



## PADBID Façade Grant Guidelines

### **Purpose**

The purpose of this policy is to promote development and enhance the heritage value of the district.

### **Scope**

This policy applies to all property owners within the designated PADBID area with structures 40 years and older.

### **General Requirements**

A grant will be made available to property owners within the PADBID area for the improvement of building façades. A total of \$10,000 will be available in the Grant program per year based on budgetary considerations.

### **Eligibility Requirements:**

- The property owner must complete the Façade grant application provided by to be considered eligible for the grant.
- Qualifying property owners/tenants will receive up to 50% of total eligible expenses to a maximum of \$10,000.00.
- One or more grants will be awarded up to the maximum amount budgeted.
- All eligible improvement projects must comply with the guidelines as outlined in the "Prince Albert Downtown Strategic Plan" and the "PADBID's Street Scape Guidelines." Failure to do so will result in no reimbursement for that portion of the project.
- Proof of completed construction and the associated invoices are required in order for the grant to be paid. Grant payments will be based on actual invoices, not preliminary estimates, or budget amounts. Project billing must provide sufficient breakdown of labour and materials to determine amounts eligible under the program.
- The property owner must not be in arrears on their taxes for any owned property.



- Applications will be received at the PADBID office no later than **May 15th or November 15th of each year**. Applications received after the due date will be filed and reviewed during the next selection cycle.
- Grants will be awarded after review of all eligible applications received by the application due date.
- All work must be done on a street facing side of an existing building. *(Non-street fronts will not be taken under consideration by the approval committee)*
- All work must be done on visible portions of the building's façade. Consideration may be taken for improvement to installed aspects of street-front window displays when part of a larger project.
- Façade grant funds cannot be used to correct outstanding code violations, for property damaged by collision, acts of nature, or occurrences covered by insurance.
- Work must not begin until the grant is awarded. No invoices prior to this date will be accepted.
- Work must be completed in the year grant is awarded. Extensions will be allowed only with board approval.
- **Project cost must exceed \$5,000 to be eligible. (minimum grant of \$2,500)**
- **New construction or buildings newer than 40 years old are not eligible for grant dollars.**



Applications may be delivered by mail or in person to:  
Attn: Executive Director  
Prince Albert Downtown Business Improvement District  
23 11<sup>th</sup> Street West  
Prince Albert, SK.  
S6V 3A8



## Eligible Projects and Guidelines

All eligible improvement projects must comply with the guidelines as outlined in the "*Prince Albert Downtown Strategic Plan*" and the "*PADBID's Streetscape Guidelines*." They Must also comply with the "Standards and Guidelines: For the Conservation of Historic Places in Canada."

(<http://www.historicplaces.ca/en/pages/standards-normes.aspx>)

As part of the project assessment, each qualifying property must undergo a building inspection to ensure the longevity of the pending improvement. Grant dollars will only be awarded to properties that demonstrate adequate preservation potential. (Historical significance, structural integrity, age of building, intended use of space, etc.)

Before approval, all plans, elevations, statements of significance, condition assessments, conservation plans, maintenance plans concerning the Main Street area of the Municipality in which The Project is located shall be forwarded to the PADBID for review prior to the commencement of any works on the site.

Improvements must be completed within one year of grant approval to receive reimbursement for eligible expenses. An extension may be considered under the review of the committee.

## Eligible Improvements

- **Exterior Woodwork and Architectural Metals**
  - ♦ Repair, cleaning, refinishing, painting, restoration, repainting, or replacement of exterior woodwork or architectural metals.
- **Masonry**
  - ♦ Repairs, restorations, repointing, replacement, repainting (only if originally painted), or low pressure water or steam cleaning. (must not damage original material)
- **Cornices, Parapets, and Roofs**
  - ♦ Repair of cornices, parapets, or roofs when part of the visible façade.
- **Windows and Doors**
  - ♦ Repair, replacement, repainting or restoration (including display, ornamental, upper-story, and storm windows and doors) and exterior doors.
- **Landscaping, Streetscape, and Parking**
  - ♦ Installation of landscaping and streetscape (paving, fencing, patio space, fountains, benches, shrubs, perennial foliage, etc)



