



BRANDON DOWNTOWN DEVELOPMENT CORPORATION

Façade and Storefront Improvement Program

Grant Application Form 2021

The purpose of the Façade and Storefront Improvement Program is to encourage downtown building owners or main floor (storefront) tenants to invest in façade improvements and exterior storefront upgrades by providing grants to cover a portion of renovation costs and pre-development professional fees. The intent of the program is to support the creation of a more vibrant, attractive and pedestrian-oriented environment within the downtown, while at the same time, helping to leverage retail and business investment to the area. Visually appealing storefronts can contribute to an economically vibrant downtown and align with the three core values identified in the downtown vision: diversity, uniqueness and character.

A well-designed storefront has the potential to provide much needed services and amenities to local residents, while contributing significantly to the quality of a neighbourhood's streetscape and economic vitality. Good retail design extends far beyond the attractiveness and immediacy of the built environment. Benefits include positive changes to the social, economic and environmental health of the downtown community.

The program is intended to assist property owners or main floor (storefront) tenants to contribute to the unique and vibrant urban place of downtown and to facilitate the addition of building features that improve the pedestrian experience. The program will provide funding to: preserve the historical integrity of buildings in the downtown area; contribute to a high quality pedestrian environment; encourage the development of distinct character areas; improve perceptions of safety; improve accessibility; and add diversity and interest to retail streets.

The Board of Directors will review applications against specific parameters and criteria including: location, quality of design, viability and scope of the project, and alignment with the downtown vision. For more information, please refer to the Project Evaluation Matrix found on page 9. All business data provided remains strictly confidential.

GRANT ALLOCATION

The Brandon Downtown Development Corporation will fund up to 50% of eligible project costs, up to a maximum of \$15,000 (up to \$30,000 for corner properties), and up to 50% of conceptual design work, to a maximum of \$5,000. Under extenuating circumstances, and at the Board's discretion, additional funding for exterior renovation work may be available.

PROGRAM PARAMETERS

- The Brandon Downtown Development Corporation encourages all applicants to employ the services of a design professional to create a conceptual design for the proposed exterior improvements.
- In order to be eligible to receive up to 50% of conceptual design work fees, an applicant must have a design professional prepare the conceptual design.

