



# Business Façade Improvement Program

Cariboo-Chilcotin  
Region

2021



## Program Purpose and Goal

The Business Façade Improvement program provides grant funding to business and property owners to improve retail and commercial building frontages. Eligible businesses can receive a 50% reimbursement up to a maximum of \$5,000 to complete exterior improvements such as building façades, signage, murals, architectural features, siding, lighting, and awnings. The goal of the program is to provide business owners with an incentive to improve the look and feel of their business frontages. Vibrant commercial areas have the potential to attract new customers, clients, visitors, and potential investors. The **Cariboo Regional District** (CRD) is pleased to deliver this program with funding provided by the **Northern Development Initiative Trust**.

- Each building is eligible for a one-time grant to a maximum of \$5,000
- Projects must have a minimum total cost of \$1000
- Funding will be committed on a first-come, first-serve basis

## Eligible Properties

- Commercial properties located within the Cariboo Regional District, excluding those located within municipal boundaries, with an operating business on their property.
- Home based businesses which are zoned commercial, have a storefront, and are within the specific area.

## Eligible Applicants

- Property owners or business owners (*if the applicant is the business owner, the property owner must approve the application in writing and confirm that all improvements are to be paid for by the applicant*)
- Non-profit societies occupying commercial locations
- Home-based businesses with customer traffic are eligible for signage only - up to \$500

## Ineligible Applicants

- Residential homes located in the commercial area
- Apartment buildings
- Government owned buildings (municipal, provincial, or federal) even if they have business tenants
- Properties outside the specified area as defined in the community's program guidelines
- Empty buildings or businesses that are not operating (exception if the business is renovating or doing improvements to the building in anticipation of re-opening)

## Eligibility Requirements

- All property taxes pertaining to the property must be fully paid and current
- There are no building permits, stop work orders, or development permit condition requirements outstanding
- Previous grants received under this program for the subject property are under \$5,000 (***Eligible businesses can receive a maximum of \$5,000 per property under this program. Should funding be available, businesses that have previously received less than \$5,000 in funding through this program can apply for the remaining amount in subsequent years***)

## Eligible Façade Improvements

Eligible improvements may consist of but are not limited to:

- Exterior lighting, new not replacement
- Exterior architectural features
- Exterior surfaces and details (decorative details, moldings, trims etc.)
- Windows only if part of larger enhancements, no stand-alone window replacement
- New siding
- Façade Painting
- Entrances and doorways only if part of larger enhancements, no stand-alone entrance/doorway replacement
- Awnings
- Signage (affixed to the building)
- Accessibility improvements like ramps, wider doors etc. to the outside of the building only AND are part of a larger facade improvement project
- Way finding signage (*sign located on the business property i.e. at the bottom of a driveway*)  
Signs are eligible for 50% to a maximum of \$500 and must adhere to any signage bylaws and regulations

## **Ineligible Façade Improvements**

The following improvements are ineligible:

- Routine maintenance
- Structural repairs
- Roofs
- Non-permanent fixtures (removable patios, benches, planters, patio heaters etc.)
- Landscaping
- Paving
- Fencing
- Interior improvements
- Any improvements not visible from the public right of way
- Construction of additions, accessory buildings, or new buildings
- Any improvements that have been started prior to application approval

## **Eligible Costs / Expenses**

- Direct third-party project labour cost
- Contractor fees
- Rental of tools and equipment for construction work
- Project related materials and suppliers
- Design, architectural, or engineering fees related only to the façade
- Shipping and/or freight
- PST

## **Ineligible Costs / Expenses**

- Staff wages and/or benefits
- Purchase of construction equipment or tools
- Operational costs including utilities
- Permit fees
- Duties
- GST
- Expenses related to improvement to the building façade not visible from the public right of way
- Façade improvements expenses started prior to application approval

## Business Application & Project Evaluation Process

- 1) Completed applications can be submitted by e-mail to [ecdev@cariboord.ca](mailto:ecdev@cariboord.ca), can be faxed to **250-392-2812**, or can be mailed or dropped off at the CRD main office in Williams Lake, **Suite D, 180 North 3rd Avenue Williams Lake, BC V2G 2A4**.
- 2) CRD staff will review and evaluate applications to ensure projects meet the program eligibility criteria. CRD staff may contact the applicant to discuss the application, if required.
- 3) All Eligible Projects will be evaluated using the following ranked criteria:
  - Does the project for which the funds are being sought meet the applicable Design Guidelines?
  - Will the project once complete have a noticeable impact on the streetscape?
  - Will the renovation offer a noticeable improvement on the streetscape?
  - Was a professional designer or architect used?
- 4) Funding will be allocated based on project eligibility and availability of program funds. Funding will be committed on a first-come, first-serve basis.
- 5) All applicants will be advised in writing as to whether their application has been approved, denied, or approved with any conditions.
- 6) For successful applications, a Letter of Understanding is sent to the applicant, which must be signed by the owner/tenant and a representative of the CRD.
- 7) Owner/Tenant acquires any required permits and completes the project.

## Project Reporting & Business Reimbursement Process

- 1) Owner/Tenant provides verification of expenses including invoices or other confirmations of payment and submits their totals on the provided expense tracking sheet.
- 2) Owner/Tenant provides a Certification of Completion signed by the applicant or contractor, indicating that all work described in the application/approval has been completed and paid in full, as well as before and after photos, a business testimonial, and any other supporting documentation.
- 3) Owner/Tenant provides proof that the improvements have passed final permit inspections where required and meets all building standards and codes where required.
- 4) CRD staff verify that the renovations meet the Letter of Understanding requirements and approves reimbursement.
- 5) Applicant receives a payment for up to 50% of the approved façade project, to a maximum of \$5,000.

### Please Note:

1. Projects/funding cannot carry over from one calendar year to the next. Approved projects must be completed by **July 31, 2021**.
2. For questions and inquiries related to the Business Façade Improvement Program, please contact Beth Holden, CRD Regional Economic & Community Development Officer, either by phone 250-392-3351 or by e-mail [ecdev@cariboord.ca](mailto:ecdev@cariboord.ca).