- **Signs, Awnings, and Canopies**
  - ♦ Maintenance, repair, removal, and replacement of existing signs, awnings, and canopies to better suit the original intent of the façade.
- **Lighting Fixtures**
  - ♦ Repair, removal, or replacement of lighting fixtures to better suit the original intent of the façade. Lighting should be used to illuminate signage and/or window displays. (Security lighting does not qualify since it does not improve the façade and does not comply with the intent of the original façade.)
- **Redesign of Storefront**
  - ♦ Complete redesign and construction of the façade in period style, reflecting the original intent of the structure's design.

## Application Categories

- **Preservation**
  - ♦ Preservation is the action or process of protecting, maintaining, and/or stabilizing the existing integrity of a historic place or of an individual component while protecting its heritage value.
- **Rehabilitation**
  - ♦ Rehabilitation is the action or process of making possible a continuing or compatible contemporary use of a historic place or an individual component through repair, alterations, and/or additions while protecting its heritage value.
- **Restoration**
  - ♦ Restoration is the action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

## Benefits of Façade Improvement and Grant Matching Funds

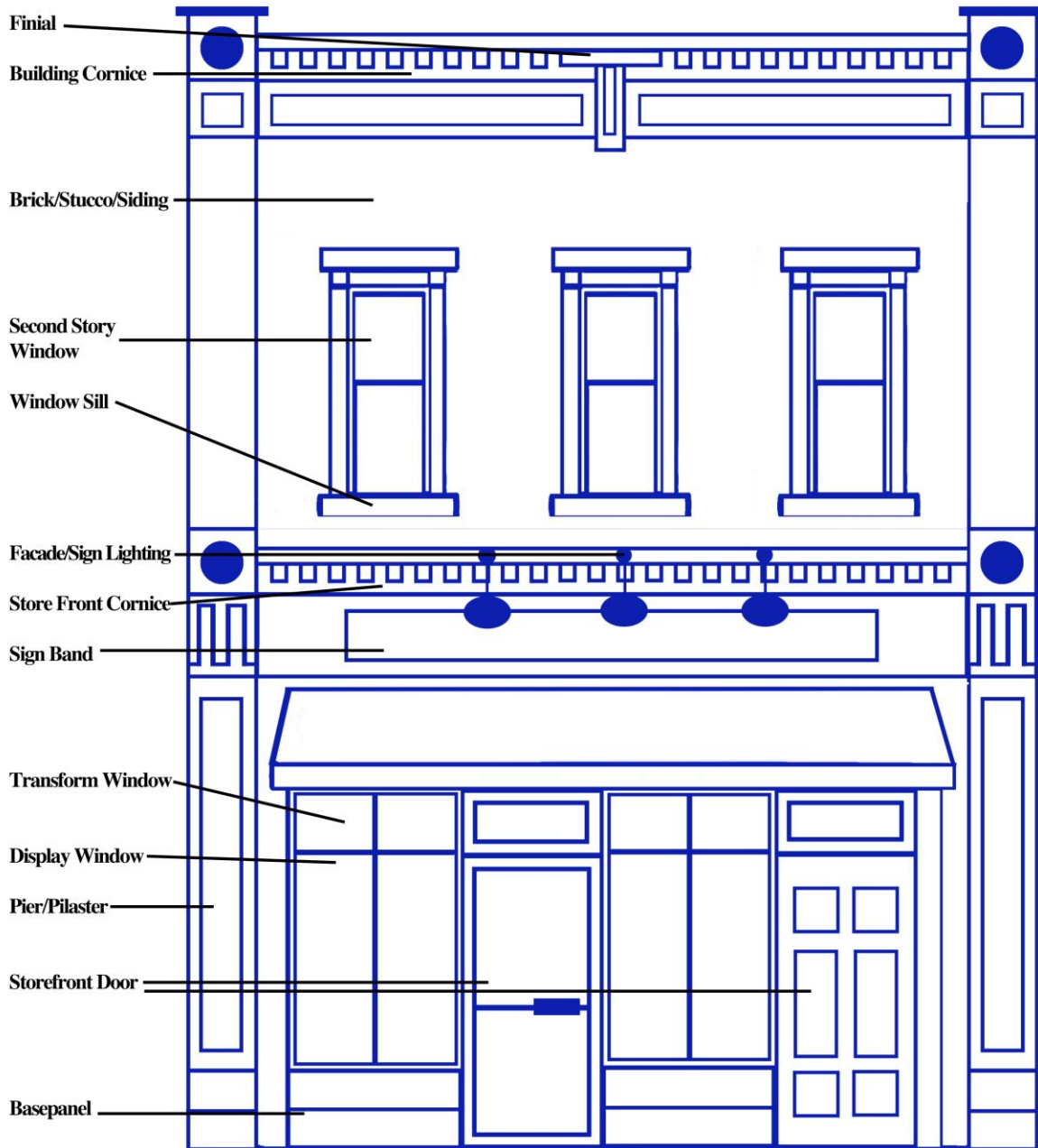
- Pride of ownership – improvements show that you care about your building and business.
- Improves your neighbourhood and streetscape – 70% of first time sales are generated from curb appeal.
- Increased property values – it is a good investment!
- Historic Preservation – many properties are valuable testaments to our past.
- Needed financial aid – façade improvements can be expensive.