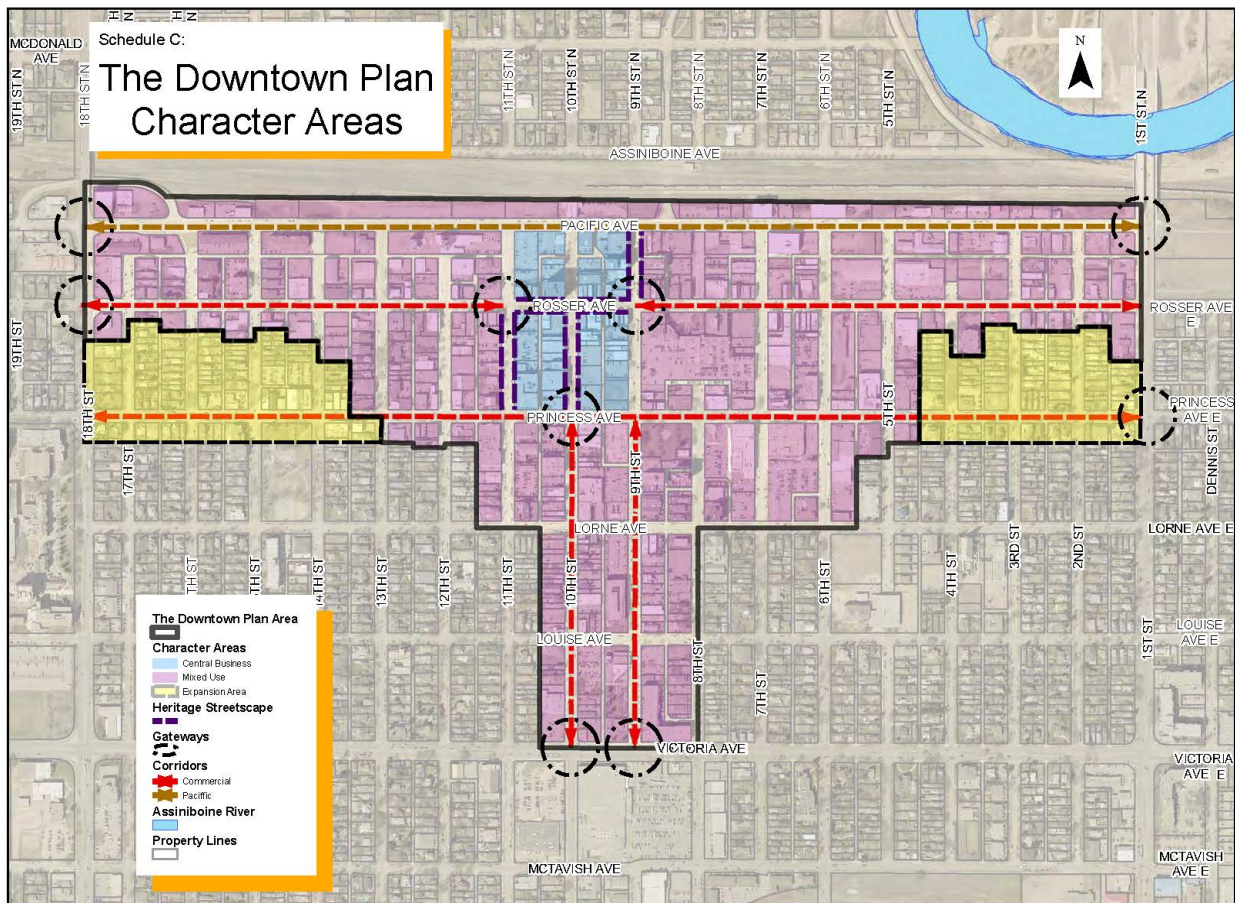
- Grant applications must be received prior to the commencement of work on the project.
- Proposed project must be located within the Downtown Secondary Plan boundaries and priority will be given to projects located within the Entertainment and Shopping Character Area.
- Projects must be started within 90 days of receiving approval, be in continuous development for the length of the project and be completed within 1 year (may apply for one 6-month extension).
- Monies will be advanced at project completion.
- Other grants from government or private agencies may be combined with this award.

ELIGIBILITY

Applicant Eligibility:


- The applicant must be either the property owner or the main floor commercial tenant.
- Tenant applicants must have at least three years remaining in their lease.
- Tenant applicants must obtain the property owner’s signed approval for the proposed project.
- The applicant and subject property must be current on all City of Brandon fees and taxes.
- Government offices and major chain franchises are not eligible to receive funding.
- The applicant’s premises must be located within downtown Brandon and businesses located within the Central Business Character Area (as per the *Downtown Brandon Secondary Plan By-Law No. 7238*) will be given priority.

Geographic Eligibility:



▭ The Downtown Brandon Secondary Plan Area (Area of Eligibility)

▭ Central Business Character Area (Priority Area)

 Mixed Use Character Area**Eligible Improvements:**

Improvements should consider: improving the building and street face(s), enhancing pedestrian comfort, preserving and maintaining heritage, and promoting the downtown area as an inviting and desirable place to shop, dine, live, and invest in. The work must improve the building and street face (i.e. not regular maintenance). Storefront improvements should be undertaken as part of a complete and coordinated exterior design, rather than as piecemeal repairs or enhancements. In addition, priority will be given to projects that include a minimum of three (3) design interventions. Applicants are encouraged to employ the services of a design professional who has demonstrated built project experience.

