

# APPLICATION

## COMMERCIAL FACADE IMPROVEMENT PROGRAM

### COMMERCIAL FAÇADE IMPROVEMENT PROGRAM FOR BUSINESS IMPROVEMENT AREAS (BIAs)

**Deadline: Thursday, June 26, 2008**

- Subject to funding availability, applications will be accepted until Thursday, June 26, 2008.
- Applications are considered on a first in, first reviewed basis.

**PLEASE SUBMIT**

**APPLICATION TO:**

Community Partnership Advisor  
TORONTO ECONOMIC  
DEVELOPMENT OFFICE  
77 ELIZABETH STREET,  
SECOND FLOOR  
TORONTO, ONTARIO M5G 1P4  
TEL: (416)392-1820

**Eligible BIAs in 2008:**

- Bloor Annex BIA
- Bloor By The Park BIA
- Bloorcourt Village BIA
- Bloor West Village BIA
- Bloordale Village BIA
- Bloor-Yorkville BIA
- Church-Wellesley BIA
- Corso Italia BIA
- Dovercourt Village BIA
- Downtown Yonge BIA
- Eglinton Hill BIA
- Emery Village BIA
- Fairbank Village BIA
- Forest Hill Village BIA
- Gerrard India Bazaar BIA
- Greektown on the Danforth BIA
- Harbord Street BIA
- Hillcrest Village BIA
- Junction Gardens BIA
- Kennedy Road BIA
- Lakeshore Village BIA
- Liberty Village BIA
- Little Italy BIA
- Long Branch Village BIA
- Mimico By The Lake BIA
- Mimico Village BIA
- Mount Dennis BIA
- Old Cabbagetown BIA
- Pape Village BIA
- Parkdale Village BIA
- Riverside BIA
- Roncesvalles Village BIA
- Rosedale Main Street BIA
- St. Clair Avenue West BIA
- St. Clair Gardens BIA
- St. Lawrence Market Neighbourhood BIA
- The Danforth BIA
- The Eglinton Way BIA
- The Kingsway BIA
- Upper Village BIA
- Village of Islington BIA
- Weston BIA
- Wychwood Heights BIA
- Yonge-Lawrence Village BIA
- York-Eglinton BIA

*This program is available to owners and tenants of buildings used for commercial purposes at street level located in **eligible BIAs listed above**. Properties are eligible for a maximum of \$10,000.00 (\$12,500.00 for a corner property). More than one payment may be issued to a property, provided the total funding does not exceed the maximum. Applications for work totaling less than \$5,000.00 will not be considered. For assistance in calculating the maximum potential funding for your project, please call the number indicated above.*

Address of Property: \_\_\_\_\_

Name of Registered Owner: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
of applicant \_\_\_\_\_

Fax: \_\_\_\_\_

Postal Code \_\_\_\_\_ Please mark X:    Tenant     Owner

Assessment Roll No. \_\_\_\_\_ Name of BIA: \_\_\_\_\_

**Program Guidelines – 2008 Commercial Façade Improvement Program**

**Please read carefully and direct any questions to program staff (Community Partnership Advisor, (416) 392-1820).**

**Decisions with regard to eligible work, eligible grant amounts, and other program considerations may be reviewed by the Director, Small Business and Local Partnerships. The decision of the Director will be considered final and binding.**

- 1) The Commercial Façade Improvement Program is available to eligible BIA areas, for properties with a commercial use at the ground level at the front of the building facing a public road. This program is not available city-wide.
- 2) Places of worship, institutions, residential buildings and industrial use buildings are not eligible for the program. Industrial use buildings with a show room or retail use ancillary to the industrial use and residential buildings with street front commercial located on the main level may be considered for the program.
- 3) Any property with an outstanding property order from City of Toronto Municipal Licensing and Standards will not be eligible for consideration under the program, until all outstanding orders are resolved.
- 4) Stucco over brick treatments will not be considered for funding. Stucco work is not to be included in the quotes submitted in the application, and should not form part of the submitted application.
- 5) Applications must include a minimum of three (3) of the eligible façade improvements listed below in order to be considered for the program:
  - Brick cleaning treatments such as power washing
  - Re-pointing of brick masonry
  - Exterior painting (not including painting of brick)
  - Replacement of doors or windows (on any level on the front facade of the building)
  - Replacement or repair of cornice, parapets and other architectural features
  - Installation or replacement of awnings or canopies
  - Installation and improvement of signage
  - Installation or upgrading of exterior lighting features
  - Redesign of storefront
  - Installation of wheelchair ramps
  - Other improvements as agreed to by the Director of Economic Development, Small Business & Local Partnerships.
- 6) The maximum grant is calculated by individual property. Each property address must have a separate tax bill and assessment roll number. Convenience addresses are not considered separate properties and will not be eligible for multiple grants. If two individual buildings, located side-by-side, have been opened up on the main floor to accommodate one business they will be deemed to be eligible for just one grant.
- 7) A building is eligible to be considered as a corner property only if it is located immediately adjacent to the intersection of two public roads within the eligible BIA area. Buildings adjacent to driveways or private laneways are not considered corner properties.
- 8) A “Letter of Understanding” (an acceptance letter clearly stating that a grant has been approved and the terms and conditions of the grant) must be received by the applicant before any work intended to be covered by the grant is undertaken on the property. Work already begun or completed on the property will not be eligible for consideration under the program.
- 9) Incomplete applications will not be reviewed. Two quotes covering each aspect of the proposed work must be submitted with the application.
- 10) Applications received after the deadline, or when there are no longer any funds available, will not be reviewed.

