

Storefront Improvement Program

Application Form

Edmonton

Note: Application packages must be completed in full, including:

- Part 1: Applicant Information
- Part 2: Eligibility Criteria and Project Details
- Part 3: Project Outcome
- Part 4: Attached Documentation
- Part 5: Applicant Declaration and Authorization for Agent of the Property Owner

If you have any questions or concerns about filling out this form, contact the Storefront Improvement Program Manager at storefront.improvement@edmonton.ca or 780-221-2337.

Your name, contact information, and project information is collected in accordance with 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. This information will be used to administer the Storefront Improvement Program. If you have any questions about the collection and use of your personal information, contact the Storefront Improvement Program Manager at 780-221-2337, 9th Floor 10111 104 Ave, Edmonton Alberta T5J 0J4. Please note that the name and location of buildings, building details, building designs, grant amounts, and total costs of projects may be released to various organizations, the media and the public in connection with the Storefront Improvement Program.

Last updated January 2023.

edmonton.ca/storefrontimprovement

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Part 1: Applicant Information

Fill out all fields. Incomplete applications will not be considered or kept on file.

Date: _____

Applicant name: _____

Applicant is the: property owner agent of the property owner tenant

Mailing Address: _____ Postal Code: _____

Telephone Number: _____

Email Address: _____

If the applicant is not the property owner, please fill out the following:

Property Owner name: _____

Mailing Address: _____ Postal Code: _____

Telephone Number: _____

Email Address: _____

Project Information

Building Address: _____

Corner Building: yes no unsure

[Business Improvement Area](#): _____

Building Age: _____

Estimated Project Budget: _____

Designated Heritage Property: yes no unsure

Have you/do you intend to apply for any other City of Edmonton grant programs to support this project?

Community Mural Grant Heritage grant Building Energy Retrofit Accelerator

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Part 2: Eligibility Criteria and Project Details

To be eligible to apply to the Storefront Improvement Program, **all** of the following must be true:

- The storefront is used for business and will be open to the public.
- The building is located within a [Business Improvement Area \(BIA\) or other Council-approved area](#).
- The building is 20 years old or older.
- At the end of the project, and for the 5 year maintenance period, I understand that:
 - All glass will be clear and see-through. Mirrored or tinted films, large window appliques or vinyl wraps are not permitted.
 - Security shutters and/or interior bars over windows and/or doors are not permitted.
- Construction work on my building hasn't started.
- I have met with and/or spoken to the Program Manager to discuss this project and the program.

Projects must include **at least three** improvements, **one of which must be a critical improvement**.

Which critical improvement(s) are you making? **You must select at least one.**

- Redesigning the storefront (i.e. enlarging, adding or relocating windows, doors or other significant architectural features)
- Replacing existing windows and/or doors with new windows/doors
- Re-cladding the building with new materials (not including paint or cleaning)
- Adding new awnings or canopies
- Installing new accessibility features such as ramps, handrails or automatic doors
- Adding a large, privately funded, professionally installed mural(s) that covers over 50% of a wall (must face a public sidewalk)
- Installing new permanent patios*, walk-up counters, rolling doors, windows that open onto the sidewalk, or other active streetfront uses **does not include sidewalk cafes*
- Parking lot improvements, if the building has a front parking lot

List all other renovations included in the project scope (eg. electrical upgrades, new lighting, updating signage, etc.). Be specific. Attach a list if more space is necessary.

1. _____
2. _____
3. _____
4. _____
5. _____

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Part 3: Project Outcomes

Projects are evaluated based on how much will be changed and the impact of the changes, not the existing quality of the building.

TIP: *The more information you give the Project Review Committee about what renovations you are doing, why you are doing this work and what you think the outcome will be, the more likely your application is to be successful.*

How will this storefront renovation improve the building? You may choose more than one.

- A more attractive building (i.e. updating the appearance, better branding, etc.)
- A more accessible building (i.e. adding automatic doors, accessible parking, etc.)
- A more functional building (i.e. changing the location of the entrances to improve access, better layout to support business functions, improving energy efficiency, etc.)

Are there any other reasons why you are renovating your storefront?

- For example, "The renovations will better support the business brand, update the building so that it is more attractive to customers, contributes to a more lively and pedestrian-friendly street, and/or help attract new tenants."

All projects must meet at least one of the following design principles. Not every project can meet every design principle. Please see pages 11-13 of the [Storefront Improvement Program Guide](#) for details and examples of ways to meet each design principle.

- Projects contribute to a lively pedestrian street.
- Improvements should showcase the business(es), building and the BIA.
- Renovations fit a human scale.
- Projects should address all four seasons.
- Projects should support accessibility.
- Projects contribute to safe streets.
- Projects increase the energy efficiency and climate resiliency of the building.

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Explain to the Project Review Committee how your storefront renovation project addresses each principle you checked off above. Here are some examples:

- “New awnings help shade the windows and make the building easier to cool in summer, and will help protect customers from snow or rain.”
- “Expanding the windows will encourage people to window shop and help make the street more interesting to walk down.”
- “Adding better lighting will help light the sidewalk and front door to discourage crime.”
- “Adding blade signs and addresses for each unit will help customers find the right door when they are standing on the sidewalk beside the building.”
- “New triple paned windows and a higher R-rated siding will increase energy efficiency by reducing the heating bill.”
- “A mural will help make the building and business memorable to customers.”

If your building has a front parking lot, the project must improve the parking lot as well as the building. Parking lot improvements must improve pedestrian safety and comfort.

- My building does not have a front parking lot.

What else would you like the Project Review Committee to notice or understand when they are evaluating your application?

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Part 4: Attached Documentation

Attach the following documents to your application:

- Three or more photos of the existing storefront. For corner buildings, please include photos of both sides of the building that face the sidewalk.
- All relevant project design details, including:
 - Mandatory: a site plan
 - Mandatory: Elevations
 - Detailed drawings, photos, samples or brochures of key features (for example, Lighting and/or signage) (if available)
 - Renderings showing the finished project (if available)

The City will pull the Land Title and perform a Corporate Registry Search to confirm the legal address and property ownership.

Additional information may be required depending on the nature of your project. The Program Manager will contact you for more information if necessary.

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Part 5: Applicant Declaration and Authorization for Agent of the Property Owner

I understand that submitting an application package **does not** guarantee funding or the full funding requested under the Storefront Improvement Program Grant. I further certify that:

- I/we have reviewed the Program Guide and I/we understand the conditions attached to the funding;**
- This application is complete and includes all required attachments;
- All information in this application, and supporting documents, is true and complete to the best of my/our knowledge;
- Incomplete applications, and those that do not meet the eligibility criteria, will not be evaluated or kept on file;
- I/we acknowledge that it is my/our responsibility to find out whether or not my/our Storefront Improvement project needs a permit to complete, and to obtain any necessary permits. Reimbursement will not be granted to projects completed without the required permits;
- I/we understand that all decisions regarding applications are final and cannot be appealed;
- If a grant is approved, work will be completed as outlined in the application. Any deviations must be evaluated and approved by the Program Manager. Approval is not guaranteed.

Applicant name (Print) _____

Applicant Signature _____

Date _____

Authorization for Agent of the Property Owner

I/We, _____ the owner of the subject property hereby authorize _____ to act on my behalf with respect to the application.

Signature of Property Owner

Date

The property owner's signature is always required on the Reimbursement Agreement.