REGION OF QUEENS MUNICIPALITY

2020 - 2021 BUSINESS FAÇADE PROGRAM



Application Criteria and Funding Application

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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. In 2019-2020, 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 will continue in 2020-2021 and cumulatively result in total investments, matched by private sector businesses, well in excess of $200,000 – changing the face of businesses throughout Queens County.

2018-19

# Projects	RQM Investment	Total VALUE
8	$32,314.25	**$111,832.02**

2019-20

# Projects	RQM Investment	Total VALUE
6	$24,976.30	**$59,172.87**

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, submitting an application, and availability of funds. Projects must take place on the exterior of the building and be visible by all members of 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. Applicants must 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.

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 2020-2021. Any items that may be subject to interpretation of eligibility may to submitted to the Community Economic Development 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 2020-2021. Any items that may be subject to interpretation of eligibility may be submitted to the Community Economic Development 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.

Approval Process

Applications will be reviewed after the initial application deadline of **June 30, 2020**, 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, 2020**:

- 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.