

Region of Queens Municipality

2021-2022 Business Façade Program

Application Criteria & Funding Application



Background

Over the past number of years, commercial development has spread beyond the traditional cores of Liverpool and Caledonia, with commercial businesses opening in other areas of Queens County, creating new micro-downtowns. This changing pattern, together with large industry closures, declining population, and large commercial stores in nearby Bridgewater and Halifax, has left some buildings vacant and others operating seasonally in the two traditional areas. Less business activity has understandably contributed to a decline in building maintenance, and this can become cyclic as the downtowns become less attractive to visit.

Renewed Commercial Facades

As part of Region of Queens Municipality's plans to revitalize its downtown cores, Council began the process of spending more time and financial resources re-investing in our community, while still looking externally for new development. As an initial start to renewing our downtowns in Liverpool and Caledonia, Council budgeted \$25,000 to invest in a local Business Façade Program during the fiscal year 2018-2019 and an additional \$15,000 was approved by the Province of Nova Scotia. The following year, Council agreed to invest a further \$25,000 and widen the geographical scope to all commercial properties anywhere in the county. The Business Façade Program has continued annually since – changing the face of businesses throughout Queens County.

TO DATE

# Projects	RQM Investment	Total VALUE
20	\$70,463.32	\$197,350.41

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

Eligibility

Any current commercial operation and premises within Queens County is eligible for funding subject to meeting the application funding rules, and availability of funds. Projects must take place on the exterior of the building and be visible to the public. Home-based businesses are not eligible. Not-for-profit organisations are not eligible and should consider an application to the Community Investment Fund instead. All applicants must be in good standing with regard to any taxes and fees owing to the Municipality.

Projects Eligible

- wood or composite siding and trim including replacement, painting or staining
- windows and doors
- awnings
- signage
- visible roofing
- lighting
- building architecture features
- trees, shrubs and planters
- labour for the above

Projects Ineligible

- legal fees
- surveying
- non-visible roofs
- land purchase
- paving / landscaping
- design fees
- administration, marketing and accounting fees
- building side(s) not visible to the public or fronting on a public street
- purchase of equipment for project construction
- in-kind work
- cost overruns

Eligible Costs

The following items are eligible for funding under the Business Façade Program in 2021-2022. Any items that may be subject to interpretation of eligibility may be submitted to the Program Coordinator for a decision. The Coordinator's decision shall be final and binding.

Siding and Trim

Siding must be made of wood or wood-type material and shall not be made from vinyl. Colours shall be from an established historic colour palette for the period of the building being upgraded. A great colour reference with complementary colours is available at <http://www.encycolorpedia.com/>.

Windows and Doors

Windows and doors must be all new material and fit with the building wall material and trim, and not be out of context for building to be placed on.

Awnings

Awnings shall be made of traditional cloth or canvas and not vinyl or plastics.

Signage

Signage shall be made from wood or wooden-type materials including composite that resembles wood or historic signage. Signage shall not be plastic, backlit, or conflict with other building themes and colours.

Roofing

Roofing shall be asphalt, wood, or similar traditional materials. Metal is not an approved material.

Lighting

Lighting shall complement the exterior building façade and historic nature of the building and not cause undue light to be reflected onto adjacent buildings or streets.

Building Architecture Features

Other building features such as mouldings, venting, posts and beams, weathervanes, et cetera will be considered acceptable as long as proof of relevance to the building design and significance is provided.

Trees, Shrubs, and Planters

Large trees, shrubs and planters that add to the exterior façade of a commercial business and have a long-term lifespan are eligible.

Labour

All labour costs related to the above shall be eligible for cost-sharing provided they are provided by an external contractor with a price quote prior to construction start.

Ineligible Costs

The following items are ineligible for funding under the Business Façade Program in 2021-2022. Any items that may be subject to interpretation of eligibility may be submitted to the Program Coordinator for a decision. The Coordinator's decision shall be final and binding.

Legal Fees

No legal fees will be cost-shared including deeds, leases, easements, rights-of-way, contracts, et cetera.

Surveying

No surveying fees will be reimbursed for determining property lines or other legal ownership issues. Applicant must be able to provide proof of ownership for the property contained with the application.

Land Purchase

Land purchases of the property in an application and adjacent lands are ineligible.

Paving

No external property work such as paving or landscaping is eligible.

Design Fees

Any required professional design fees are not eligible for cost-sharing. These are expected to be paid completely by the applicant when required.

