



REGION OF QUEENS MUNICIPALITY 2025-2026 BUSINESS FAÇADE PROGRAM GUIDELINES

Revitalizing Our Commercial Properties

The Business Façade Program was initiated in 2018, in an attempt to help our business community with the costs of maintaining and improving the customer-facing aspect of their commercial properties. Region of Queens Municipality (RQM) recognises that to attract customers to Queens businesses we need attractive, welcoming places to transact, with clear signage, and accessible entrances. Improving the 'curb appeal' of our businesses demonstrates confidence and pride of place which contributes to the positive revitalization of business areas throughout the Region and brings forth greater customer attraction and retention.

The Business Façade Program has allocated \$25,000 in funding for the 2025-2026 fiscal year, thanks to the support of Council.

Business Façade Program Funding

Since 2018, RQM has invested \$142,408 in forty-five (45) separate improvement projects throughout Queens. When matched or exceeded, by the applicant businesses, this represents a total value of investments in our commercial sector of \$320,107 – changing the face of businesses throughout Queens County.



The Municipality will fund **up to 50%** of approved eligible costs, net of HST, to a **maximum of \$5,000** per project, subject to the satisfactory completion of the approved work, and timely submission of final project documentation.

Eligibility

Any current commercial operation within the Region of Queens is eligible for funding, subject to meeting the application criteria, and availability of funds. Projects can only take place on the exterior of the building and must be visible to the public. Home-based businesses are not eligible. Not-for-profit organizations are not eligible but recommended to consider applying to the RQM Community Investment Fund (CIF) instead. Applicants must be in good standing with any property taxes and fees owing to the Municipality.

Applicants must be able to demonstrate ownership of the property for which they are applying. Businesses that are sold to another Owner, or Applicants that change, after receiving funding approval, can apply to the Municipality to have any approved funding transferred to a new Owner or Applicant. This transfer is not guaranteed but is subject to municipal review to ensure the new Owner or Applicant continues to meet the program funding criteria.

Eligible Projects

A sampling of improvement projects that would be eligible for support are listed below. Any project improving the visible façade of your business will be considered on its merits. Decisions on interpretation of eligibility are the responsibility of the RQM Economic Development Team, and those decisions are final and binding. Construction materials, colours, and features should, ideally, align with the architectural style of the area when and where possible, and advice should be sought by the Applicant for compliance with all planning, building code, and land-use regulations, as necessary.

- siding and trim replacement or repair, including painting or staining
- windows and doors
- awnings
- signage
- roofing
- lighting
- architectural features and repairs
- trees, shrubs, and planters
- labour by a contractor deemed capable of carrying out the work

Ineligible Projects

The following project elements are ineligible costs when calculating the amount of support you would receive:

- fees, e.g. legal, survey, design, administration, marketing, accounting, etc.
- interior finishing
- land purchase

- purchase or rental of equipment for project construction
- in-kind work, e.g. your own time
- cost overruns

Accessibility

When considering and planning façade improvements, it is an opportune time to make choices that will enhance the accessibility of your business for all customers. If you are planning a patio or changing an entryway, will it be accessible to those with impaired mobility? Is your signage visible, through its size, shape, colours, and contrasts, to customers with impaired vision? Often these choices cost no more to produce but make your business more inclusive and welcoming to a broader customer demographic. It is ideal to seek accessibility advice from our Community Development Team at the planning stage of your project, which may even be eligible for additional provincial funding.

Approval Process

There are still funds available for this fiscal year, and we allow applications on a first-come, first-served basis, until remaining funds are utilized. Typically, applicants can expect a response within fifteen (15) days from receipt of an application, provided it is completed correctly and all required information is provided.

Once an offer of funding is approved by the Municipality, a letter of offer will be made to the Applicant who will then have fourteen (14) days to accept or decline.

Funding under this program will only be provided for approved projects, and for expenditures incurred subsequent to project approval from the Region of Queens Municipality.

