

## DOWNTOWN FAÇADE GRANT PROGRAM

2021

### Application Form

Accepted and Approved by Town Council  
January 19, 2021

An Initiative of the Town of Crossfield  
Supporting Downtown Revitalization  
Contact: Town of Crossfield  
(403) 946-5565 email: [town@crossfieldalberta.com](mailto:town@crossfieldalberta.com)

## Downtown Façade Grant Program

The purpose of the downtown façade grant program is to encourage downtown building owners or main floor (storefront) tenants to invest in façade improvements and exterior storefront upgrades by providing grants to cover a portion of renovation costs and pre-development professional fees. The intent of the program is to support the creation of a more vibrant, attractive and pedestrian-oriented environment within the downtown, while at the same time, helping to leverage retail and business investment to the area. Visually appealing storefronts can contribute to an economically vibrant downtown and align with the goal of the Downtown and Entrance Area Redevelopment Plan; *we value our lively and vibrant main street, which contains unique, beautiful and artistic shops, retail stores and service business – with a prosperous feel that reflects our pride in downtown Crossfield.*

The program is intended to assist commercial and office building property owners or main floor (storefront) tenants to contribute to the unique and vibrant urban place of downtown and to facilitate the addition of building features that improve the pedestrian experience.

### GRANT ALLOCATION

The Town of Crossfield will fund up to 50% of eligible project costs, up to a maximum of \$10,000 (exclusive of GST) to help property owners improve the exterior appearance and or exterior structural quality of their building.

Grants are a one-time grant; allocated per address.

### PROGRAM PARAMETERS

- The Town of Crossfield encourages all applicants to employ the services of a design professional to create a conceptual design for the proposed exterior improvements.
- The applicant must be either the property owner or main floor commercial tenant.
- Proposed project must be located within the Downtown Revitalization boundaries and priority will be given to those businesses located on Railway Street and the West Downtown Business District will be given secondary priority.
- Façade program applies to commercial uses/ buildings only and does not apply to any residential buildings within in these districts.
- Program is a one-time matching grant allocated per address.
- Monies will be advanced at project completion.

## ELIGIBILITY

### Applicant Eligibility

- The applicant must be either the property owner or the main floor commercial tenant.
- Tenant applicants must obtain the property owner's signed approval for proposed project (form B)
- The applicant and subject property must be current on all Town of Crossfield fees and taxes.
- Government offices and major chain franchises are not eligible to receive funding.

### Geographic Eligibility

Priority consideration: Railway Street

Secondary consideration: West Downtown Business District

The program will provide funding to: preserve the historical integrity of buildings in the downtown area; contribute to a high quality pedestrian environment; encourage the development of distinct character areas; improve perceptions of safety; improve accessibility; and add diversity and interest to retail streets.

### **Eligible Improvements**

Improvements should consider:

- Improving the building and street face(s),
- Enhancing pedestrian comfort,
- Preserving and maintaining heritage, and promoting the downtown area as an inviting and desirable place to shop, dine, live, and invest in.
- The work must improve the building and street face (i.e. not regular maintenance).
- Storefront improvements should be undertaken as part of a complete and coordinated exterior design, rather than as piecemeal repairs or enhancements.
- Sensitivity to existing streetscape with respect to proportions, materials, color, signage, and architectural detail.
- Obtain Alberta Heritage Building approval if designated.
- If building is not designated, but listed in the heritage inventory, reference to approved heritage guidelines is recommended.
- Restoration to original façade (i.e. glazing, doorways); restoration or replacement of windows to original style.
- Use of traditional or original materials.
- Use of metal cladding, aluminum siding, stucco, plastic and other similar materials is discouraged.
- Cleaning, repainting, replacement of original brick as required.
- Preservation, restoration of architectural detail; and,
- Well-designed signage in proportion to building, sensitive to the appearance of the entire streetscape. A Sign Permit will also be required as per the current Land Use Bylaw requirements.

### **Eligible Work**

The grant can only be expended on eligible exterior work. Examples include, but are not necessarily limited to:

- Structural repair for exterior façade;
- Repair/replacement of windows, doors, storefronts, awnings, canopies, cornices, eaves, parapets, doors/entranceways, and other architectural details;

- Painting of existing painted surfaces visible from adjacent streets and public walkways including resealing of brick to maintain the existing brick exterior, but not unpainted brick.
- Modifications to improve accessibility;
- “Hard” landscaping such as walkways and planters, but not including driveways and parking areas.
- Landscaping including plant material and pavers.
- Signage (as permitted by the sign by-law, but not including back-lit plastic signs).
- Note: Signage and Landscaping – The Town grant is intended to apply to construction costs to improve (and/or restore) the visual appearance and integrity of the building fabric or facades.
- Such other similar repairs/improvements may be considered at the discretion of the Town.

