



North Shuswap Business Façade Improvement Program 2024 Guidelines

Community Partnerships

We are very proud to partner with Shuswap Economic Development Society and pleased to have their support in offering the Business Façade Improvement Program once again for our community.

Please send all applications and program queries to Completed applications can be submitted by email to executivedirector@northshuswapbc.com

or can be mailed to Box 24011 Scotch Creek, BC V0E 3L0

Program Purpose and Goals

The Business Façade Improvement Program provides grant funding to business and property owners to improve retail and building frontages. The goal is to create a more welcoming and attractive business facade experience for all customers, increase the shopping experience and overall revenues. Eligible businesses are able to receive 50% reimbursement up to a maximum of \$5000 to complete exterior improvements such as building facades, signage, murals, architectural features, siding, lighting and awnings.

The overall objective of this program is to provide an incentive to business owners to improve the look and feel of their business frontages. Vibrant commercial properties have the potential to attract new customers, clients, visitors and potential investors.

Funding for the North Shuswap Chamber of Commerce Business Façade Improvement Program is provided by the Economic Trust of the Southern Interior of British Columbia (ETSI-BC).

The Program

These program guidelines are intended to maximize the program benefit for improving aesthetics of commercial areas.

The Shuswap Economic Development Society will provide a 50% reimbursement grant up to a maximum of \$5,000 per building/project to improve the facades of commercial buildings.

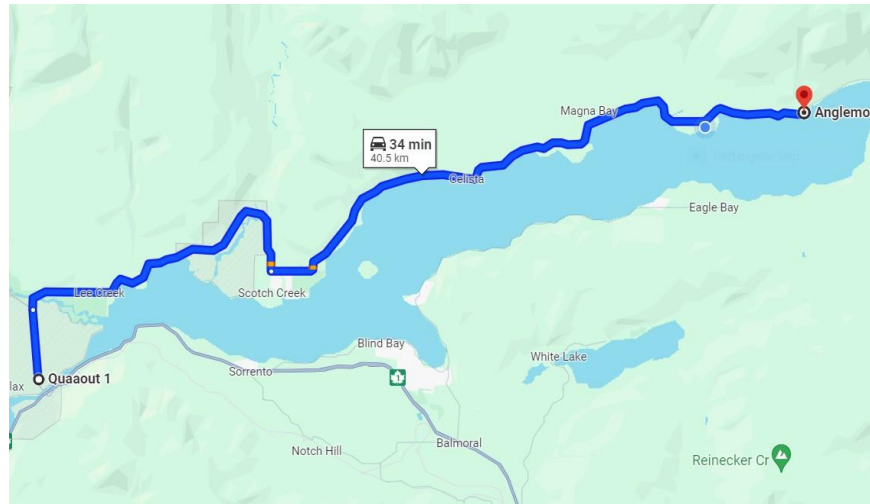
Projects must have a minimal total cost of \$1,000

Application Deadline is July 22nd, 2024.

The Business Façade Improvement Program is offered by the North Shuswap Chamber of Commerce with funding provided by the Economic Trust of the Southern Interior of British Columbia (ETSI-BC).

Eligible Areas

The Business Façade Improvement Program area covers the Businesses found within the North Shuswap within the defined boundary (see map below)



Eligible Applicants

- Applicant must be either the property owner or business owner (if the applicant is the business owner, the property owner must approve the application in writing and confirm that all improvements are to be paid for by the applicant)
- Non-profit and enterprising non-profit organizations (tenants)
- Home based businesses which are zoned commercial, have a storefront and are within the specified area
- Property taxes pertaining to the property are fully paid and current
- Current, valid business licenses for the property (unless otherwise exempt)
- No outstanding building permits, stop work orders, or development permit condition requirements outstanding

Ineligible Applicants

- Residential homes located in the commercial area
- Apartment buildings
- Government owned buildings (municipal, provincial or federal, even if they have business tenants)
- Properties outside the specified area (as defined in Eligible Areas)
- Empty buildings or businesses that are not operating (exception if the business is renovating or doing improvements to the building in anticipation of re-opening)

Eligible Façade Improvements

Eligible improvements may consist of but are not limited to:

- Exterior lighting (new but not replacement)
- Exterior architectural features
- Exterior surfaces and details (decorative details, moldings, trims etc.)
- Windows (only if part of larger enhancements, no stand-alone window replacement)
- New siding
- Façade painting
- Entrances and doorways (only if part of larger enhancements, no stand-alone entrance/doorway replacement)
- Awnings
- Permanent Landscaping
- Signage (permanent on applicant property)
- Accessibility improvements (ramps, wider doors etc.) to the outside of the building only
- Patios [The municipality defines eligible patio criteria]

***To all applicants – please connect with the Columbia Shuswap Regional District to ensure all required permitting and associated improvement guidelines are followed.**

Ineligible Façade Improvements

The following improvements are ineligible:

- Routine maintenance
- Structural repairs
- Non-permanent fixtures (benches, planters, patio heaters etc.)
- Non-permanent Landscaping
- Paving
- Interior/internal improvements
- Improvements not visible from the public right of way
- Construction of additions, accessory buildings or new buildings
- Improvements that have been started prior to application approval
- Improvements deemed inconsistent with redevelopment purposes and design guidelines

Eligible Costs/Expenses

- Direct project labor costs
- Design, architectural or engineering fees (related to facade only)
- Contractor fees
- Rental of tools and equipment
- Project related materials and supplies
- Shipping and/or freight
- PST

