

MAIN STREET PRINCE ALBERT

**A SASKATCHEWAN MAIN STREET
DEMONSTRATION PROJECT**

2012 INFORMATION PACKAGE

A JOINT PROJECT OF

PRINCE ALBERT DOWNTOWN IMPROVEMENT DISTRICT ASSOCIATION
MINISTRY OF TOURISM, PARKS, CULTURE & SPORT
THE CITY OF PRINCE ALBERT

Prince Albert Main Street Information Package

What is the Main Street Program?

This program provides property/business owners with financial assistance in revitalizing buildings in the program area of the downtown commercial district. Improvements to the front facades of the historical buildings with their unique, traditional architectural construction and design will be the prime focus of the funded projects. The main intent of this work is to ensure the integrity of the façade and to conserve its heritage value.

Who is eligible for funding?

- 1) Property owners with buildings located within the designated Program Area.
- 2) Tenants within the designated Program Area, who have written approval from the property owner.

The property owner must not be in arrears on their taxes for any owned property.

Which buildings qualify?

- 1) All buildings must be located within the designated Program Area. (See attached Program Area Map)
- 2) Historic buildings of 40 years or older will be given first priority.

What improvements will the Program fund?

The funding is only eligible for exterior work. Some examples of eligible work are:

Repair, restoration or reconstruction of

- Front façade
- Doors and windows
- Original exterior finishes (wood, pressed metal, brick, etc.)
- Cornices, eaves, parapets and other decorative trim
- Awnings and canopies
- Exterior paint color
- Signage
- Lighting
- Other character-defining features of historic building or district

What improvements are not eligible for funding?

Some examples of ineligible projects for funding are:

- Interior renovations
- Roof repairs
- Facades not facing a street
- Additions to an existing structure
- Structural repairs or upgrades
- New doors and windows that do not replicate documented historic versions
- Insulation
- Heating, plumbing, electrical and other mechanical systems
- Routine or short term maintenance
- Landscaping

All exceptions will require Board approval.

Criteria for Approval

All work must comply with:

- Standards and Guidelines for the Conservation of Historic Places in Canada. This can be found @ www.historicplaces.ca under the "Standards & Guidelines Document" & on the Main Street web site.
- The Prince Albert Downtown Strategic Plan.
- All Bylaws and Codes of the City of Prince Albert.
- All designs must be approved by the Main Street Committee.
- All designs must be approved by the Ministry of Tourism, Parks, Culture and Sport designated architect and committee.
- All designs must appropriately fit the existing streetscape with respect to materials, architectural detail, color, signage and proportionate size.
- Use of traditional or original materials strongly recommended. Preservation and restoration of architectural detail is essential. The Main Street Committee and the Prince Albert Historical Society, can assist with pictures that date back to the era of significance.

Responsibilities of the Applicant

- The Applicant is responsible for any investment that exceeds the amount approved in the Agreement.
- The Applicant assumes the responsibility for the physical and financial management of the approved project.
- The Applicant is responsible to abide by all relevant Guidelines, Acts, Bylaws and any other regulations that must be complied with.
- The Main Street Coordinator must be informed at each stage of the project as it progresses.

How does the grant work?

The Main Street Prince Albert Board, upon approval of a designated, revitalization project, will commit to funding 50% of the approved project costs, up to a maximum of \$25,000. Depending upon the amount of available funding in the Capital account, additional funding must be approved by the Board.

There will be \$50,000 of Grant funding available per each calendar year in which a minimum of 4 projects will be completed.

Grant payment will occur in one lump sum after construction is completed and copies of all invoices have been submitted to the Board.

This Grant is not transferable.

Grant money will become non-payable if:

- any of the conditions in the Agreement are breached
- the Applicant has been negligent or fraudulent in carrying out the project
- the Applicant's business ceases to operate, or declares bankruptcy, liquidation or receivership.
- The application for the Agreement was completed fraudulently or misleading
- The property owner is in arrears for taxes.
- Government funding for the Main Street Program ceases.

Are there time restraints for approved projects?

Approved projects must begin construction within 6 months of approval. All projects must be completed by December 31st of the calendar year. Unfinished projects may lose the approved funding. An extension may be granted if approved by the Board.

How does the application process work?

- Be sure your building meets requirements.
- If a tenant is submitting the application, the application must also have the written approval from the property owner.
- Fill out the Main Street Prince Albert Project Qualification Form and return it to the PADIDA office.
- Upon approval of the Project Qualification Form a Project Approval Form with complete details must be submitted.
- Attach design drawings, from a qualified architect/designer, for the proposed revitalization project. Preference will be given to local architects/designers.

- Attach a minimum of two quotes from contractors for the work project. Valid reasons must be given if the lowest quote is not accepted. If the Board feels that the Applicants reasons for not accepting the lowest bid are not valid, the applicant will have to pay the difference between the lowest and the accepted tendered amount. Quality of proposed work may be given priority over lowest tendered bid. The approved contractor must hold a valid City of Prince Albert Business License.
- Incomplete applications may be rejected by the Board.
- Applications will be accepted from January 1st to March 5th of the calendar year. Applications received in this time period will receive top priority for that current funding cycle.
- Applications will not be held beyond one funding cycle.
- The Board will review all applications in the month of March. The approved projects, which meet the guidelines, will receive a letter of approval from the Board and an Agreement will be drawn up for both Parties involved, to approve and sign.
- Applications will be accepted throughout the year and may be approved if funding is still available.
- For each funding cycle, new Applications will have to be submitted.
- If the Grant money requested exceeds the available funding, priority may be given to projects with the following attributes:
 - *Restoration of original architectural structures such as parapets & cornices.
 - *Applicants whose investment commitment exceeds 50% of the value of the project.
 - *Projects that will have the most impact and be most noticeable.
- Decisions of the Board are final.
- Work cannot begin before both parties have signed an Agreement, otherwise the application may be revoked. Work that may have already been completed is not eligible to be funded retroactively.

Publicity

- The Applicant must publicly acknowledge the funding assistance and allow the Main Street Prince Albert Board to display a sign while the project is in progress.
- The Main Street Prince Albert Board in conjunction with the Applicant will publicize and promote this project.
- The Applicant will acknowledge the financial support from the Main Street Program and allow the use of logos in promotional material where applicable.
- The Board reserves the right to use photographs, illustrations and details of the project, after signing of the Agreement, for it's reporting and promotional use.



