



STOREFRONT REFRESH GRANT PROGRAM GUIDELINES 2024

Contains Basic Guidelines for the Town of Onoway
Storefront Refresh Grant Program





Small Projects can make a big impact! The Storefront Refresh Grant Program provides matching reimbursement grants of up to \$1000.00 to commercial property owners and businesses for small storefront renovations such as paint and flower planters. To be eligible, projects must be located within the commercial area. An attractive, well-cared for building can help increase customer traffic and contribute to a vibrant, pedestrian-friendly commercial street.

ELIGIBILITY CRITERIA

Storefront Refresh Grant projects are small in scope. The grant will cover up to 50% of costs for eligible renovations, up to a maximum of \$1000. Please note that the Storefront Grant Funding is limited and the grant will be closed to applications once all funding is allocated.

Projects that are eligible to apply for a Storefront Refresh Grant must meet all of the following criteria:

- Commercial unit is located on the main floor and facing the street
- Commercial unit is located in the Commercial District.
- The project is a small scale renovation project; and is not part of a larger renovation effort.
- The property owner is current on municipal property taxes for the building.
- The Business has a valid Business license.
- The person submitting the application is the property owner or person/tenant legally designated by the property owner to complete the Storefront Grant Application.
- The work that you are requesting a grant for must be one or more of the eligible enhancements listed.
- The project must not start before funding is approved by the Committee. Successful applicants will be notified with an Allocation Letter.

ITEMS INELIGIBLE FOR REIMBURSEMENT

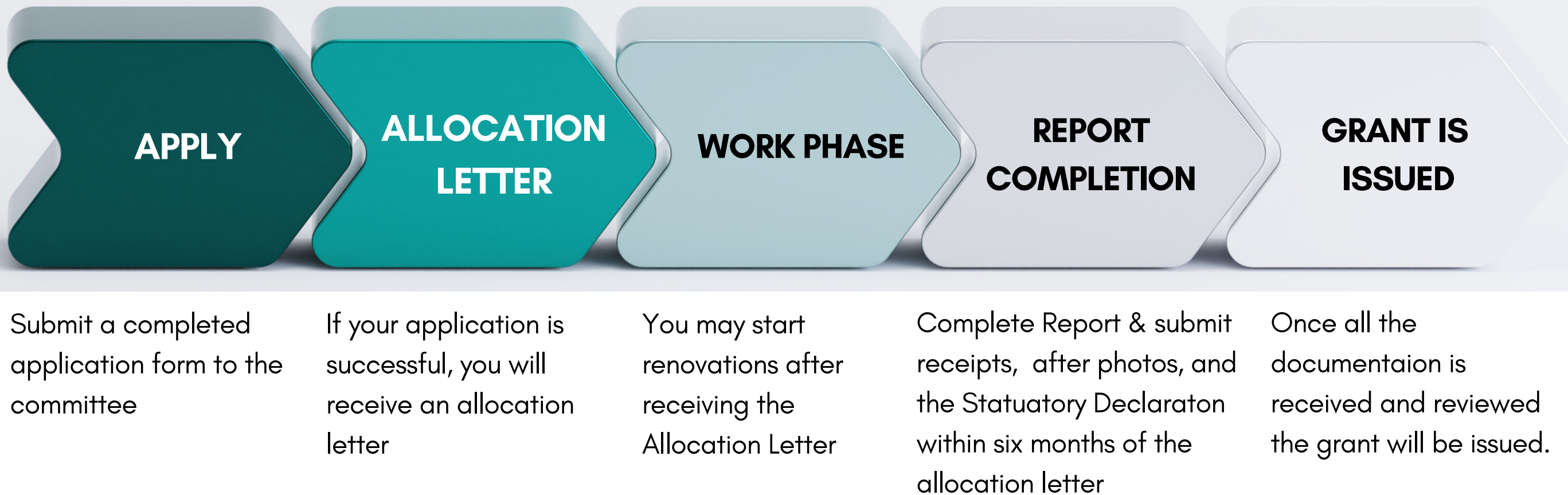
- Permit Fees
- Insurance
- Lightbulbs
- Seasonal items. ex Christmas
- Anti-Aviary Spikes
- Window Cleaning
- Security Spikes or Bars
- Marketing Material
- Plant Material
- Incidentals
- Rolling Shutters
- Bike Racks

Or other additional item that arises once reviewed by committee.

Your name, contact information, and program information is collected in accordance with 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) This information will be used to administer the storefront Refresh Program. If you have any questions about the collection and use of your personal information. Contact cao@onoway.ca. Please note that the name and location of the building, building details, grant amounts, and total costs of projects may be released to various organizations, media, and the public in connection with the Storefront Refresh program.



STOREFRONT REFRESH GRANT PROCESS



Step 1: Apply to the Program

Applications will be accepted on a first-come first served basis starting **Date, 2024** and will no longer be accepted once all funding is allocated. Check the Town website for details www.onoway.ca

How to apply:

- Review program Guide and Application package carefully.
- Complete the Application Package. The Application form details the documentation that has to be submitted with the application package.
- Submit a completed application package to the Committee during the Application period.

Important to know:

- There is no waiting list for the program, and incomplete applications are not kept on file
- Review by the Committee is not a formal review of plans and does not guarantee that projects will be approved for Development or Building Permits.
- Please note that it is Business Owner/Operator's responsibility to determine whether permits are required for their Storefront Refresh Grant project.

Step 2: Allocation Letter

Applications are reviewed by the Economic Development & Tourism Committee for completeness and project eligibility. If the Committee approves the application, an Allocation Letter will be sent to you.

The Allocation Letter outlines the following:

- The allocated dollar amount of funding for the approved project
- Description of the project.
- The date by which the project is required to be completed (Six months from the date of the Allocation Letter.)

Please note that all decisions by the Economic Development & Tourism Committee to approve or decline an application are final and cannot be appealed.



Step 3: Work Phase

You may begin work on your Storefront Refresh Grant project once an Allocation Letter is received, and all applicable permits are obtained where required. Please note that any work started, including purchasing materials before this time will not be eligible for reimbursement. The Project must be completed in its entirety by the deadline in the Allocation Letter.

Step 4: Report Completion and Submitting required Documentation

You must report completion to the CAO by the assigned completion date for your project, which is six months after the date of the Allocation Letter. At the same time that completion is reported, all documentation must be submitted.

This documentation includes:

- Invoices/receipts for the eligible work
- Three "After photos" of the completed renovations. One must be a photograph of the entire frontage.
- Permit service reports showing that any work requiring a permit has been completed to the satisfaction of The Inspections Group.
- A Statutory Declaration must be completed.

Step 5: Grant is Issued

Once completion is reported to the Town of Onoway, the Chief Administrative Officer will review submitted documentation. The maximum grant amount issued will be 50% of the total eligible items of work identified in the Allocation Letter, to a maximum of \$1000. A grant cheque will be sent by mail once all documentation is submitted and verified.

If you wish to move forward with a submission for consideration of the Grant Program, go to the Application Form.

