



## FAÇADE DEVELOPMENT GRANT PROGRAM

DMCI will be awarding a total of \$40,000 in façade enhancements to commercial property owners and business owners within the Business Improvement Area (BIA). **Improvement grants are available on a first-come, first-served basis until the annual budget allocation has been depleted.**

Under the program, successful applicants are eligible to receive up to **50%** of the total costs of improvements (excluding the HST) up to a maximum of **\$3,000** per façade with a maximum of **two façades** per applicant. The program was created to provide assistance to commercial property owners and business owners in the Business Improvement Area (BIA) in renovating, improving and restoring the façades of the buildings that make up the character of our downtown. Eligible façade improvements may include but are not limited to exterior architectural and decorative details, landscaping, signage, security, lighting and more.

DMCI encourages all commercial property owners and business owners within the BIA who are considering upgrading the exterior of their property to submit an application.

Guidelines and applications can be obtained through the DMCI office, via email at [dmci@downtownmoncton.com](mailto:dmci@downtownmoncton.com) or web site [www.downtownmoncton.com](http://www.downtownmoncton.com)



# 2019

## Façade Development Program

### Grant Guide

104-770 Main St, Moncton, NB E1C 1E7

[www.downtownmoncton.com](http://www.downtownmoncton.com)

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#### PURPOSE AND GOAL

- To provide assistance to commercial property owners and business owners within the Business Improvement Area (BIA) in renovating, improving and restoring the façades of the buildings that make up the character of our downtown.
- Our goal is to improve the overall attractiveness of the BIA as a shopping destination, to decrease the number of vacant buildings by attracting and retaining tenants, and to build and reinforce a greater sense of community in Downtown Moncton while promoting environmentalism and supporting local workmanship.
- We wish to help business and commercial property owners realize the potential of their properties in the most sustainable and energy-efficient ways possible, in order to create a more beautiful, green and welcoming area to live and work.

#### ELIGIBLE PROPERTIES

- All existing commercial properties within the BIA are eligible to apply for this program.
- The grants are assigned on a per property parcel basis. One owner may submit one application per property, and tenants may submit one application per rental property.

#### ELIGIBLE APPLICANTS

- Applicants must be either the commercial property owner or the business owner.
- If the applicant does not own the property, they must submit written consent from the property owner and confirmation that the improvements will be paid for by the applicant.

#### ELIGIBLE FAÇADE IMPROVEMENTS

- All projects must serve to improve the physical look of the BIA.
- Improvements to exterior architectural and decorative details, landscaping, cleaning, signage, painting, exterior surfaces, windows, doors, entrances, awnings, lighting and security features are all eligible projects for grant consideration. This list is not all-encompassing; other modifications may be considered.
- Priority will be given to improvements using local, durable, low maintenance and environmentally friendly materials.

#### BUDGET AND GRANT AMOUNTS

- **Successful applicants are eligible to receive 50% of their total improvement costs (excluding HST) up to a maximum of \$3,000. Improvement grants are available on a first-come, first-served basis until the annual budget allocation has been depleted.**

#### PROCEDURE

- A completed and signed application form along with all supporting documentation must be submitted to Downtown Moncton Centre-ville Inc. **prior** to the commencement of any work and no later than the deadline.
- Two different sets of contractor quotes must accompany the application form.
- **Improvement grants are available on a first-come, first-served basis until the annual budget allocation has been depleted.**
- **All approved projects must be completed by October 18, 2019.**
- Submission of a completed application form with all supporting documentation does not guarantee the applicant acceptance into the program.
- Unsuccessful applicants will be informed by email or regular mail and are eligible to reapply the following year.
- In the case of an application submitted by a DMCI board member, the application will be reviewed by the DMCI Executive Committee to ensure all criteria have been met.

#### CONDITIONS

- The BIA levy for the property in question must be up to date and paid in full for the previous year.
- Two different sets of contractor quotes must accompany the application form.
- Applications including written cost estimates must be submitted **prior** to the commencement of any work.
- If applicable, all work must receive necessary heritage and design approval, as well as building permits from the City of Moncton. **Please contact the City of Moncton Building Inspection Department at 856-4375.**
- The applicant is responsible for obtaining all necessary documentation, permits and estimates and should consider the additional time required to obtain such documents when applying for this program.
- Successful applicants must present a certificate of completion to Downtown Moncton Centre-ville Inc., (copy of permits and necessary documentation) along with proof of payment for reimbursement to occur. Proof that improvements have passed final inspections may also be necessary.
- Applicants are required to provide a progress report at 80% completion of the project.



# Façade Development Program Grant Application Form 2019

104-770 Main St, Moncton, NB E1C 1E7

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Applicant Name: _____ Applicant Address : _____ Applicant is the: Property Owner ____ Business Owner ____	Date : _____ Phone : _____ Fax : _____ Email : _____
Property Address : _____ Property Account Number (PAN) found at the top of your Assessment and Tax Notice _____ To your knowledge is this property a Heritage Building? : yes ____ no ____ Age of Building : _____ Number of Stories : _____ Floors Occupied : Ground ____ Second ____ Third ____ Fourth ____ Total Occupied Square Feet: _____ Current Use : Retail ____ Restaurant ____ Office ____ Service ____ Other Commercial ____ Residential ____ Other ____ Brief Description of Building Usage : _____ Brief Description of Proposed Project: _____	
Name of preferred Contractor/Subcontractor: _____ Total Cost of Improvements : \$ _____ Tentative Start Date of Construction : _____ Tentative Completion Date : _____	
<b>Please Attach the Following :</b> Proof of Ownership/Consent from Owner ____ Detailed Project Plan ____ Photo or Drawing of current conditions ____ Drawing of Proposed Improvements ____ Two different sets of contractor quotes ____	<b>Conditions:</b> <ul style="list-style-type: none"> <li>▪ The BIA levy for the property in question <b>must be paid in full</b> for the previous year as of the date of the application.</li> <li>▪ <b>Two different sets</b> of contractor quotes must accompany the application form.</li> <li>▪ All applications, including the relevant supporting documents must be submitted <b>prior to the commencement of any work</b>.</li> <li>▪ The applicant is responsible for obtaining all necessary permits. Please contact the City of Moncton Building Inspection Department at 856-4375 to determine any Building/Development Permit requirements.</li> <li>▪ Completed improvements are subject to inspection. Improvements must be carried out in accordance with all applicable laws, by-laws and building codes.</li> <li>▪ All approved projects must be completed by <b>October 18, 2019</b>.</li> </ul>
_____ Signature of Applicant(s) and/or Owner(s) _____ Name Printed _____ Name of Corporation is applicable _____ _____ Date	<b>DMCI Office use Only</b> Date Rec'd: _____ Date of Application Review: _____ Application Complete: YES / NO (details): _____ Status: _____ Amount of Grant: \$ _____ Executive Director (signature) _____ _____ Is applicant a member of the DMCI Board? ____ yes ____ no If yes, have all criteria been met? ____ yes ____ no Executive Committee (member) signature _____