



2024 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 Project (CIPA) 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 of your building within the CIPA areas (A-2, A-3, A-4 – see maps below). Applications will be accepted until November 10th, 2024, or until all funds are allocated and/or depleted, whichever comes first. Projects need to be completed and project completion forms submitted at the latest by December 2nd, 2024.

Applications will be assessed by a committee and will be considered on an ongoing basis. The South Bruce Downtown Revitalization Program opens February 19th, 2024. Businesses with successful applications in previous years can apply again; however, first time applications for this program will be given priority until April 1st, 2024. 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 Phil at 519-392-6623 Ext. 228 or email 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/accessibility improvements
- 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 CIPA 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 December 2nd, 2024 and project completion forms submitted by this date. If the project is not complete by this deadline, you can ask for an extension consideration. If the project cannot be completed in this timeframe, financial contribution will not be rewarded.
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. This program is stackable with the Spruce the Bruce program, if the project expenditures are significant.
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 South Bruce façade guidelines.
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, contact cbo@southbruce.ca or 519-392-6623 ext. 228.
9. Façade improvements must be visible from the main street and the buildings must be zoned institutional, commercial or industrial to qualify.
10. Applications that incorporate work done by South Bruce Contractors will be given priority.
11. All renovations must be completed by contractors to ensure building code regulations are followed. (eg. Electrical, plumbing, structural changes etc.)
12. Your application must be detailed and include pictures of before and proposed design after renovations complete with paint or material samples, design images and all copies of contractor and vendor quotes must be attached for consideration.
13. If successful, once the project is complete, you must submit a project completion form by December 2nd, 2024 with photos of the finished project with a copy of all of the paid invoices for payment along with proof of payment (ie. Cheque copy).

Please contact Rhonda Niesen, Economic Development Officer for more information and for a copy of the South Bruce façade guidelines at 519-392-6623 Ext. 241, or email rniesen@southbruce.ca.



2024 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 (Mandatory if not the property owner)

Section C: Project Details:

Must provide a **detailed** project description: include colours & materials used. How does your project reflect the South Bruce façade guidelines? 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.

