Region of Queens Municipality

2020-2021 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 this Façade Program is available to all current businesses and commercial premises within Queens County, excluding home-based businesses. The maximum funding available in 2020-2021 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 ◯

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Region of Queens Municipality Business Façade Program applications will be accepted initially until June 30, 2020, 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, 2020. 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, 2021. 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, 2020.

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 understand and acknowledge that in order to be eligible for funding, all taxes and fees owed to the Municipality that are currently due at the date of submission must have been paid prior to application submission, or have an approved and current payment arrangement in effect. 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: _____