



# STOREFRONT REFRESH GRANT APPLICATION 2024

Contains Application for the Town of Onoway  
Storefront Refresh Grant Program





## OVERVIEW

The Economic Development & Tourism Committee is here to support you through the Grant process.

We want you to succeed, therefore carefully review both the Guidelines, the Application and qualifying items.

- If you start work before receiving an Allocation Letter, the project will not receive a grant.
- It is your responsibility to determine whether or not the Storefront Grant project requires a permit to complete. If so it is your responsibility to obtain any necessary permits. Such as Building Permits, Electrical, signage, etc...
- It your responsibility to manage contractors and keep track of your invoices.
- It is your responsibility to request approval for any changes in design after the Grant Agreement is signed.
- Grant Maximums will not exceed \$1000. and maximum of one per property owner.

## 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.

## APPLICATION PACKAGE

Your application package must be completed in full, and must include the following:

- Part 1: Applicant Property Information Form (Complete Agent for Property Owner only if applicant is not the property owner.)
- Part 2: Application Declaration
- Part 3: Attach Required Documentation

**Incomplete Applications, and those that do not meet the eligibility criteria, will not be evaluated or kept on file.**

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](mailto: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 APPLICATION 2024



## Part 1: Applicant/Property Information

**\*Fill out all fields. Incomplete applications will not be considered or kept on file**

Date \_\_\_\_\_

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

Applicant is the:  Property Owner  Agent of Property Owner  Tenant

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

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Project Information

Dollar Value of the Project: \_\_\_\_\_

Grant Amount requested (max \$1000.) \_\_\_\_\_

Building Address: \_\_\_\_\_

Legal Address: \_\_\_\_\_

## Commercial Business Type

Personal Service  Retail  Hospitality  Vacant

Other: Explain: \_\_\_\_\_

Property Owner/Applicant Signature: \_\_\_\_\_

Date : \_\_\_\_\_



**If the applicant is not the property owner, have owner please fill out the following:**

Property Owner Signature: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

# APPLICANT DECLARATION



## Part 2: Applicant Declaration

- I understand that submitting an application package **does not** guarantee funding by way of a Storefront Refresh Grant. I further certify that:
- I/we have reviewed the Grant Program Guidelines and I/we understand the conditions attached to the funding.
- This application includes all relevant documentation.
- All information in this application, and in supporting documents, is true and complete to the best of my/our knowledge.
- The Business has a valid Business License
- Incomplete applications and those that do not meet the eligibility criteria, will not be evaluated or kept on file.
- If funding is approved, work will be completed in accordance with the terms and conditions of the Allocation Letter.
- 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.
- I/we acknowledge that funding is granted on a first come, first served basis. Submission of an application package does not guarantee grant funding.

Applicant Name : \_\_\_\_\_  
(please print)





Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Part 3: Attach required Documentation

To complete the application, please attach the following documentation.

-  Three photos of existing storefront, one of them must be of the entire storefront (these will be your projects before pictures)
-  Signed Application, and if applicant is not the property owner, the signed declaration portion of the Application must also be completed.
-  Quotation for work with material and labour broken out
-  Application Declaration

## How to Contact us

Any question please call Jennifer Thompson-Chief Administrative Officer.



780-967-5338

## How to Apply

Submit your application to Jennifer Thompson-Chief Administrative Officer via e-mail.



cao@onoway.ca

## Town of Onoway Mailing Address



Town of Onoway  
Box 540  
Onoway, AB  
T0E-1V0