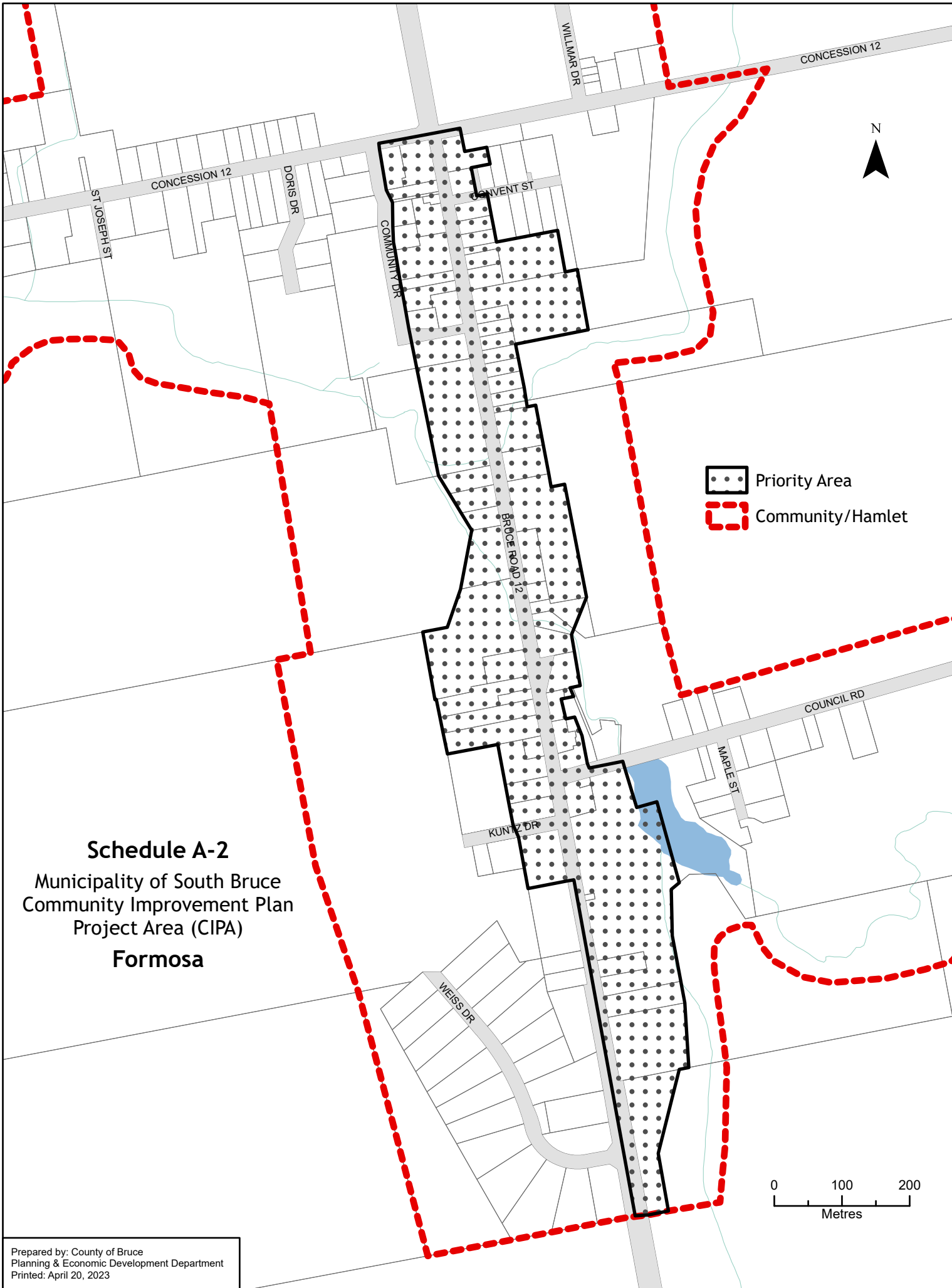
Signature of Applicant: _____

Date: _____



Submit Applications to:

**Municipality of South Bruce
c/o Rhonda Niesen, Economic Development Officer**

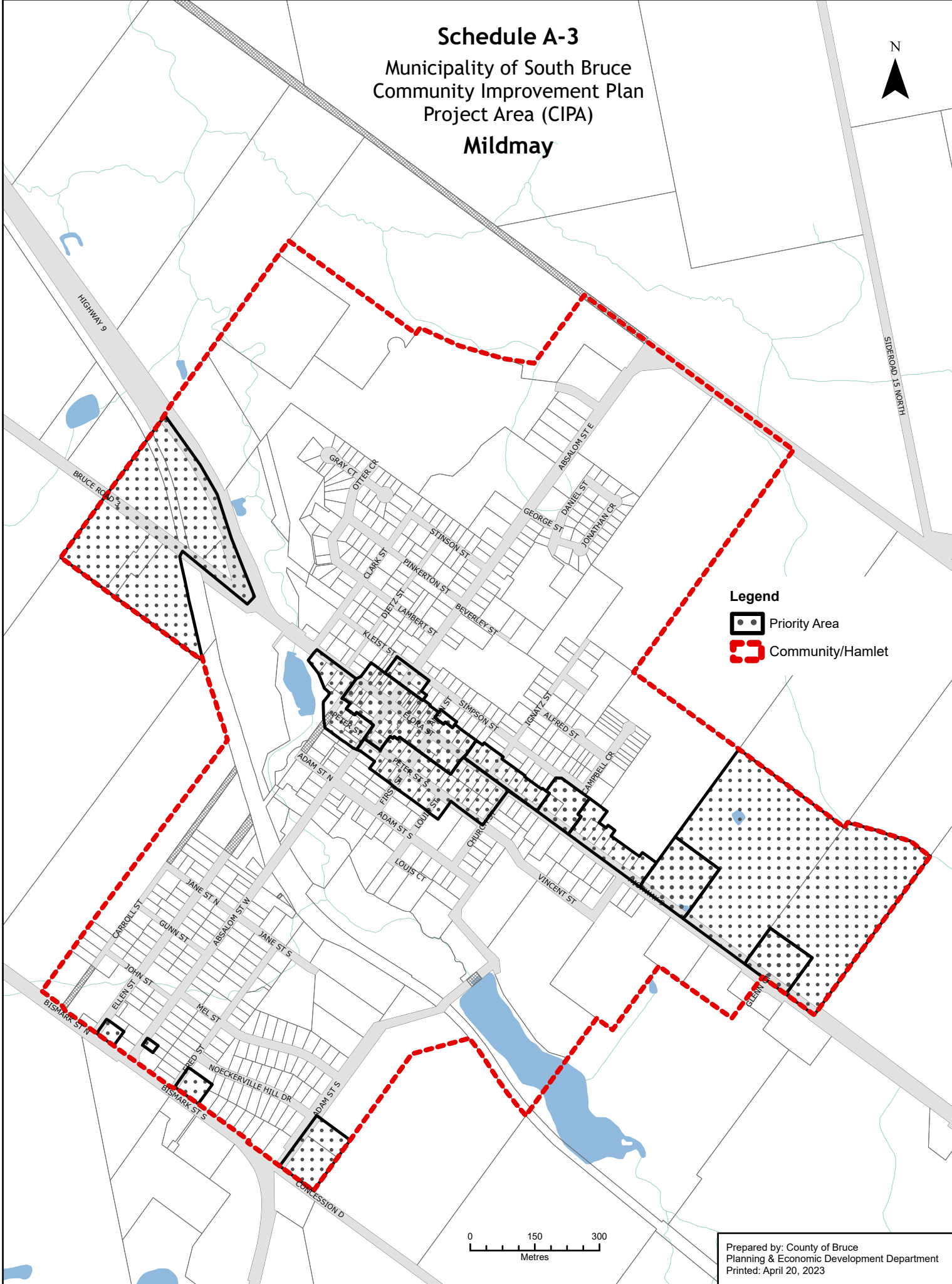
rniesen@southbruce.ca
519-392-6623 ext. 241





