



## 2023 South Bruce Downtown Revitalization Program Guidelines

Attractive downtowns are considered a key pillar for community development and business growth.

The Municipality of South Bruce Economic Development Strategy was updated in 2021, with 'Village Revival' identified as one of our core objectives moving forward. With this in mind, we want to build capacity within our identified Community Improvement Plan (CIP) areas by partnering with businesses & property owners to revitalize your commercial buildings.

First impressions are made within seconds – do not have your business over-looked! Through our South Bruce Downtown Revitalization Program, the Municipality can contribute up to \$2,500 for pre-approved upgrades to your building. These upgrades can include both internal and external façade improvements and new signage.

This is a matching financial investment program, which means that the successful applicant pays at least 50% of the improvement cost up to a maximum of \$2,500 (excluding taxes). Businesses and commercial property owners are invited to submit a detailed application associated with revitalizing the interior and/or exterior façade at your building within the CIP areas. This program is available until October 20<sup>th</sup>, 2023 or until all funds are allocated and/or depleted, whichever comes first.

Applications will be assessed by a panel and will be considered on an ongoing basis. The South Bruce Downtown Revitalization Program opens April 18<sup>th</sup>, 2023. Businesses with successful applications in previous years can apply again; however, first time applications for this program will be given priority until May 5<sup>th</sup>, 2023. All other applications will then be reviewed for consideration in the order in which they are received and will be limited to one application per business per fiscal year. Please ensure conformity to all Municipal by-laws for structural changes, signage, lighting and awnings prior to applying. Call 519-392-6623 Ext. 228 or email [cbo@southbruce.ca](mailto:cbo@southbruce.ca) if you have specific questions regarding by-laws.

### Usage of Funds:

Financial contributions may be used towards the restoration of an existing exterior storefront façade, signage, awnings or interior renovation improvements to your business.

### Eligible items for the South Bruce Downtown Revitalization Program:

- Exterior and interior painting of building
- Architectural feature improvements/amendments/additions
- Exterior and interior lighting
- Replacement or Removal of siding
- Re-pointing of brick/stone
- Storefront redesign
- Installation of new masonry/stone work
- Brick restoration/cleaning
- Refinishing or replacement of interior floors
- Replacement of windows and doors
- Business signage
- Other renovations/improvements could be eligible if they meet the objectives of the design guidelines

### Items that are ineligible for the South Bruce

- Roof repairs or replacements
- New Building Construction or additions
- Landscaping
- Temporary structures

## Eligibility Criteria

1. Applicants must be a merchant or commercial property owner within a CIP designated area and have an active business or looking to complete improvements to rent/lease or resale of the building.
2. Applicants may be eligible for one Downtown Revitalization Project per storefront.
3. Projects must not commence prior to the awarding of the requested financial investment.
4. Projects must be completed by October 31<sup>st</sup> of the year that the application was submitted. If money is not spent, it will be deemed an incomplete project and you will need to reapply when the application process reopens.
5. Applicants must provide a minimum 50% cash contribution towards the total cost of the revitalization project, excluding taxes and not to use other funding opportunities to allocated towards the 50% cash contribution.
6. Projects must demonstrate a contribution to the overall quality of the streetscape of the community and priority will be given to projects with consideration of our community tool-kits.
7. Only grant applications that comply with municipal by-laws will be considered.
8. Before starting the revitalization project, you must check with the South Bruce Building Official to determine if a building permit is required.
9. Façade improvements must be visible from the main street and the buildings must be zoned institutional, commercial or industrial to qualify.
10. Include any paint samples, design images or drawings, graphics and a “before” picture of the proposed façade improvement in your application. Copies of contractor or vendor quotes must also be attached.
11. Applications that incorporate work done by South Bruce Contractors will be given priority.
12. All renovations must be completed by contractors to ensure building code regulations are followed. (eg. Electrical, plumbing, structural changes etc.)
13. Your application must be detailed and include pictures of before and proposed design after renovations, paint or material samples, design images and all quotes must be attached for consideration.
14. If successful, once the project is complete, you must submit photos of the finished project with a copy of all of the paid invoices for payment.

Please contact Rhonda Niesen, Economic Development Assistant for more information and for a copy of the community tool kits at 519-392-66 Ext. 232, or email [rniesen@southbruce.ca](mailto:rniesen@southbruce.ca).



## South Bruce Downtown Revitalization Program

### Application Form

Application Date: \_\_\_\_\_

Property Roll #: \_\_\_\_\_

#### Section A: Applicant Information

Estimated Project Start Date: \_\_\_\_\_

Name: \_\_\_\_\_

Estimated Project End Date: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant is owner of the property (Commercial, Industrial, Institutional)

Applicant is not owner of the property, please fill out section B

#### Section B: Property Owner Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Letter of support for the project attached

#### Section C: Project Details:

Must provide a **detailed** project description: include colours & materials used. How does your project reflect the community tool kits? Provide before & proposed after photo.

Section D: Project Costs

Total Project Cost (HST not included): \_\_\_\_\_ +HST

Quotes attached

Applicant contribution towards the project: \_\_\_\_\_ +HST

Amount requested: \_\_\_\_\_

What percentage of the total project cost: \_\_\_\_\_

Did you received other funding for this project? Yes  No

If yes, please specify \_\_\_\_\_

Section E: Attachments

If applicant is not the property owner, signed letter of support is required

Attached Project drawings and photos - before & proposed after & materials used

Quotes to support project costs

Section F: Describe in detail, how will this project improve the aesthetic appeal of your building & how will this specific project increase business?

Section G: Signature of Applicant

I certify that the information given on this information is correct and complete.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Submit Applications to:**

**Municipality of South Bruce  
c/o Rhonda Niesen, Ec Dev Assistant**

[rniesen@southbruce.ca](mailto:rniesen@southbruce.ca)