Required Funding Documentation

All approved applications seeking reimbursement for funding must submit, before the deadline date of **February 28, 2026**:

- copies of paid invoices, showing an itemized list of materials along with a corresponding reconciliation with the requisite matching part of the approved application,
- proof of electronic payment or endorsed cancelled cheques matching the paid invoices,
- good quality photographs of the completed work.

The Municipality will consider partial payments for aspects of the project that are fully completed, provided final documentation is received prior to the deadline date.

Once the required documentation is submitted, the Municipality will endeavour to provide reimbursement to the applicant within twenty-one (21) days.

Contact

Businesses are to submit enquiries regarding eligibility, completed applications, and also the claim documentation when your project is complete, by mail, in-person, or by email to the Business Façade Program coordinator as follows:

Stephanie Sereda

Community Economic Development Officer

Region of Queens Municipality

P.O. Box 1264

249 White Point Road

Liverpool

B0T 1K0

E: sseresda@regionofqueens.com

P: 902-350-3414

BUSINESS FAÇADE
PROGRAM

HELPING QUEENS BUSINESSES SHINE BRIGHT



REGION OF QUEENS MUNICIPALITY 2025-2026 BUSINESS FAÇADE PROGRAM APPLICATION

Applicants Name: _____ Business Name: _____

Mailing Address: _____ Civic Address: _____

_____ Phone: _____

_____ Cell: _____

E-mail address: _____

Property Owner's Name (if different from Applicant): _____

Mailing Address: _____ Business Name: _____

_____ Phone: _____

_____ Cell: _____

E-mail address: _____

If the Applicant is not the Property Owner, a signed letter or email directly from the Property Owner expressing authorization for the designated improvements noted in this application must be included.

Civic Address and Community of Building to be Enhanced: _____

Date Work to Begin: _____ Date of Work Completion: _____

Building Information: Age: _____ Is this a Heritage Property: _____

Number of Storeys: _____ Building Construction: _____

Current Use at Basement Level: _____ Street Level: _____

Current Use at Second Floor: _____ Above Second Floor: _____

APPLICATIONS REQUIRE THE FOLLOWING SUPPORTING INFORMATION:

1. Description of the project, including materials, colours, and any additional features.
2. **At least two quotes** from individuals or companies capable of carrying out the work.
3. Current pictures of the building from several angles to show the full area to be improved.
4. Letter of authorization from Building Owner if not the Applicant.

This application is not a building permit or development permit. The Applicant acknowledges that these approvals must also be sought prior to carrying out the required work, where applicable.

Acknowledged: YES NO

Approved applications must complete their upgrades and submit their final claims for payment prior to the aforementioned deadline date. Claims submitted after this date will not be accepted, nor will be eligible for funding in future years.

Acknowledged: YES NO

Any project work completed prior to application approval is not eligible.

Acknowledged: YES NO

Applicants must be in good standing with regards to any taxes and fees payable to the Region of Queens Municipality.

Acknowledged: YES NO

I confirm that the information provided in this application is true to the best of my knowledge and is being submitted in accordance with the application criteria, and no information that may lead to my application being deemed ineligible has been withheld. If approved, I agree to complete the project as proposed and to provide recognition of the Municipality's financial contribution during the construction phase, if requested. I agree the Municipality may provide details of this project publicly, for promotional purposes, without additional payment or separate agreement.

Applicant Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY

Date Application Received: _____ Initials: _____

Application Components Included:

- Signed Application: _____ Initials: _____
- Pre-Construction Pictures: _____ Initials: _____
- Project Description: _____ Initials: _____
- Description of Materials: _____ Initials: _____
- Letter of Authorization: _____ Initials: _____
- Two Quotes : _____ Initials: _____

Approved: YES NO

Conditions / Reasons (if any): _____

Total Eligible Costs (excluding HST): _____ Total Approved: _____

Total Project Cost: _____ Percentage Funded: _____

Claim Components Included:

Itemised receipts matching project costs: _____ Initials: _____

Proof of payment: _____ Initials: _____

Completion photos: _____ Initials: _____

Date submitted to Finance: _____

Signature File Closed: _____