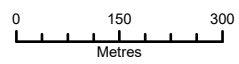
Schedule A-2
Municipality of South Bruce
Community Improvement Plan
Project Area (CIPA)
Formosa

-  Priority Area
-  Community/Hamlet

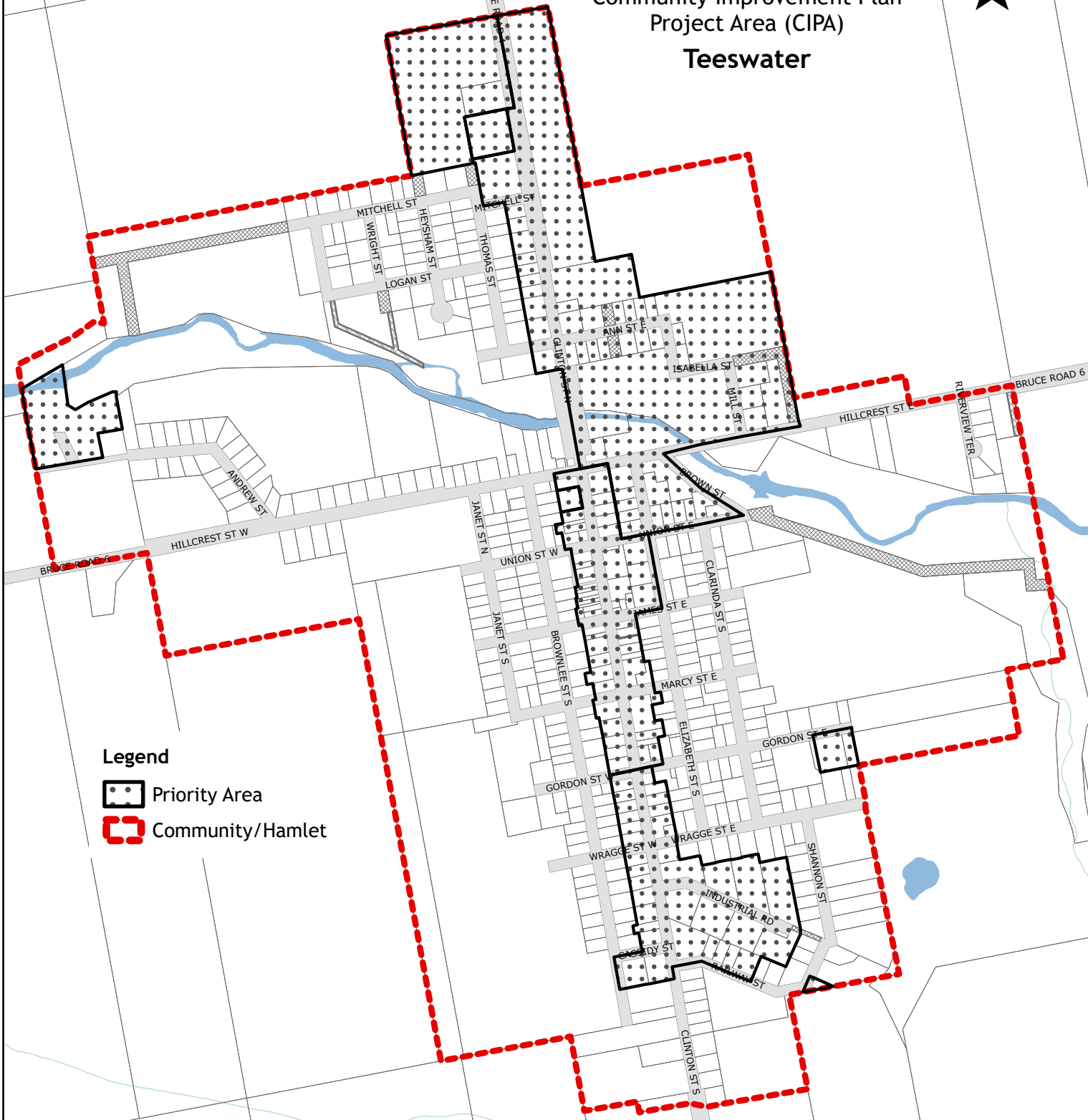
Schedule A-3
Municipality of South Bruce
Community Improvement Plan
Project Area (CIPA)
Mildmay





- Legend**
-  Priority Area
 -  Community/Hamlet



Schedule A-4 Municipality of South Bruce Community Improvement Plan Project Area (CIPA) Teeswater



Legend

-  Priority Area
-  Community/Hamlet