#### **Additional resources are available**

- Town of Crossfield Municipal Development Plan
- Town of Crossfield Downtown Revitalization Plan

#### **When will the funds be advanced?**

One lump sum cheque for exterior construction costs will be issued to the approved applicant when construction is completed and all copies of invoices have been submitted to the Town of Crossfield (exclusive of GST).

#### **APPLICATION PROCESS**

- Consult with the Town’s Planning and Development Staff regarding the proposed project to ensure eligibility.
- A completed application package must be submitted.
- Attach to the application drawings (will we require scale/professional drawings), of the proposed improvements eligible for program funding and two quotes from contractors for the work (one quote may be sufficient for easily identifiable work items worth less than \$5,000).
- If a tenant is applying, a letter of approval is required from the building owner stating their agreement with the design submitted as well as the application providing written permission to proceed with the project if the application is approved.
- All applications received will be reviewed by Planning and Development Staff as the applications are received. Staff will recommend to council projects that meet all

program requirements and council will determine a funding amount appropriate for each individual project based on relevant costs and budgetary limitations.

**Items that must be included with your application**

- Completed grant application form;
- Conceptual design;
- Copies of receipts for exterior work completed.
- Completion of form B signed by the property owner allowing the applicant to apply for the Railway Street Façade program.

**Other requirements that may need to be met**

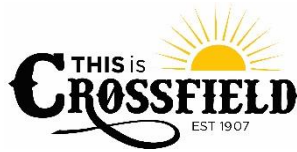
You may require a building permit to undertake your proposed improvements. A building permit application may trigger zoning by-law, sign by-law, and building code requirements. To avoid future problems, take time to discuss your proposed improvements in their preliminary stages of development with the Town's Planning and Development staff, your architect and your contractor. If a building permit is required for the work, the Planning and Development team will deem the project complete upon final passed inspection.

Grant payment will occur after the final passed inspection and all contract and financial requirements have been met. Projects that require scaffolding will require written permission from the Planning and Development Department. Encroachment agreements may be required for projecting signs.



Priority consideration  
Railway Street

Secondary consideration  
West Downtown Business  
District (WBD)



## Downtown Façade Grant Program Application Form

### 1. APPLICANT(S) INFORMATION

I am the: (check one or both) ☐ Property owner ☐ Storefront Tenant

Name:

Address:

City:

Province:

Postal Code:

Phone:

Email:

### 2. PROPERTY INFORMATION

Civic Address of Property:

Roll Number(s):

Legal Description:

Zoning:

Current Use(s):

Are there outstanding fees or taxes owed to the Town of Crossfield for this property? YES or NO  
*(If yes, please provide details.)*

### 3. PROJECT INFORMATION

Applicants must attach a complete proposal with application. Use space below for summary.

#### i. Project Description

Please describe the proposed exterior redevelopment project:

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ii. Construction Estimates and Schedule

A written estimate of project construction costs, including a breakdown of said costs, from two qualified consultants or contractors, must be submitted with your application. One of these cost estimates must be used.

Estimated start date of construction (month/year): \_\_\_\_\_

Estimated end date of construction (month/year): \_\_\_\_\_

iii. Additional Information

Please describe any additional information on urban design elements (i.e. architectural quality, heritage elements, and sustainability features of the development).

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iv. Eligible Costs

Please indicate which eligible costs the requested funding will be applied towards:

Eligible Cost	Requested Funding	Total Estimated Project Cost
PRE DEVELOPMENT PROFESSIONAL FEES		
Professional Design Services		
CONSTRUCTION AND MATERIAL COSTS		
Lighting		
Signage		
Windows and Doors		
Awnings/Canopies		
Brick/Masonry Restoration and Repair		
Repair of Architectural Features		
Accessibility Improvements		
Carpentry		
Hard” landscaping (walkways and planters)		
Other (please specify):		
TOTAL PROJECT COST		

vi. Requested Funding

Total Estimated Cost of Improvements: \_\_\_\_\_

Amount of Funding Requested: \_\_\_\_\_

**4. APPLICANT DECLARATION**

I/We hereby apply for a grant under the Downtown Façade Grant Program.