Eligible Work:

- new/additional lighting
- high quality pedestrian-scale signage (projection signs are encouraged)
- brick/masonry restoration
- windows
- doors/entranceways
- awnings/canopies
- façade cleaning and painting (as part of broader works)
- repair/replacement of cornices, parapets or other exterior architectural features with heritage significance as confirmed by City of Brandon heritage representatives
- accessibility improvements
- other improvements as agreed upon by the Board of Directors

APPLICATION PROCESS

- A complete application package must be submitted.
- Brandon Downtown Development Corporation staff will provide confirmation to the applicant within 14 days of receipt of application and will indicate the date the application will be reviewed by the Board. (Please note that the Board of Directors may request additional information from the applicant at any time.)
- Applicants will receive a letter of award within 14 days of the Board's decision.
- Projects receiving funding may be announced to the media and highlighted on the Brandon Downtown Development Corporation website, through social media and/or through a public event at project completion.
- Grant funds will be remitted upon completion of the project and after submitting: 1. final invoices; and 2. before and after project photographs.

Items that must be included with your application:

- ☐ Completed grant application form;
- ☐ Certificate of Title for the subject property (current within 30 days);
- ☐ Conceptual design;
- ☐ Two (2) cost estimates/quotations (including taxes) for work to be completed on the project;
- ☐ Applicant/Developer's history (including past projects completed); and
- ☐ Written approval from property owner allowing the applicant to apply for the Façade and Storefront Improvement Program (if the applicant is not the property owner).

Applicants are encouraged to provide additional pages and/or documents to support

application.

1. APPLICANT(S) INFORMATION

I am the: (check one or both)

Property owner

Storefront Tenant

Name:

Address:

City:

Province:

Postal Code:

Phone:

Email:

2. PROPERTY INFORMATION

Civic Address of Property:

Roll Number(s):

Legal Description:

Title Number:

Zoning:

Current Use(s):

Are there outstanding fees or taxes owed to the City of Brandon for this property?

YES or NO *(If yes, please provide details.)*

3. PROJECT INFORMATION

Applicants must attach a complete proposal with application. Use space below for summary.

i. Project Description

Please describe the proposed exterior redevelopment project:

ii. Construction Estimates and Schedule

A written estimate of project construction costs, including a breakdown of said costs, from **two** qualified consultants or contractors, must be submitted with your application. One of these cost estimates must be used.

Estimated start date of construction (month/year): _____

Estimated end date of construction (month/year): _____

iii. Additional Information

Please describe any additional information on urban design elements (i.e. architectural quality, heritage elements, and sustainability features of the development).

iv. Eligible Costs

Please indicate which eligible costs the requested funding will be applied towards:

Eligible Cost	Requested Funding	Total Estimated Project Cost
PRE DEVELOPMENT PROFESSIONAL FEES		
Professional Design Services		
CONSTRUCTION AND MATERIAL COSTS		
Lighting		
Signage		
Windows and Doors		
Awnings/Canopies		
Brick/Masonry Restoration and Repair		
Façade Cleaning and Painting		
Repair of Architectural Features		
Accessibility Improvements		
Carpentry		
Other (please specify): _____		
TOTAL PROJECT COST		

vi. Requested Funding

Total Estimated Cost of Improvements: _____

Amount of Funding Requested: _____

4. APPLICANT DECLARATION

I/We hereby apply for a grant under the Façade and Storefront Improvement Program.

I/We hereby certify that the information contained in this application is true, correct and complete in every respect and may be verified by the Brandon Downtown Development Corporation (BDDC) by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/We hereby grant permission to the BDDC, and its agents, to inspect the subject property prior to, during, and after project construction.

I/We hereby agree that this application is subject to approval by the BDDC Board of Directors. Applications are subject to available funding. The BDDC reserves the right to deny or refuse any application, or to discontinue funding at any time.

I/We have reviewed and agree to comply with all requirements and conditions of the Façade and Storefront Improvement Program.

I/We understand that the grant can be cancelled if the work is not completed as agreed, if I/we fail to comply with any condition of the grant, or with any requirement or condition of the program including timely compliance with all applicable codes, requirements, and permits as necessary.

