

Downtown Revitalization Incentive Program Application Form: Interior Improvements Grant

This Grant has specific eligibility requirements. Please refer to the **Program Guidelines for the Interior Improvements Grant** for more information about the Grant. Applications must clearly show how the proposal meets these requirements. Complete applications and questions can be directed to the Program at incentives@rmwb.ca.

Important Reminders:

- Applications are processed on a first-come, first-served basis.
- Applications will be accepted until 4:30 PM on April 30, 2023.
- Please review the **Program Guidelines** prior to applying.
- Applicants are strongly encouraged to contact the Program to confirm eligibility prior to applying and to request a pre-application meeting.

Date of Application:	
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Subject Property Information					
Provide details about the property being improved.					
Building Address:					
	Street Address (include unit number(s), if applicable)				
	City, Province				Postal Code
Legal Address ¹ :	Lot		Block		Plan
Existing Use:					
Prior Use (if vacant):					
Proposed Use:					

Applicant Information	
Provide details for the Applicant, who is the legal entity to whom the grant is paid, if successful.	
Applicant Type:	<input type="checkbox"/> Property Owner <input style="margin-left: 100px;" type="checkbox"/> Tenant
Legal Entity Name ² :	
Director/Officer ³ :	
Phone:	
Email:	

Designated Contact Information	
Applicants may provide a Designated Contact for their application (e.g., Applicant's employee or consultant).	
Contact Name:	
Phone:	
Email:	

¹. To find a legal address, visit: <http://internetapps.woodbuffalo.ab.ca/electronicpermitting/CivicTranslator.aspx>

². Provide the Legal Entity Name of Business or Organization applying for the grant, as it appears on the Corporate Search.

³. Provide the Director or Officer name as it appears on the Corporate Search.



1. Pre-application Meeting	Yes	No
1a. Have you participated in a pre-application meeting? A pre-application is strongly recommended to ensure projects meet basic eligibility.	<input type="checkbox"/>	<input type="checkbox"/>
2. Prior Participation	Yes	No
2a. Has this building received an Interior Improvements Grant previously? If you are unsure, please inquire to ensure funding is available for this project.	<input type="checkbox"/>	<input type="checkbox"/>
3. Basic Eligibility <i>Please review questions carefully. Responses will determine your eligibility.</i>	Yes	No
3a. Is the property within the geographic area of the Program? If no, property is ineligible for the Program. See Program Guidelines for area map.	<input type="checkbox"/>	<input type="checkbox"/>
3b. Is the building an existing commercial, institutional or mixed-use (commercial portions only) building ? If no, building is ineligible for the Program. New buildings and additions are ineligible.	<input type="checkbox"/>	<input type="checkbox"/>
3c. Are the property taxes overdue? If yes, property taxes must not be overdue at the time of reimbursement.	<input type="checkbox"/>	<input type="checkbox"/>
3d. Are the property's municipal utility bills overdue? If yes, utility bills must not be overdue at the time of reimbursement.	<input type="checkbox"/>	<input type="checkbox"/>
3e. Is the property subject to any enforcement orders (e.g., Stop Order, Bylaw infractions, etc.)? If yes, this must be resolved by time of reimbursement.	<input type="checkbox"/>	<input type="checkbox"/>
3f. Is the applicant a party to a legal dispute with the Municipality? If yes, this must be resolved by time of reimbursement.	<input type="checkbox"/>	<input type="checkbox"/>
3g. Did the building experience loss or damages as a result of the April 2020 flood event? If yes, please describe: <div style="background-color: #e0f0e0; height: 100px; margin-top: 5px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
3h. If you selected 'yes' to 3g, is this project or work solely intended to restore or remediate losses or damages caused by the April 2020 flood event and/or return buildings to pre-flood conditions? If yes, project is ineligible. If no, please describe below how project constitutes an improvement. <div style="background-color: #e0f0e0; height: 100px; margin-top: 5px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>

4. Project Information and Proposed Use of Funds

4a. Select all eligible interior improvements being undertaken.

Work items must be clearly labeled on submitted floor plans. For more information, see the **Program Guidelines**.

- Reconfiguring an existing unit (e.g., subdividing or combining units)
- Accessibility upgrades (e.g., barrier free washrooms, handrails, ramps and lifts)
- Fire safety upgrades (e.g., sprinklers, fire separation between units)
- Electrical upgrades
- Plumbing upgrades
- HVAC / ventilation upgrades
- Energy efficiency upgrades, including new doors and windows (if not applying under the Façade Improvement Grant), and solar panels
- General updates to the interior:
 - Painting
 - Drywalling
 - Flooring
 - Ceilings
 - Interior doors
 - Finishes (trim, baseboards)
 - Millwork
 - Fixed cabinetry and countertops
- Demolition and landfill fees (if associated with the above work)

4b. Provide a brief description of the proposed project, for each major work item.

Please ensure descriptions, contractor estimates, and floor plans are consistent.

Example: Flooring upgrades: Replace existing tile flooring with new luxury vinyl plank flooring in entire office (approximately 300 square feet).

