

## Downtown Revitalization Incentive Program Application Form: Mural Grant

This Grant has specific eligibility requirements. Please refer to the ***Program Guidelines for the Mural 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](mailto: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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<b>Subject Property Information</b>					
Provide details about the property being improved.					
Building Address:					
	Street Address (include unit number(s), if applicable)				
	City, Province			Postal Code	
Legal Address <sup>1</sup> :	Lot		Block		Plan
Existing Use:					
Prior Use (if vacant):					
Proposed Use:					

<b>Applicant Information</b>	
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 type="checkbox"/> Tenant
Legal Entity Name <sup>2</sup> :	
Director/Officer <sup>3</sup> :	
Phone:	
Email:	

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

<sup>1</sup>. To find a legal address, visit: <http://internetapps.woodbuffalo.ab.ca/electronicpermitting/CivicTranslator.aspx>  
<sup>2</sup>. Provide the Legal Entity Name of Business or Organization applying for the grant, as it appears on the Corporate Search.  
<sup>3</sup>. 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 <b>strongly recommended</b> to ensure projects meet basic eligibility.	<input type="checkbox"/>	<input type="checkbox"/>
2. Pre-application Meeting	Yes	No
2a. Has this building received a Murals 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 <b>Program Guidelines</b> for area map.	<input type="checkbox"/>	<input type="checkbox"/>
3b. Is the building an <b>existing commercial, institutional, or mixed-use building</b> ? If no, building is ineligible for the Program.	<input type="checkbox"/>	<input type="checkbox"/>
3c. Is the mural located on the exterior of the building, visible to the public and intended for public enjoyment? If no, project is ineligible for the Program.	<input type="checkbox"/>	<input type="checkbox"/>
3d. Are the property taxes overdue? If yes, property taxes must not be overdue at the time of reimbursement.	<input type="checkbox"/>	<input type="checkbox"/>
3e. 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"/>
3f. 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"/>
3g. 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"/>
3h. 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"/>
3i. If you selected 'yes' to 3h, 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 – Mural Projects

4a. Are you requesting preliminary approval for your mural project or full approval? Applicants may request pre-approval or full approval, depending on the completeness of their application.

- Option 1 Request Pre-Approval** – Applicants who have not yet selected an artist or finalized their mural design may request pre-approval of their project. A partial mural application is required. See page 5 for items to include in your application. If basic eligibility criteria are met, Applicants will be offered a grant agreement.

The remaining checklist items must be submitted once the mural design is finalized and prior to mural installation. The grant agreement will be updated with project details.

All artwork is subject to final approval by the Municipality.

- I would like the Municipality to consider this project for the maximum grant possible (i.e., \$30,000 per building), or to the maximum authorized by the Property owner in the Letter of Authorization.
- I would like the Municipality to offer a grant agreement in a lesser amount:

\$

- Option 2 Request Full Approval** – Applicants who have a complete application should request full approval of their mural projects. See page 5 for items to include in your application.

4b. Please provide the following details about the proposed location.

Location of building or wall:  
(e.g., wall overlooking Franklin Avenue)

Approximate mural dimensions:

4c. Projects must include a Locally Involved Artist. How will the project achieve this requirement?

*“Locally Involved Artist” means an artist residing in the Municipality or an artist from outside the Municipality who provides mentorship, skill-building, and capacity-building opportunities to local residents in the field of discipline for which they have been hired.*

Example: I plan to hire an Edmonton-based artist, who will work with an emerging Fort McMurray artist and a community group. Note: Detailed information can be provided in the Letter of Intent.

4d. Does the Mural Project require access to municipal land?

If yes, please describe the location. Additional authorizations may be required. Inquiries sent to [incentives@rmwb.ca](mailto:incentives@rmwb.ca) will be referred to the Land Administration Branch (Planning).

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 mural project on a multi-unit building), or if the project space is currently vacant, write "Not applicable".

Number of current employees:

Number of proposed 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 project budget 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 75% reimbursement grant (of eligible costs only), to the maximum for each grant type.

Total estimated project cost:

## 6. Application Checklist<sup>4</sup>

For pre-approval, application must contain the following (a full application is required at a later date):

- Preconstruction Photos** – Photos must show the current site and its context (JPEG or similar image file).
- Certificate of Title**<sup>5</sup> – Must be issued within the last **45 days**.
  - For projects in condominiums, please also provide a Registered Change of Directors List, and a Condominium Plan Sheet.
- Corporate Search**<sup>5</sup>
  - 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.

For full mural approval, the following additional items must also be submitted:

- Letter of Intent** – A letter that describes the proposed design, mural dimensions, location and surrounding context, and how the project includes a “Locally Involved Artist” (refer to page 3 for definition)
- Proposed design** – Preliminary images or colour renderings prepared by the selected artist.
- Artist Resume/CV or Portfolio** – Details the selected artist’s experience and prior projects.
- Technical Plan** – An overview of the timelines for installation, equipment required and safety precautions.
- Budget** – A breakdown of the selected artist’s design, labour and studio fees, transportation, accommodation, shipping, installation costs, materials, and graffiti-resistant coating.

<sup>4</sup>. For ‘Hotels’ and ‘Apartment or Extended Stay Hotels’, additional information may be required to ensure that the building is eligible as a commercial building.

<sup>5</sup>. 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>.

## 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 Mural 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](mailto:incentives@rmwb.ca).