncluttered windows and doors. *It is important to clarify with your tenant that they can comply with this requirement.*
  - If the improvements are not maintained, up to 50% of the matching grant must be repaid to the City of Edmonton.

# Interior Building Improvement Grant

Development Incentive Program Guide & Application Package

Edmonton

## **Important to Know**

The program team is here to support you through the program process, however there are some important things to understand about the program to ensure your success.

- A project will not receive a grant if work starts before a Reimbursement Agreement is signed by all parties.
- It is your responsibility to obtain all required permits, such as electrical, mechanical, plumbing, gas and building permit.
- It is your responsibility to manage contactors and keep track of invoices.
- If you want to make changes to your project after you've signed an Agreement, you must request approval for them from the Program Manager.
- It is your responsibility to be aware of deadlines. If you miss the deadline to submit relevant documentation, your file will be closed and the grant funding will be reallocated to other projects.
- Grant amounts will not be increased due to changes in project scope or cost overruns.

## **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.

Phone: (780) 496-6196

Email: [development.incentive@edmonton.ca](mailto:development.incentive@edmonton.ca)

Website: [edmonton.ca/dip](http://edmonton.ca/dip)

# Interior Building Improvement Grant

Development Incentive Program Guide & Application Package

Edmonton

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

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

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

# Interior Building Improvement Grant

Development Incentive Program Guide & Application Package

Edmonton

## 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](https://maps.edmonton.ca)

Which vacant storefront(s) is this application for: \_\_\_\_\_

If vacant, how long has this storefront(s) been vacant: \_\_\_\_\_

If underutilized, list the businesses that have occupied this space over the last 3 years:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

Storefront Improvement Program  Heritage grant

Building Energy Retrofit Accelerator

### Part 2: Eligibility Criteria

Eligible projects must include at least two of the following improvements. Check the two or more improvements that will be included in the project:

- Structural repairs
- Electrical upgrades
- Plumbing upgrades and fixtures (i.e. sinks, toilets, etc)
- HVAC
- Flooring and/or interior doors and/or ceilings
- Demising walls
- Drywall and/or painting
- Improved accessibility (i.e. ramps, handrails, accessible washrooms)
- Fire safety compliance (i.e. sprinklers)
- Improvements related to health and safety

Renovations that improve the operational energy savings and reduce greenhouse gas emissions are encouraged. This should also reduce your utility bills. Check the energy efficiency improvements that will be included in the project:

- Hiring professional services to model the buildings potential energy and cost savings as part of project planning, and implementing the recommendations.
- Building envelope improvements use high-performing, energy efficient materials and are insulative and air tight. Examples include installing >R20 wall insulation or fast acting doors.
- Equipment chosen for improvements to the building's mechanical, electrical and lighting systems should be certified as energy-efficient (ENERGY STAR, DLC, etc.) to reduce building energy consumption
- Lighting fixtures should be high-efficiency LED and make use of daylight and/or occupancy sensors so that lighting is automatically turned down when there is enough daylight or when there is nobody around.

Please tell us how you are incorporating the items that you checked above.

---

---

---

---

---

# Interior Building Improvement Grant

Development Incentive Program Guide & Application Package

Edmonton

Eligible work that can be reimbursed through the program also includes demolition, equipment rentals and labour costs.

Reimbursement for architectural, design and/or engineering fees may not exceed 20% of eligible costs.

Reimbursement for project management fees may not exceed 10% of eligible costs.

All contractors must have a City of Edmonton business license. Work performed by subcontractors without a City of Edmonton business license is ineligible for reimbursement.



### Part 3: Applicant Declaration

I understand that submitting an application package **does not** guarantee funding under the Development Incentive Program - Interior Building Improvements 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 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;
- 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*

Please note that the property owner's signature is always required on the Reimbursement Agreement.

### Part 4: Attached Documentation

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

- A copy of the current City of Edmonton Property Tax Notice
- Three photos of the existing interior
- All relevant project design details, including:
  - A site plan
  - A floor plan
  - Building construction details
  - Wall/roof/floor assembly details
  - Mechanical and/or electrical floor plans
  - Detailed drawings, photos, samples or brochures of key features
  - Elevation drawings or renderings showing the finished project
- Signed Statutory Declaration (the Statutory Declaration can be found at the end of this application form)
  - The Statutory Declaration must be printed, signed and scanned.

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.

**Completed applications may be submitted to the Program Manager during an application period.**

- Phone: (780) 496-6196
- Email: [development.incentive@edmonton.ca](mailto:development.incentive@edmonton.ca)
- Website: [edmonton.ca/dip](http://edmonton.ca/dip)

# Interior Building Improvement Grant

Development Incentive Program Guide & Application Package

Edmonton

## Part 5: Statutory Declaration

CANADA ) in the matter of applying for the  
Province of Alberta ) Development Incentive Program  
To Wit )

I, \_\_\_\_\_, of City of Edmonton, in the Province of Alberta,

### do solemnly declare that:

The building with the municipal address \_\_\_\_\_ has had a ground floor vacant storefront(s)/commercial retail unit(s) for at least 6 months immediately prior to application to the program, or an underutilized storefront/commercial retail unit(s) defined as three or more business licenses issued to one address within three years.

AND I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

Declared before me at  
City of Edmonton,  
in the Province of Alberta  
this \_\_\_ day of \_\_\_\_\_,  
20\_\_

\_\_\_\_\_  
Print or Stamp Name of Commissioner

\_\_\_\_\_  
(Expiry Date of Commission or Office)

\_\_\_\_\_  
(Signature of Declarant)