Ineligible Costs/Expenses

- Staff wages and/or benefits
- Purchase of construction tools or equipment
- Operational costs including utilities (hydro, gas etc.)
- Duties
- Permit fees
- Expenses related to improvement to the building façade not visible from the public right of way
- Façade improvement expenses started prior to application approval
- GST

Design Guidelines

In order to be eligible for this grant the applicant must:

1. Submit prior to application intake deadline (July 18, 2024) the following:
 - Completed application form
 - Property owner letter of consent (if applicable)
 - Design/Drawings for the project
 - Contractor's cost estimate for the project
 - Proof of property taxes paid in full
 - Photos of existing condition of building(s) a
 - Completed Terms and Conditions Form

If the applicant is not the property owner, the property owner must approve the application in writing and confirm that all improvements are to be paid for by the applicant.

Any improvements that have been started prior to an application being approved are not eligible for funding.

2. Submit prior to application reporting deadline (December 1st, 2024) the following:
 - Completed Project Completion Report

- Certification of Completion signed by the applicant or contractor, indicating that all work described in the application/approval and has been paid in full
- Verification of expenses (including invoices or other confirmations of payment) and submits totals on the provided expense tracking sheet
- Proof that the improvements have passed final inspection for permits (where required) and meet all building standards and codes (where required)
- Photos of the work completed
- A business testimonial on the benefit the program has had on the business, if requested by the
- Any other supporting documentation that may be necessary

Grants for projects meeting eligibility requirements will be awarded on a first come, first eligible basis.

Designs need to clearly outline the proposed improvements to allow the review committee to accurately evaluate the project and clearly see that the finished product looks like what was intended during the application process.

Projects must be as consistent as possible with the general form and character of the design guidelines set out for the area.

Building, sign and/or other permits may be required based on the extent of the improvements to be completed. These requirements are not waived by approval for the Business Façade Improvement Program and should be applied for prior to or concurrently with application for this program.

Business Application Process

Completed applications can be submitted by email to executivedirector@northshuswapbc.com
Or can be mailed to Box 24011 Scotch Creek BC V0E 3L0

Completed project applications are to be submitted to North Shuswap Chamber no later than July 22nd, 2024

Submitting an application does not necessarily mean your project or a specific grant amount will be approved. All project proposals are subject to a comprehensive review, must meet high quality standards, and must reflect the spirit and intent of the Business Façade Improvement Owner/Tenant contacts the Municipality to determine if the building qualifies for the Façade Improvement Program, discuss your project, and obtain the Program Guide and Application.

1. Owner/Tenant submit a complete application with designs. All required supporting materials and documents (including owner authorization) must be received prior to be considered complete.
2. Staff reviews the application and proposed façade improvements to ensure that improvements meet the applicable Design Guidelines and Business Façade Improvement Program Guidelines.
3. Applications are reviewed and a decision to accept or reject the application is made.
4. Applicants are advised of the decision by email and mailed letter.

5. For successful applications, a Letter of Understanding is sent to the applicant which must be signed by the owner/tenant and a representative of the Municipality.
6. Owner/Tenant acquires any required permits and completes the renovations.
7. Owner/Tenant provides verification of expenses and proof of payment (including invoices or other conformations of payment) and submits their totals on the provided expense tracking sheet.
8. Owner/Tenant provides a Certification of Completion signed by the applicant or contractor, indicating that all work described in the application/approval and has been paid in full, as well as before and after photos (matching) and any other supporting documentation.
 - a. Owner/Tenant acknowledges they may be contacted by the Municipality or Northern Development to supply a testimonial about the value of the supported façade improvement to the business.
9. Owner/Tenant provides proof that the improvements have passed final inspection for municipal permits (where required) and meet all building standards and codes (where required).
10. Staff verifies that the renovations meet the Letter of Understanding requirements and approves reimbursement.
11. Applicants are issued a cheque.

Please note:

Approved projects must be completed by December 1st, 2024

Evaluation/Selection Process

The Project will be reviewed and evaluated by the Business Façade Improvement Program-Project Review Committee. The Project Review Committee will consist of 3 members: One Director from Shuswap Economic Development Society, Executive Director of the North Shuswap Chamber and one Director from the North Shuswap Chamber, in addition to the Executive Director of the Shuswap Economic Development Society who will sit on the committee in a non-voting capacity.

All applications will be evaluated using the following ranked criteria:

- Does the project meet the eligibility criteria of the program?
- Does the project for which the funds are being sought meet the applicable Official Community Plan and Bylaw Requirements? (These can be found on CSRD's website)
- Will the project have a noticeable impact on Squilax Anglemont Road in Scotch Creek?
- Will the renovation once complete have a noticeable impact within the community?
- Will the project once complete have a noticeable impact on the streetscape?
- Will the renovation offer a noticeable improvement on the streetscape?
- Was a professional designer or architect used?

Funding will be allocated based on project eligibility and availability of program funds. Funding will be committed on a first come, first eligible basis.

Additional Information

Projects/funding cannot carry over from one calendar to the next. Approved projects must be completed by December 1st 2024

For questions and inquiries related to the Business Façade Improvement Program, please contact Debbie Seymour, Executive Director of the North Shuswap Chamber either by phone 250.804.8097 or by email executivedirector@northshuswapbc.com