

Port Alberni Revitalization

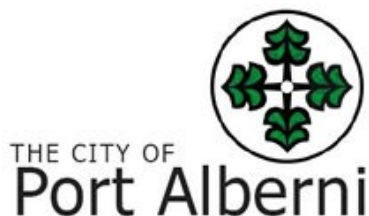


Business Façade Improvement Program 2022

**APPLICANT INFORMATION AND APPLICATION
APPLY BY APRIL 22, 2022**



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Port Alberni

Business Façade Improvement Program 2022

Purpose

The physical environment in which we live and work has a great effect on us. A community that is more appealing to the eye gives its citizens a greater sense of place and welcomes visitors, and for a city's commercial areas, one of the strongest determinants of the character and quality is its building frontages.

The City of Port Alberni in partnership with Community Futures Alberni-Clayoquot are pleased to provide this program to give monetary assistance and design services as an incentive to building/business owners, to improve the character and physical appearance of their buildings. The program guidelines are intended to set a quality standard for the types of improvements, and act as a guide for application review by the Project Review Committee (PRC).

Project Review Committee

The PRC consists of representatives from the City of Port Alberni and Community Futures Alberni-Clayoquot.

The objective of this program is to make significant improvements to the appearance of our streetscapes, even if it is just one building at a time. Should the PRC deem that the proposed project does not have a positive impact on the streetscape the application may be denied.

Program

Each retail and commercial building within the City of Port Alberni is eligible to apply for the one time grant and each project must have a minimum total renovation cost of \$5,000 in order to apply.

The Business Façade Improvement Program (BFIP) will provide grant funding and design services to BFIP approved applicants.

Grant Funding will provide 50% reimbursement grant up to a maximum of:

- \$5,000 per building / project for single face improvement
- \$7,500 per building / project - corner lot, two face improvement
- Additional \$1,000 to buildings facing upper 3rd Ave., lower Argyle St. and lower Johnston Rd. (still within 50% maximum)

BFIP Design Services will provide an architect to create a design in consideration of the applicant's budget.

This service is provided at no charge to the applicant and is a requirement of the BFIP.

A BFIP Loan Program with competitive terms will be made available through Community Futures Alberni-Clayoquot for approved proponents requiring a loan to participate. Some conditions may apply.

General Guidelines

The BFIP is primarily focused on the physical appearance of the buildings and their relationship to the street. Facades and storefronts of retail and commercial buildings are to be considered.

Limited funds are available and projects will be considered on anticipated results to the Program and community.

Buildings that have previously received the façade improvement grant shall not be eligible to receive a subsequent BFIP grant. This is a one-time grant only.

ELIGIBILITY INFORMATION

Eligible Applicants

- ☐ You must be either the property or business owner (if the applicant is the business owner, the property owner must approve the application in writing confirming all improvements are to be paid for by the applicant);
- ☐ There must currently be an operating business in the building or one must be in place prior to the receipt of funding;
- ☐ All property taxes pertaining to the property are fully paid and current;
- ☐ There must be a current, valid business license for the property (unless otherwise exempt);
- ☐ The business / building must be in compliance with all codes or requirements requested by the City;
- ☐ There must be no outstanding building permits, stop work orders, or development permit condition requirements outstanding;
- ☐ You have not received a previous grant under this program for the subject property; and
- ☐ Must be within City of Port Alberni boundaries.

Ineligible Applicants

- ☐ Residential homes located in the designated commercial area are not eligible;
- ☐ Municipally owned buildings (even if they have business tenants);
- ☐ Properties outside the specified area (as defined in the community's program guidelines);

Ineligible improvements include:

- ☐ Roofs
- ☐ Routine maintenance
- ☐ Structural repairs
- ☐ Interior window coverings
- ☐ Ramps
- ☐ Non-permanent fixtures (benches, planters, patios, patio heaters etc.)
- ☐ Landscaping, paving & fencing
- ☐ Any improvements not visible from the public right-of-way
- ☐ Construction of additions, accessory buildings or new buildings
- ☐ Any improvements deemed inconsistent with redevelopment purposes and objectives.

Eligible Costs

- ☐ Contractor fees
- ☐ Rental of tools and equipment for construction work
- ☐ Project related materials and supplies

Ineligible Costs

- ☐ Staff wages and/or benefits
- ☐ Expenses related to building façade improvements not visible from the public right of way
- ☐ Utilities (hydro, gas etc.)
- ☐ Equipment purchased
- ☐ GST/PST
- ☐ Shipping cost & duties
- ☐ Purchase of construction equipment and tools
- ☐ Building permits, development permits or other municipal fees
- ☐ Façade improvements expenses started prior to application approval
- ☐ Design and architectural fees (related to the façade) as this is covered as part of the program

PROCESS

Timing and Time Frame

Applications must be submitted by April 22, 2022 to:

Community Futures Alberni-Clayoquot

Email: info@cfac.ca

Fax: 250-724-1028

If you have questions please phone 250-724-1241

Note: Submitting an Application does not guarantee approval to the BFIP

Applications will be reviewed, decisions made and applicants advised by April 30th, 2022.