The personal information on this form will be used solely for the administration of this program. Questions regarding this collection should be directed to the BDDC.

If a funding grant is awarded I/we consent to media publicity to profile me/us, the business, the funding provided by the BDDC, and the return on investment the project generates.

If any information provided by or on behalf of the applicant is or subsequently becomes untrue, incorrect and/or incomplete, the BDDC may immediately cancel the grant.

I/We shall at all times indemnify and save harmless the Brandon Downtown Development Corporation and the City of Brandon, its employees and agents, from and against any and all manner of claims, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed upon any person or property directly or indirectly arising out of, resulting from or sustained as a result of the work associated with the Façade and Storefront Improvement Program.

I/We hereby agree that all grants will be calculated and awarded at the sole discretion of the Board of Directors. Notwithstanding any representation by or on behalf of the Brandon Downtown Development Corporation, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Façade and Storefront Improvement Program and any Agreement. The BDDC is not responsible for any costs incurred by the owner/applicant in any way relating to any program, including, without limitation, costs incurred in anticipation of a grant.

Name of Property Owner or Applicant

Title

Signature of Property Owner or Applicant

Title

Please submit your completed application by email to:

Brandon Downtown Development Corporation
downtowndevelopment@brandon.ca

For more information please contact Executive Director, Emeka Egeson, by email at downtowndevelopment@brandon.ca or by phone at 204-720-0342.



BRANDON DOWNTOWN
DEVELOPMENT CORPORATION

Façade and Storefront Improvement Program Project Evaluation 2021

Mandatory Requirements:

- _____ Project is located in downtown Brandon (refer to eligibility map on page 2).
- _____ Requested grant is no more than 50% of total project costs and no more than 50% of professional design fees.
- _____ Grant application is received prior to work commencing on the project.
- _____ Applicant has submitted a signed and completed application package to the Brandon Downtown Development Corporation.
- _____ Applicant is the property owner or has submitted the necessary permission letter.
- _____ Property owner has not previously defaulted on any Brandon Downtown Development Corporation and/or City of Brandon programs.

Secondary Requirements:

(Must be completed before funding is provided at project completion.)

- _____ Applicant has submitted before and after photographs of the project.
- _____ Applicant has submitted copies of all paid invoices.
- _____ Property owner has no outstanding City of Brandon maintenance or tax orders.

PROJECT EVALUATION MATRIX

A. Overall Design Proposal (rank from low 1 to high 10)	Maximum Points: 60
---	--------------------

Is the project cohesive and does it fulfill the objectives of the program?	10
1 2 3 4 5 6 7 8 9 10	
Does the project promote a vibrant, attractive and pedestrian-oriented environment within the downtown?	10
1 2 3 4 5 6 7 8 9 10	
Does the project preserve the historical integrity of the property?	10
1 2 3 4 5 6 7 8 9 10	
Is the project creative and innovative?	10
1 2 3 4 5 6 7 8 9 10	
Does the project add diversity and interest to the street?	10
1 2 3 4 5 6 7 8 9 10	
What is the quality of the proposed work?	10
1 2 3 4 5 6 7 8 9 10	
B. Number of Proposed Design Interventions	Maximum Points: 15
Less than three interventions = 0 points Three interventions = 10 points More than three design interventions = 15 points	
C. Project Location	Maximum Points: 15
Within the Central Business Character Area = 15 points Within the Mixed-Use Character Area = 10 points	
D. Vision Alignment	Maximum Points: 10
Does the proposed design align with the vision and policies found in the downtown secondary plan?	5
Yes = 5 points No = 0 points	
Has the proponent used a design professional?	5
Yes = 5 points No = 0 points	
Total Maximum Points	100
Total Score	

Scoring Percentage Equal to or Greater than 75% = maximum eligible funding awarded
 Scoring Percentage of 50% to 74% = 75% of maximum eligible funding awarded
 Scoring Percentage Less Than 49% = No funding awarded