4c. Do any of the proposed improvements extend on/above municipal land?
 If yes, please describe the location and amount (in metres) of development on or above municipal land. Additional authorizations may be required. Inquiries sent to incentives@rmwb.ca will be referred to the Land Administration Branch (Planning).

4d. Does the project include new window treatments? Yes No
 As per the Program Policy, projects that include window treatments that obscure street-level windows and doors or entrances are not eligible. Exceptions may be made for Restricted Commercial uses and other uses, at the discretion of the Municipality. If 'yes', please describe why these treatments are necessary. Please note that vinyl wraps, security bars and rolling shutters are ineligible expenses.

4e. Which of the Program objectives will this project help achieve? (select all that apply)

- To retain existing businesses, while encouraging new businesses in the Downtown.
- To introduce new features and amenities that create interest, improve accessibility, enhance safety, and increase vibrancy, helping transform the Downtown into a place where people want to spend time.
- To enhance the aesthetic qualities of private buildings and Property to improve the character and quality of the Downtown.
- To leverage public funding to catalyze private investment in the Downtown.

4f. Construction start and end dates

Estimated start date: _____

Estimated completion date: _____

4g. Employment Information

Please indicate the number of employees employed by the business at this location. If the project will impact multiple businesses (for example, a façade improvement project), or if the project space is currently vacant, write "Not applicable".

Number of current employees: _____

Number of future employees: _____

5. Grant Funding Request

5a. Project Cost and Grant Request

Please note that only the cost of eligible improvements will be reimbursed. Reimbursement is based on the lower of the two contractor estimates provided and/or final invoice (if lower). Estimates must list expenses so that eligibility can be verified. All grants are provided in the form of a 50% matching reimbursement grant (eligible costs only), to the maximum for each grant type.

Total estimated project cost: _____

6. Application Checklist⁴

- Preconstruction Photos** – Photos must show the current site and its context (JPEG or similar image file).
- Certificate of Title⁵** – Must be issued within the last **45 days**.
 - For projects in condominiums, please also provide a Registered Change of Directors, and a Condominium Plan Sheet.
- Corporate Search⁵**
 - For the applicant
 - For the property owner (if applicant is not the property owner)
- Letter of Authorization** – Please have property owner complete **Attachment 1**, if applicable.
- Floor Plans⁶** – Plans must show the existing and proposed uses, existing and proposed layout, dimensions, rooms, entrances/exits and upgrades to building systems.
- Project Costs** – One of the following:
 - Contractor Estimates – Two (2) detailed contractor estimates by different contractors. Estimates must include pricing for each portion of the project, including materials and labour. Please note that warranties, insurance and non-specific costs such as profit or contingency are ineligible and will not be considered in the grant calculation.
 - Alternatively, Recipients who directly purchase materials and supplies for their projects may submit a budget with product information in lieu of contractor estimates. No labour costs will be reimbursed. For this option, a pre-application meeting with Program staff and RMWB Safety Codes Services staff is required before applying.

Submissions must include all checklist items.

Incomplete applications will not be referred for review.

⁴. For 'Hotels' and 'Apartment or Extended Stay Hotels', additional information may be required to ensure that the building is eligible as a commercial building.

⁵. Certificates of Title and Corporate Searches can be obtained from an Alberta Registry office. For more information, visit <http://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm>.

⁶. The Municipality may have plans and drawings that can be used as a base. Please inquire at p&drecordmanagement@rmwb.ca.

Applicant Declaration

In making this application, I/we undersigned, confirm:

- that the information provided in this application is truthful and accurate;
- that I/we have read the **Program Guidelines for the Interior Improvements Grant**;
- that I/we understand that costs associated with flood restoration work is ineligible;
- that I/we understand that when reimbursement is requested, the following requirements must be met: the property taxes and municipal utility bills must not be overdue, the property must not be subject to an unresolved enforcement order, the applicant is not a party to an unresolved legal dispute with the Municipality, and the terms and conditions of the agreement must be satisfied; and
- that I/we understand that all information and records provided to the Municipality in respect of this grant application are records in the custody and control of the Municipality. These records may be subject to the access and privacy provisions of the Freedom of Information and Protection of Privacy Act (Alberta) and other legislation, whether currently in force or enacted in the future. The Freedom of Information and Protection of Privacy Act gives any person a right of access to records in the custody or control of the Municipality, subject to limited and specific exceptions. While the Municipality will endeavor to use the Freedom of Information and Protection of Privacy Act to protect the confidentiality of information provided to us during this application process, other sections of the Act may apply and the information may have to be disclosed to members of the public who request access to these records. The Municipality hereby reserves the right to disclose publicly and/or to any enquirer the grant amount received by any applicant/beneficiary through this grant program.

Applicant Signature(s)

Only Applicants who are named on a Corporate Search for the Legal Entity Name may sign this page.

Applicant Name	Applicant Title	Signature	Date

The personal information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used to process your application, administer the Program and as contact information. If you have any questions about the collection or use of this information, please contact incentives@rmwb.ca.