Approved applicants will need to demonstrate that they have access to the necessary funds to complete anticipated improvements. Once this is demonstrated, approved applicants will be connected to an architect to begin design work.

Project Review Committee/Selection Process

The PRC will consist of members from the City of Port Alberni and Community Futures Alberni-Clayoquot and its primary responsibility is to review all applications, determine eligibility of projects and make recommendations and decisions. The PRC will also be responsible for verifying expenditures and completion in accordance with agreed upon design plans.

In the event that there are more eligible applicants than funds available to award, the PRC will prioritize projects based on the following ranked criteria:

1. Anticipated results of the Program and community which may include location in relation to main travel corridors.
2. Impact on curb appeal.
3. Age and condition of building i.e. buildings in poor condition may have greater likelihood of project approval.

Contractors and Local Contractors

Improvements must be completed by qualified contractors. Projects using local contractors may be given priority.

Appeal Process

In the event that an application is declined, the project proponent may request a meeting with the PRC to discuss the application with the purpose of:

- a) Seeking input on the proposal in order to modify the application and meet the program guidelines.
- b) Provide additional information to the committee in order to seek reversal of the decision to decline the application.

Appeals must be received within two (2) weeks of the decision date.

INSTRUCTIONS

Process (**IMPORTANT and Prior to any Renovation**)

NOTE: If the Applicant is the tenant, s/he must produce a written approval from Owner(s) prior to submitting an application for the BFIP.

Application

1. Applicant completes and submits an Application no later than April 22, 2022.
2. Project Review Committee will review Applications and advise applicants of decisions by April 30, 2022.

Approved Applicants

1. **Must not begin renovations until Step #4 is concluded.**
2. Approved applicants will be connected with an architect. This service is provided at no charge to the applicant, is a requirement of the Program and the resulting facade improvement is expected to mirror the design.
3. The architect will work with the proponent to create a design with consideration of the applicants budget.
4. When the proponent and the architect are satisfied with the design, the Tenant / Owner may proceed with renovations.
5. It is the responsibility of the proponent to contact Community Futures Alberni-Clayoquot in advance of any variance to the design. Unauthorised variations may disqualify FBIP reimbursement.
6. BFIP renovations must be completed by March 30, 2023.

Following Renovations:

Tenant/Owner:

1. Contacts Community Futures Alberni-Clayoquot advising that the BFIP renovations are complete.
2. Provides invoices and cleared Cheque/Bank Statement or Visa Statements confirming payments have been made.
3. Provides proof that the improvements have passed final inspection (when required).
4. Provides paint chip codes for reference purposes. (repairing graffiti for example)
5. Is prepared to provide a testimony on the Business Facade Improvement Program.

Committee Process:

1. Verifies the renovations mirror the agreed upon architectural design.
2. Approves reimbursement and requests a cheque be issued for concluded and approved BFIP renovations to the project proponent or Community Futures Alberni-Clayoquot if the proponent utilised the Façade Loan Program.

BUSINESS FAÇADE IMPROVEMENT APPLICATION

Applicant's Information

Business Name			
Street Address			
Mailing Address			
Business Phone Number		Cell Number	
Email			

Building Owner/Business Owner

Are you the Building Owner? Yes I am ☐ No I am the Tenant ☐

If you are the Tenant and the Applicant a Letter of Approval from the Building Owner must be attached with your Application.

Budget for Desired Building Upgrades

Please state the proposed budget for the planned renovations. Do not reduce the value by the desired BFIP grant.

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Approved applicants will be provided an architect who will work to design improvements within your budget.

Renovation Financing

Do you have access to funds to complete your planned renovation? Yes ☐ No ☐

If no, are you interested in applying for the BFIP loan through Community Future Alberni-Clayoquot? Yes ☐ No ☐

Anticipated Contractor

Qualified Contractors must be used. Priority may be given if local contractors are used.

Contractor Name			
Business Address			

Signature(s)

Business Owner Name	Signature	Date
Building Owner Name (if different from above)	Signature	Date

Application Submission

Applications **must** be submitted by April 22, 2022. Please email application to info@cfac.ca or fax 250-724-1028. If you have questions please phone 250-724-1241 or email info@cfac.ca.

Complete then email or fax in: Email: info@cfac.ca or fax: 250.724.1028

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