I/We hereby certify that the information contained in this application is true, correct and complete in every respect and may be verified by the Town of Crossfield by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/We hereby grant permission to the Town of Crossfield, and its agents, to inspect the subject property prior to, during, and after project construction.

I/We hereby agree that this application is subject to approval by Town Council. Applications are subject to available funding. The town reserves the right to deny or refuse any application, or to discontinue funding at any time.

I/We have reviewed and agree to comply with all requirements and conditions of the Downtown Façade Grant Program.

I/We understand that the grant can be cancelled if the work is not completed as agreed, if I/we fail to comply with any condition of the grant, or with any requirement or condition of the program including timely compliance with all applicable codes, requirements, and permits as necessary.

The personal information on this form will be used solely for the administration of this program. Questions regarding this collection should be directed to the town.

If a funding grant is awarded I/we consent to media publicity to profile me/us, the business, the funding provided by the town, and the return on investment the project generates.

If any information provided by or on behalf of the applicant is or subsequently becomes untrue, incorrect and/or incomplete, the town may immediately cancel the grant.

I/We shall at all times indemnify and save harmless the Town of Crossfield, its employees and agents, from and against any and all manner of claims, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed upon any person or property directly or indirectly arising out of, resulting from or sustained as a result of the work associated with the Downtown Façade Grant Program.

\_\_\_\_\_  
Name of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of applicant

\_\_\_\_\_  
Date

Please submit your completed application by email to: Town of Crossfield: [town@crossfieldalberta.com](mailto:town@crossfieldalberta.com)

**B. AUTHORIZATION OF OWNER**

I/We \_\_\_\_\_ owner(s) of the property known as

\_\_\_\_\_ hereby authorize  
Civic Address

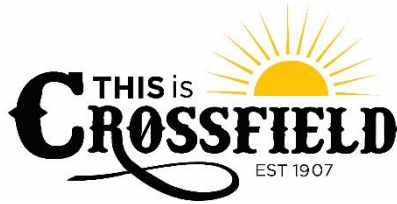
\_\_\_\_\_ to proceed with façade upgrades to the building located on the above noted property under the Downtown Façade Grant Program within the Town of Crossfield.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



**Town of Crossfield**  
**Downtown Façade Grant Program**  
**Project Evaluation 2020**

**Mandatory Requirements:**

- \_\_\_\_\_ Project is located on Railway Street or within the West Downtown Business District
- \_\_\_\_\_ Requested grant is no more than 50% of total project costs (excluding tax)
- \_\_\_\_\_ Applicant has submitted a signed and completed application package to the Town of Crossfield.
- \_\_\_\_\_ Applicant is the property owner or has submitted the necessary permission form.
- \_\_\_\_\_ Property owner has not previously defaulted on any Town of Crossfield programs.

**Secondary Requirements:**

- \_\_\_\_\_ Applicant has submitted before and after photographs of the project.
- \_\_\_\_\_ Applicant has submitted copies of all paid invoices.

## PROJECT EVALUATION MATRIX

A. Overall Design Proposal (rank from low 1 to high 10)	Maximum Points: 60
Is the project cohesive and does it fulfill the objectives of the program?	10
1      2      3      4      5      6      7      8      9      10	
Does the project promote a vibrant, attractive and pedestrian-oriented environment within the downtown?	10
1      2      3      4      5      6      7      8      9      10	
Does the project preserve the historical integrity of the property?	10
1      2      3      4      5      6      7      8      9      10	
Is the project creative and innovative?	10
1      2      3      4      5      6      7      8      9      10	
Does the project add diversity and interest to the street?	10
1      2      3      4      5      6      7      8      9      10	
What is the quality of the proposed work?	10
1      2      3      4      5      6      7      8      9      10	
B. Number of Proposed Design Interventions	Maximum Points: 15
Less than three interventions = 0 points Three interventions = 10 points More than three design interventions = 15 points	
C. Project Location	Maximum Points: 15
Within Railway Street = 15 points Within the WBD Area = 10 points	
D. Vision Alignment	Maximum Points: 10
Does the proposed design align with the vision and policies found in the downtown redevelopment Plan?	5
Yes = 5 points No = 0 points	
Has the proponent used a design professional?	5
Yes = 5 points No = 0 points	
Total Maximum Points	100
Total Score	

Scoring Percentage Equal to or Greater than 75% = maximum eligible funding awarded

Scoring Percentage of 50% to 74% = 75% of maximum eligible funding awarded

Scoring Percentage Less Than 49% = No funding awarded