



# **Business Façade Improvement Program 2026 Guidelines & Forms**



## Program Purpose and Goal

The Business Façade Improvement Program provides reimbursement funding to business and property owners to improve retail and commercial building frontages. Eligible businesses can receive a **50% reimbursement to a maximum of \$5,000 for completion of 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 businesses 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 (NDIT)**.

- Each building is eligible for a maximum grant of **\$5,000 annually**. Approved projects must be new & incremental (*i.e. repainting the façade every two years is not eligible but painting one year and adding an awning the next is eligible*)  
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 CRD, with an operating business on their property (excluding those located within municipal boundaries)
- Home-based businesses zoned commercial, with a storefront, within the specified area

## Eligible Applicants

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

## Ineligible Applicants

- Residential homes located in 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 Program Guidelines
- Empty buildings/businesses that are not operating (except if the business is renovating or making improvements in anticipation of re-opening)

## Eligibility Requirements

- All property taxes pertaining to the property must be fully paid and current
- No building permits, stop work orders, or development permit condition requirements outstanding

**Eligible Façade Improvements:** May consist of but not limited to

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

### **Ineligible Façade Improvements**

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

### **Eligible Costs / Expenses**

- Direct third-party project labour costs
- Contractor fees
- Rental of tools and equipment for construction work
- Project related materials and supplies
- Design, architectural, or engineering fees (related to façade only)
- Shipping and/or freight

### **Ineligible Costs / Expenses**

- GST
- Staff wages and/or benefits
- Purchase of construction tools or equipment
- Operational costs including utilities (hydro, gas)
- Permit fees
- Duties
- Improvements not visible from public right of way

## Business Application & Project Evaluation Process

- 1) Applications can be submitted [online](#), or e-mailed to [grantwriter@cariboord.ca](mailto:grantwriter@cariboord.ca).
- 2) CRD staff will review and evaluate applications to ensure project meets program eligibility criteria and may contact the applicant to discuss the application.
- 3) All eligible projects will be evaluated using the following ranked criteria:
  - Does the project and the applicant meet all eligibility criteria?
  - Will the project have a noticeable impact on the community?
- 4) Funding allocation based on project eligibility and availability of program funds. Funding committed on **first-come, first-served basis**. Businesses who have not received prior funding will be a priority.
- 5) All applicants will be advised in writing as to whether their application has been approved, denied, or approved with conditions.
- 6) For successful applications, a **Letter of Understanding** will be 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/receipts. Expenses are submitted using the **Expense Reporting Form**.
- 2) Owner/Tenant provides in writing that all work described in the application has been completed and paid in full. **Before and after photos** and **business testimonials** submitted upon project completion.
- 3) CRD staff verify the renovations meet the Letter of Understanding requirements and approve reimbursement.
- 4) Owner/Tenant provides proof that the improvements have passed final permit inspections and meets all building standards and codes where required.
- 5) **Applicant receives payment for up to 50% of the approved façade project, to a maximum of \$5,000.**
  - Projects/funding cannot carry over from one calendar year to the next.
  - Approved projects must be completed by **December 31, 2026**.

For questions related to the Business Façade Improvement Program, or to discuss a project, contact Kathie Vilkas, CRD Regional Economic & Community Development Officer, by phone 250-392-3351 or email at [grantwriter@cariboord.ca](mailto:grantwriter@cariboord.ca)



## 2026 Business Façade Improvement Program

### Project Application

#### Applicant Information

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Building Address: \_\_\_\_\_  
(If different than above)

If you are applying as the tenant of a building, please provide the following information and **attach a letter of consent** from the building owner stating you are permitted to make these changes

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Project Description

Describe the proposed project – work to be done, materials to be used

*Please attach any extra sheets, photos, designs, or samples that support your proposal.*

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Planned Start Date: \_\_\_\_\_

Planned Completion Date: \_\_\_\_\_

Total Project Cost (estimated) \_\_\_\_\_

Funding Amount Requested: \_\_\_\_\_

**Applicant Checklist**

\_\_\_\_\_ Property taxes paid

\_\_\_\_\_ Utility account paid

\_\_\_\_\_ Building owner authorization

**Attach to Application**

\_\_\_\_\_ Before photos (existing condition)

\_\_\_\_\_ Contractor's cost estimates/quote

\_\_\_\_\_ Signed Terms and Conditions



## 2026 Business Façade Improvement Program

### Terms and Conditions

I, \_\_\_\_\_ of \_\_\_\_\_  
(Applicant) (Business)

have read the complete application and concur with and give my consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate architectural drawings, building permits and inspections and hiring of contractors as necessary.

I will provide high-resolution before and after project photographs(jpg) and allow the Cariboo Regional District and Northern Development Initiative Trust to use the photographs and testimonial for the purpose of promoting this program in the future.

I agree not to involve the Cariboo Regional District or Northern Development Initiative Trust in any legal action between myself and any contractors, estimators, employees, workers, or agents arising from or out of the business façade improvement project.

I give my consent to the Cariboo Regional District to make all inspections necessary to confirm that the approved plans are implemented in accordance with the expected standards.

Payment of approved grants will be made upon the applicant providing the Cariboo Regional District with proof of final completion of proposed improvements along with verification of expenditures and proof of final inspections (when required).

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### OFFICE USE

Application  
Received by:

Date:



## 2026 Business Façade Improvement Program

### Expense Reporting Form

Business Name			
Applicant Name			
Invoice # / Receipt	Supplier / Description of Expense	Total Cost (excluding GST)	Invoice/Receipt Attached (Y/N)
1.			
2.			
3.			
TOTAL PROJECT COST		\$	
TOTAL ELIGIBLE GRANT (to be completed by CRD)		\$	