## Application Checklist

- Your application form is complete – an incomplete application form may result in a delayed qualification or rejection.
- Written consent from the property owner to proceed with the indicated improvements in the case of a tenant/landlord relationship.
- Colour photographs of the existing façade and points of indicated improvement.
- Written list of colours and materials to be used. (an architect should be consulted to ensure improvements fit period styles)
- Any other information needed to depict your intentions.
- Submit at least two quotes from licenced contractors for the intended work.
- Business or property owners may perform work on their approved improvement, however, their time spent may not be considered for matching funds.

# Common Facade Components





## PADBID FADADE GRANT APPLICATION

Date Received: (PADBID OFFICE) _____
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<b>APPLICANT INFORMATION</b>		
Name of Building Owner		
Contact person		
Mailing Address		
Address of property		
Phone		
Fax		Email

<p>THIS SIGNATURE DENOTES THAT THE OWNER IS AWARE OF AND APPROVES THIS APPLICATION AND THAT THE PROPERTY TAXES FOR THIS BUILDING IS NOT IN ARREARS</p>	<p>_____</p> <p>PRINT Owner Name:</p> <p>_____</p> <p>Owner Signature</p>
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**VERY IMPORTANT**

You must complete an application and have approval of the PADBID DESIGN/HERITAGE COMMITTEE and The Board of Directors of the Prince Albert Downtown Business Improvement District prior to commencement of work. Failure to do so will result in not qualifying for funding. The grant may be to a maximum of \$10,000.00, or up to 50% of the eligible expenses for the improvements made to the façade of an approved building in the PADBID Program Area.

Upon approval, the property owner will be informed of the maximum grant funding awarded for their project.

The improvements **MUST** comply with the PADBID’s streetscape guidelines, the “Prince Albert Downtown Strategic Plan, and **the grant covers all invoiced expenses as related to the approved façade grant application. Labour of the business owner does not qualify as an expense. All work must be completed in the year the grant is awarded. Extensions will be granted only with PADBID Board approval.**



**Documentation and description:**

1. Attach **to your application:**

- a) Several clear photographs that show the existing condition of your current façade and indication of your intentions.
- b) A photograph of the property's original façade if available. Assistance may be obtained from the P.A. Historical Society.
- c) A drawing of proposed façade improvements.

2. Describe your proposed façade improvements (ex. painting, texture surface, mural/sculptural aspects, types of materials to be used and/or applied).

3. Provide a projected budget:

<b>Examples:</b>		<b>PROJECT BUDGET ITEMS</b>		\$
Paint				\$
Shop Supplies				\$
Labour (contractor)				\$
Tiles				\$
Masonry				\$
Signage				\$
Professional Fees				\$
Other				\$
				\$
			<b>TOTAL</b>	

Should you require more information or assistance in completing your application, please contact the PADBID office.