

COUNCIL POLICY C-05-20**INTERIOR BUILDING IMPROVEMENT GRANT POLICY****Purpose**

This incentive is to encourage local business to enhance their interiors by modernizing and improving appearance. Primary objectives are:

- I. To make available grant funding for operating businesses offering products and services to the public through a storefront by reducing the financial burden of improvements;
- II. To incent business owners to enhance their interiors;
- III. To add value to our community by making improvements and fostering community pride.

1. Application Process

The Economic Development Advisory Committee (EDAC) will review all funding requests and grant a final decision on each application.

2. Ineligibility Criteria

Failure to provide all necessary information as requested in the application form.

3. Eligibility Criteria

Business owners may receive funding under the Interior Building Improvement Grant, providing that the following eligibility guidelines are met:

- 3.1 The business owner must fill out an application form available at the Town Office or online;
- 3.2 The business owner must submit with their application a set of plans or sketches, which define the construction, alterations or remodeling being proposed. They must obtain a development permit and/or building permit as required prior to receiving funding;
- 3.3 Business must NOT be in tax arrears;
- 3.4 All costs must have been incurred within the timelines set forth in this Grant.

4. Eligible Costs

- 4.1 Consultation, Construction & Labour costs associated with items 4.2 – 4.12;
- 4.2 Electrical upgrades limited to plug sockets and covers, light switches and covers and energy efficient light fixtures. New wiring for new lights only;
- 4.3 Eco-friendly plumbing and fixture upgrades limited to taps, sinks and toilets permanently fixed to walls, floors, islands or cash counters;
- 4.4 Interior passage doors;
- 4.5 Interior wall and ceiling painting;
- 4.6 Interior drywall;
- 4.7 Interior demising walls;
- 4.8 Flooring improvements;
- 4.9 Improved accessibility limited to ramps, handrails and accessible washrooms;
- 4.10 Structural repairs limited to interior load bearing beams and load bearing walls and structural repairs to foundations;
- 4.11 Engineering fees to a maximum of 20% of eligible grant amount related to structural repairs;
- 4.12 Professional Interior Design Consultation Services to a maximum of 20%.

5. Ineligible Costs

- 5.1 Asbestos/other hazardous material abatement;
- 5.2 Non-permanent, freestanding or portable fixtures such as bars or cabinetry;
- 5.3 Demolition;
- 5.4 Lightbulbs;
- 5.5 Art and interior signage;
- 5.6 Replacement or upgrades to electrical panel, or replacement of existing wiring
- 5.7 Exterior windows or doors;
- 5.8 Permit fees, service fees or insurance;
- 5.9 Cost of labour performed by a company **NOT** holding a valid Drumheller business licence;
- 5.10 Cost of materials or supplies from a company **NOT** holding a valid Drumheller business licence;
- 5.11 Cost of labour performed by a non-professional or non-tradesperson;
- 5.12 Gas, tools, consumables, cell phone fees or other incidental costs.

6. Level of Assistance

The Town of Drumheller will allocate grant money under this policy on an annual basis. In no case will the Town:

- 6.1 Fund more than 75% of the renovation costs;
- 6.2 Fund more than \$2,500 of the costs associated with the renovations to any one business;
- 6.3 Pay GST or PST or any other associated taxes or fees.

7. Funding Disbursement

The total amount of funds allocated will be at the discretion of Council on an annual basis.

The Town of Drumheller will issue payment once proof of the improvements have been provided (i.e. original invoices for completed work, photos, along with proof of payment i.e. cancelled cheques, etc.).

8. Timeline

All work must be completed by August 31st, 2020. Any work performed after this date will not be eligible for reimbursement.

9. Disclosure

Recipients of the Interior Building Improvement Grant agree that information pertaining to name of the business, business owner, grant amount, copies of invoices and receipts may be shared with any lending body or financial institute with an interest in relation to the grant. Recipients also agree that the name and location of their business will be made public upon award of the Interior Building Improvement Grant.

Adopted by Council

Date: April 27, 2020



Chief Administrative Officer

Mayor of Drumheller



2020 INTERIOR BUILDING IMPROVEMENT GRANT APPLICATION

General:

Date of Application: _____
Name of Applicant: _____
Name of Business: _____
Mailing Address: _____
Email Address: _____ Ph #: _____

Business Location:

Street Address of Building: _____
Legal Description of Property: Lot _____ Block _____ Plan: _____
Are you the Owner of the Building or Tenant of the Building: _____

Note: If you are a tenant, you must provide written documentation from the owner stating they approve of the proposed improvements.

Design Proposal:

Attachments:

- a) A description of the proposed interior improvement;
- b) Plan or detailed sketches and/or photos of the proposed interior improvement;
- c) Projected timeframe for completion of project.

Finances:

- 1. Anticipated total project cost (prior to taxes): _____
- 2. Amount of funding requested: _____

(Maximum grant \$2500 or 75% of total cost, whichever is lower)

Other:

Do you wish to provide any other information, which may assist us in processing your application (Applicants may attach additional information if more space is required)?

GST

Does your company have a registered GST number? Yes No

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CERTIFICATION:

I certify that, to the best of my knowledge, the information provided in this application is accurate and complete. I also agree to comply with the terms and conditions of the Interior Building Improvement Grant Policy C-05-20:

Applicant's Signature

Applicant Name (please print)

Please email completed application form to economicdevelopment@drumheller.ca or hand deliver or mail to Town Hall, 224 Centre Street, Drumheller, AB T0J 0Y4.

Checklist for Payment

- Original** Copies of Invoices
- Photo of Completed Work
- Proof of Payment (Cancelled Cheques, original receipts, Etc.)