

BUILDING ENHANCEMENT GRANT PROGRAM

Purpose

This incentive is to encourage local businesses to enhance their buildings by modernizing and improving appearance. Primary objectives are:

- To make available grant funding to local business owners thus reducing the financial burden of improvements;
- To incent business owners to enhance their storefronts and interiors;
- To continue beautification activities prescribed under the Tourism Corridor Bylaw;
- To add value to our community by making improvements and fostering community pride.

1. Application Process

Administration from the three funding partners (Community Futures Big Country, Drumheller & District Chamber of Commerce and Town of Drumheller) will review all funding requests and grant a final decision on each application.

2. Eligibility Criteria

Business owners may receive funding under the Building Enhancement Grant, providing that the following eligibility guidelines are met:

- 2.1 The business owner must fill out an application form available online at www.drumhellerchamber.com;
- 2.2 The business owner must submit with their application a set of plans or sketches which define the construction, alterations or remodeling being proposed and quotes/estimates for materials and/or labour;
- 2.3 If you are a tenant, you must provide written documentation from the building owner stating that they approve of the proposed improvements;
- 2.4 Business must have a current business license with the Town of Drumheller;
- 2.5 Business must be up to date with Town of Drumheller taxes;
- 2.6 Only costs incurred after the Grant has been approved will be considered as eligible.

3. Eligible Costs for Exterior Enhancements

- 3.1 Construction & labour costs associated with items 3.2 – 3.6;
- 3.2 New canopies or lighting;
- 3.3 Paint or other exterior surfacing excluding tin;
- 3.4 Permanent exterior signage;
- 3.5 Improved accessibility limited to doors, ramps or handrails;
- 3.6 Permanent patio structures;
- 3.7 Exterior accessories such as planters or patio furnishings may be considered; design standards apply;
- 3.8 Replacement of windows and doors may be eligible if the replacement is an enhancement over the existing.

4. Eligible Costs for Interior Enhancements

- 4.1 Consultation, construction & labour costs associated with items 4.2 – 4.12;
- 4.2 Electrical upgrades limited to plug sockets and covers, light switches and covers and energy efficient light fixtures, new wiring for new lights only;
- 4.3 Eco-friendly plumbing and fixture upgrades limited to taps, sinks and toilets permanently fixed to walls, floors, islands or cash counters;
- 4.4 Interior passage doors;
- 4.5 Interior wall and ceiling painting;
- 4.6 Interior drywall;
- 4.7 Interior demising walls;
- 4.8 Flooring improvements;
- 4.9 Improved accessibility limited to ramps, handrails and accessible washrooms;
- 4.10 Structural repairs limited to interior load bearing beams and load bearing walls and structural repairs to foundations;
- 4.11 Engineering fees to a maximum of 20% of eligible grant amount related to structural repairs;
- 4.12 Professional interior design consultation services to a maximum of 20% of total fees.

5. Ineligibility

- 5.1 Failure to provide all necessary information as requested in the application form;
- 5.2 Business is in tax arrears with the Town of Drumheller;
- 5.3 Cost of labour performed by a company without a valid Drumheller business license;
- 5.4 Cost of materials or supplies from a company without a valid Drumheller business license, unless material or supplies are NOT available locally.

6. Ineligible Costs for Exterior Enhancements

- 6.1 Rooftop improvements (shingles, tin, air conditioner, soffits, etc.);
- 6.2 Consultations or conceptual drawings;
- 6.3 Costs associated with general or routine maintenance;
- 6.4 Costs associated with demolitions;
- 6.5 Costs associated with improvements other than to the storefront;
- 6.6 Permit fees, service fees or insurance;
- 6.7 Cost of labour performed by a non-professional or non-tradesperson;
- 6.8 Gas, tools, consumables, cell phone fees or other incidental costs.

7. Ineligible Costs for Interior Enhancements

- 7.1 Asbestos/other hazardous material abatement;
- 7.2 Non-permanent, freestanding or portable fixtures such as bars or cabinetry;
- 7.3 Demolition;
- 7.4 Lightbulbs;
- 7.5 Art and interior signage;
- 7.6 Replacement or upgrades to electrical panel, or replacement of existing wiring

- 7.7 Exterior windows or doors;
- 7.8 Permit fees, service fees or insurance;
- 7.9 Cost of labour performed by a non-professional or non-tradesperson;
- 7.10 Gas, tools, consumables, cell phone fees or other incidental costs.

8. Level of Assistance

The funding partners will allocate grant money under this program on an annual basis. Grant recipients will be eligible to receive up to 50% of the renovation costs to a maximum grant of \$5,000 for any one business or property for either an exterior or interior enhancement.

9. Funding Disbursement

The total amount of funds dispersed will be at the discretion of the three funding partners (Community Futures Big Country, Drumheller & District Chamber of Commerce and Town of Drumheller).

Payment will be issued once proof of the **approved** enhancements has been provided (i.e. original invoices for completed work along with proof of payment).

10. Timeline

The deadline for applications is **February 15, 2022**. Should there be additional funds available after the first round of applications are evaluated and awarded, there will be a second intake period for applications.

The Grant is effective from the date of application approval. Work completed prior to the date of application approval will **NOT** be considered for grant funding. Projects must be completed by November 1, 2022. Invoices along with proof of payment for completed work must be submitted to the Drumheller & District Chamber of Commerce no later than November 30, 2022 to be eligible for reimbursement.

2022 BUILDING ENHANCEMENT GRANT APPLICATION

General:

Date of Application: _____

Name of Applicant: _____

Name of Business: _____

Mailing Address: _____

Email Address: _____ Ph #: _____

Business Location:

Street Address of Building: _____

Legal Description of Property: Lot _____ Block _____ Plan: _____

Are you the:

- Owner of the building or
- Tenant of the building?

Note: If you are a tenant, you must provide written documentation from the owner stating they approve of the proposed improvements.

Design Proposal:

Attachments:

- A description of the proposed project;
- Plan or detailed sketches of the proposed project;
- Projected timeframe for completion of project.

Finances:

1. Anticipated total project cost: _____

2. Amount of funding requested: _____

Attachments:

- Quotes/estimates for materials and/or labour

Other:

Do you wish to provide any other information, which may assist us in processing your application? Applicants may attach additional information if more space is required.



Disclosure:

Recipients of the Building Enhancement Grant agree that information pertaining to the name of the business, business owner, grant amount, copies of invoices and receipts will be shared with the three funding partners. Recipients also agree that the name and location of their business will be made public upon award of the Building Enhancement Grant; this may include publication of photos and details of the completed projects on the funding partners' websites and/or social media.

Certification:

I certify that, to the best of my knowledge, the information provided in this application is accurate and complete. I also agree to comply with the terms and conditions of the Building Enhancement Grant as outlined:

Applicant's Signature

Applicant Name (please print)

Please return completed application form by February 15, 2022 to:

Drumheller & District Chamber of Commerce
Attn: Heather Bitz, Executive Director
Mail: PO Box 999, Drumheller, AB T0J 0Y0
E-mail:h.bitz@drumhellerchamber.com
In-person: 60 1 Avenue West, Drumheller

Application Checklist:

- Completed application form
- A description of the proposed project
- Plan or detailed sketches of the proposed project
- Projected timeframe for completion of project
- Quotes/estimates for materials and/or labour