Queens Coast
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Region of Queens Municipality

2023-2024 Business Façade Program
Application Criteria & Funding Application



Region of Queens Municipality
2023-2024 BUSINESS FAÇADE PROGRAM APPLICATION

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 'curbside appeal' of our businesses demonstrates confidence and pride of place which will contribute to the positive revitalization loop that we have begun to see signs of.

The Business Façade Program has been supported by Council and is funded to $25,000 in the 2023-2024 fiscal year.

Business Façade Program Funding

Since 2018, RQM has invested $108,197.79 in thirty (30) 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 $267,914.29 – changing the face of businesses throughout Queens County.

# Projects	RQM Investment	Total VALUE
30	$108,197.79	**$267,914.29**

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 claim documentation.

Eligibility

Any current commercial operation within Queens County 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 should consider an application to the RQM Community Investment Fund (CIF) instead. Applicants must be in good standing with regard to any 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.

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Projects Eligible

The following list are examples of the kind of improvement projects that would be eligible for support, but it is not definitive. 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 Program Coordinator, and those decisions will be final and binding. Construction materials, colours, and features should, ideally, be in keeping with the vernacular style of the area wherever possible, and advice should be sought by the Applicant for compliance with all planning, building code, and land-use regulations.

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

Projects Ineligible

The following project elements will not be eligible 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, 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 accepted to an initial deadline of **Friday May 26, 2023**, at which point as many of the eligible applications will be approved, as funds permit. Thereafter, as long as funding is available, applications will be accepted on a first-come, first-served basis. Applicants should expect a response within thirty (30) days after the initial deadline and within fourteen (14) 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 prior-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 the deadline date of **February 28, 2024**:

- 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 and final claim documents are 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.

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Contact

Please 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 RQM Program Coordinator:

Director of Economic Development
Region of Queens Municipality
P.O. Box 1264
249 White Point Road
Liverpool
B0T 1K0

rlane@regionofqueens.com, 902-354-3453

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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 and the Applicant acknowledges that these approvals must also be sought prior to carrying out the required work.
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 be eligible for funding in future years.
Acknowledged: YES ☐ NO ☐

Any project work completed prior to application approval is not eligible.
Acknowledged: YES ☐ NO ☐

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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 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: _____