Administration, Marketing and Accounting Fees

It is expected that the Applicant will provide their own administration, marketing and accounting services for this application for funding. Any external costs for these services will be at the full cost of the Applicant.

Building Side Not Visible to the Public

Only those sides of the external building façade that are visible to all members of the public are eligible for funding. Therefore, exterior building facades that are hidden from public view and only visible to a few people are not eligible.

Purchase of Equipment for Project Construction

Tools and equipment to carry out façade application work, including short term loans, are not eligible.

In-kind Work

Work by the Applicants or others is not eligible for funding under this program. It is assumed that work completed by the Applicants and their immediate family members are considered in-kind and not eligible for reimbursement.

Cost Overruns

Any amounts incurred above the approved costs, or after the completion date, shall be the sole responsibility of the Applicant.

Accessibility

When considering and planning façade improvements, you may want to make choices that enhance the accessibility of your business to all your 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 add to the inclusive and welcoming feel of your business. Our Accessibility Coordinator, Elise Johnston, can advise you at the planning stage – your project may be eligible for additional provincial funding, and will help review submitted applications. Contact Elise by email at ejohnston@regionofqueens.com, or by phone at 902-354-3455.

Approval Process

Applications will be reviewed after the initial application deadline of **Friday June 4, 2021**, and thereafter, should funding still be available, on a first-come, first-serve basis. All Applicants should expect a response within thirty (30) days after the initial deadline and within fourteen (14) business days of receipt for all other applications. If an application is incomplete, this will delay any potential approval timeline until 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 being provided by Region of Queens Municipality.

Required Claim Documentation

All approved applications seeking reimbursement for funding must submit, before **December 31, 2021**:

- 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 cheque matching the paid invoices,
- Good quality photographs of the completed work.

Once the required documentation is submitted, the Municipality will endeavour to provide reimbursement to the applicant within 14 working days.

Contact

Please submit completed applications, including all the required supporting documentation as described on the form, and also the claim documentation when your project is complete, by mail, in person, or by email to:

Business Development Officer
Region of Queens Municipality
P.O. Box 1264
249 White Point Road
Liverpool
BOT 1K0

rlane@regionofqueens.com, 902-354-3453

Region of Queens Municipality
2021-2022 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.
2. Description of materials to be used providing proof of compliance with the specifications contained herein.
3. At least two quotes from individuals or companies capable of carrying out the work.
4. Current pictures of the building from several angles to show the full area to be improved.
5. Letter of authorization from Building Owner if not the Applicant.

Funding under the Business Façade Program is available to all current businesses and commercial premises within Queens County, excluding home-based businesses. The maximum funding available in 2021-2022 fiscal year is \$5,000 per civic address based on a matching contribution from the Applicant or Property Owner, exclusive of HST.

Funding is available only for exterior façade improvements of siding and trim including painting or staining, windows and doors, awnings, signage, visible roofing, lighting, building architecture features, and labour for such. Legal fees, surveying, non-visible roofs, building side(s) not visible to the public or fronting on a public street, land purchase, paving, design fees, and in-kind work are ineligible for funding. Acknowledged: YES ☐ NO ☐

This application is not a building permit or development permit and the Applicant acknowledges that these approvals must also be sought prior to carrying out the required work. Acknowledged: YES ☐ NO ☐

Region of Queens Municipality
2021-2022 BUSINESS FAÇADE PROGRAM APPLICATION

Region of Queens Municipality Business Façade Program applications will be accepted initially until Friday June 4, 2021, and thereafter on an on-going basis until all available funding has been committed. Approved applications must complete their upgrades and submit their final claims for payment prior to December 31, 2021. Claims submitted after this time frame will not be accepted, nor be eligible for funding in future years, should this program be extended beyond March 31, 2022. Acknowledged: YES ☐ NO ☐

PAYMENTS

Approved funding will be paid to Applicants upon the submission of paid invoices, proof of payment, and pictures of completed work. The Municipality will consider partial payments for aspects of the project that are fully completed and final claim documents are received prior to December 31, 2021.

ELIGIBILITY

Current businesses and premises within Queens County, excluding home-based businesses, are eligible to apply for municipal funding for façade upgrade projects, however, 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 ☐

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 continue to meet the program funding criteria.

ACKNOWLEDGEMENT

I confirm that 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. I agree the Municipality may provide the details of this project publicly for promotional purposes without additional payment.

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: _____

Date Claim Paid: _____ Cheque Number: _____

Final Pictures Submitted: _____ Signature File Closed: _____