

Facade Improvement Grants

Approval Process

Application intake announced (Spring and Fall)

1. **SUBMIT A COMPLETE APPLICATION**

- Proposed project information.
- Detailed drawings.
- Letter of Authorization (if required).
- Include contractor's quotes with application.



2. **APPLICATION REVIEW PROCESS**

- Staff review application for completeness and eligibility as per program Terms of Reference.
- Selection Committee reviews applications and recommends to Council.
- Council makes final decision on applications.



3. **AGREEMENT & GRANT DISPERSAL**

- Successful applicants enter into an agreement.
- Send contractor insurance certificate.
- 50% of approved grant released.



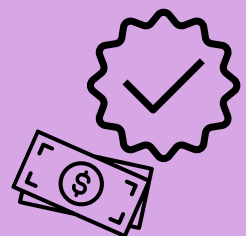
4. **IMPROVEMENT WORK CAN PROCEED**

- Applicant obtains building and/or sign permits (if required).
- Staff conduct inspections.
- Upon work completion, staff is notified for final inspection to verify against approved application.



5. **COMPLETION**

- Final inspection completed.
- Release of remaining 50% of grant.
- File closed.
- You are now eligible to apply for the next program intake!



3 TIPS FOR A SUCCESSFUL APPLICATION

- Check out the Demonstration Document for inspiration and the Terms of Reference for requirements. Aligning your building's improvements with the program guidelines and requirements will increase the chances of you receiving a higher grant amount.
- Be aware that permits and other approvals may be required, depending on the scope of your project.
- Provide as much detail as possible including detailed quote breakdowns, colours, materials, etc. These details will help the Application Review Committee in making recommendations.