**Estimated Cost of Proposed Facade Improvements**

*Attach two independent detailed contractor estimates for each aspect of the job. Funding will be awarded on the basis of the lowest bid.*

Name of Contractor/Subcontractor with lowest bid: \_\_\_\_\_

\_\_\_\_\_ Amount \$ \_\_\_\_\_

Second Contractor/Subcontractor: \_\_\_\_\_

\_\_\_\_\_ Amount \$ \_\_\_\_\_

**Please attach copies of estimates to this page.**





**Façade Improvement Program  
Application**

I/We are the owner(s) of the property at \_\_\_\_\_.

I/We attach a copy of the most recent registered deed for the property as proof of ownership.

I/We attach a copy of the articles of incorporation of the corporation (if a corporation).

I/We apply for funding in the amount of \$\_\_\_\_\_ for the purposes of commercial façade improvements to the building at \_\_\_\_\_.

I/We agree that by signing and submitting this application, I/We will be bound by the terms and conditions contained in Appendix 1, attached.

I/ We agree that if program funding is approved, a Letter of Understanding in the form or substantially in the form of the Sample Letter of Understanding in Appendix 2, attached, will be executed and returned to the City.

I/We certify that the building façade has been inspected and complies with the Ontario Building Code, City by-laws and all applicable law.

I/We will obtain all necessary permits required for or in respect of the façade improvements.

I/We will ensure that the improvements will be carried out in accordance with the Building Code, City of Toronto By-laws, and all other applicable law.

I/We will provide proof of payment i.e. photocopies of all invoices stamped 'paid' relating to the façade improvements.

I/We acknowledge that the completed façade improvements are subject to inspection by the City.

I/We certify that all taxes, water rates and other amounts owing to the City are fully paid and not in arrears.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_

\_\_\_\_\_  
Name of Corporation (if applicable)

(Apply company seal, if a corporation)

\_\_\_\_\_  
I/We have authority to bind the Corporation

The personal information on this form is collected under the authority of the *City of Toronto Act, 1997*, By-law 745-2005, and Article VIII, of Chapter 169, of the Municipal Code. The information is used to process funding applications for commercial façade improvement and for aggregate statistical reporting. Questions about this collection can be directed to Community Partnership Advisor, Small Business & Local Partnerships, Economic Development Office, 77 Elizabeth Street, 2nd Floor, Toronto, ON M5G 1P4, telephone: 416-392-1820.

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APPLICATION TO:**

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# CHECKLIST

## COMMERCIAL FACADE IMPROVEMENT PROGRAM

### COMMERCIAL FAÇADE IMPROVEMENT PROGRAM FOR ELIGIBLE BUSINESS IMPROVEMENT AREAS (BIAs)

**Deadline: Thursday, June 26, 2008**

- *Subject to funding availability, applications will be accepted until Thursday June 26/2008.*
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*Documents to be submitted with the completed façade application form:*

- ✓ 2 contractor estimates
- ✓ Photograph of the current façade
- ✓ Sketch and / or architectural drawing of the proposed façade
- ✓ Proof of ownership (copy of the land deed or copy of the latest property tax bill)
- ✓ If the tenant is applying for the grant, please provide a ‘no-objection’ letter from the property owner, stating the contact person for the file and who is to receive the grant if the application is approved and the work is satisfactorily completed.

**NOTE:**

- PLEASE SUBMIT THE APPLICATION FORM TO OUR OFFICE WITH THE ABOVE MENTIONED DOCUMENTS.
- OUR OFFICE WILL CONTACT YOU FOR AN INTERVIEW WITH THE REVIEW PANEL.
- NO WORK ON THE FAÇADE SHOULD COMMENCE PRIOR TO WRITTEN CONFIRMATION OF THE GRANT.
- INCOMPLETE OR LATE SUBMISSIONS WILL NOT BE REVIEWED.