

Commercial Façade Improvement Program for BIAs

The City offers grants to eligible commercial property owners for the improvements to commercial building façades. This could include replacing or repairing windows, doors, lighting, awnings, brickwork, signage, or making building entrances wheelchair accessible.

The 2010 Commercial Facade Improvement Program deadline for application submissions is Wednesday, June 30, 2010.

Please complete and return the 2010 Application enclosed in this package.

Contact George Wheeler 416-392-1820 for more information.

APPLICATION

Deadline: Wednesday, June 30, 2010

- *Subject to funding availability, applications will be accepted until Wednesday, June 30, 2010 or when funds are expended, whichever comes first.*
- *Applications are considered on a first in, first reviewed basis.*

**PLEASE SUBMIT
APPLICATION
TO:**

Community Partnership
Advisor
Economic Development
77 Elizabeth Street, 2nd Floor
Toronto, ON M5G 1P4
TEL: (416) 392-1820

Eligible BIAs in 2010:

- Bloor Annex BIA
- Bloor By The Park BIA
- Bloorcourt Village BIA
- Bloor West Village BIA
- Bloordale Village BIA
- Bloor-Yorkville BIA
- Church-Wellesley BIA
- College Promenade 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
- Korea Town BIA
- Lakeshore Village BIA
- Liberty Village BIA
- Little Italy BIA
- Long Branch Village BIA
- Mimico By The Lake BIA
- Mimico Village BIA
- Mirvish Village BIA
- Mount Dennis BIA
- Old Cabbagetown BIA
- Pape Village BIA
- Parkdale Village BIA
- Queens Quay BIA
- Regal Heights Village BIA
- Riverside BIA
- Roncesvalles Village BIA
- Rosedale Main Street BIA
- St. Clair Gardens BIA
- St. Lawrence Market Neighbourhood BIA
- The Beach BIA
- The Danforth BIA
- The Eglinton Way BIA
- The Kingsway BIA
- Upper Village BIA
- Uptown Yonge BIA
- Village of Islington BIA
- Weston Village BIA
- West Queen West BIA
- Wexford 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. Under the program the City funding is equal to one-half of the cost of the approved improvements to a maximum grant of \$10,000.00 (\$12,500.00 for a corner property). Applications for work totaling less than \$5,000 are ineligible. For assistance in calculating the maximum potential funding for your project, please call 416-392-1820.

Address of Property: _____

Name of Registered Owner: _____

Name of Applicant: _____

Mailing Address: _____ Telephone: _____
of applicant _____

_____ Fax: _____

Postal Code _____ Please mark: Tenant Owner

Assessment Roll No. _____ Name of BIA: _____

Program Guidelines

Please read the Guidelines below carefully and direct any questions to the Community Partnership Advisor (416-392-1820). Decisions regarding eligible work and grant amounts, and other program considerations, are subject to final decision by the Manager, BIA Office.

- 1) The Commercial Façade Improvement Program is available only to improve the façade (face) of commercial properties in the eligible BIA areas listed on page one of this application package.
- 2) Eligible properties must have a commercial use at grade at the front of a building facing a public road.
- 3) Places of worship, institutions, and residential buildings are ineligible for the program.
- 4) Properties with outstanding work orders from City of Toronto Municipal Licensing and Standards are ineligible until all outstanding orders are resolved.
- 5) **Stucco work is ineligible and should not form part of the submitted application.**
- 6) The cost of an accredited design professional (architect or architectural technologist) may be included as a component of eligible grant expenses. Reimbursable expenses for these design services will not exceed 10% (ten per cent) of the total eligible grant.
- 7) Applications must include a minimum of three (3) of the eligible façade improvements listed below:
 - a. Brick cleaning treatments such as power washing
 - b. Re-pointing of brick masonry
 - c. Exterior painting (not including painting of brick)
 - d. Replacement of doors or windows (on any level on the front facade of the building)
 - e. Replacement or repair of cornice, parapets and other architectural features
 - f. Installation or replacement of awnings or canopies
 - g. Installation and improvement of signage
 - h. Installation or upgrading of exterior lighting features
 - i. Redesign of storefront
 - j. Installation of wheelchair ramps
 - k. Other improvements as agreed to by the Manager, BIA Office.
- 8) Commercial Façade Improvement Grants are allocated on the basis of individual property ownership, with one grant per property parcel owner. Adjoining business premises under the same ownership are eligible for only one grant. For example, if there are two or more adjacent or attached store fronts which are owned by the same owner or company, under the Program this is considered as one property, and is eligible for one grant. If needed, please refer any questions to staff on this or other grant details.
- 9) Under the Program, a corner property must be located immediately adjacent to the intersection of two public roads within the eligible BIA area. Buildings adjacent to driveways, public or private laneways are not corner properties.
- 10) To obtain grant approval and commence work under the Program, the property owner must receive, sign and return the “Letter of Understanding” issued by the Manager, BIA office. Work already begun or completed on the property prior to this occurrence is ineligible.
- 11) Two quotes covering each component of the proposed work must be submitted with the application. Applicants are permitted to submit two quotes from each of two contractors that cover all components of the work. (Using one contractor for all the components of the work can be more effective and efficient because the contractor assumes responsibility to organize and coordinate the different trades and components of the work).
- 12) Incomplete applications will not be reviewed.
- 13) Applications received after the deadline, or when there are no longer any funds available, will not be reviewed.
- 14) The owner of a property that was the subject of the maximum façade improvement grant in the previous 10 years is ineligible to apply for that property.
- 15) Applicants must determine if the property is listed in the City’s inventory of heritage properties. (see page 6).



**2010 Commercial Façade Improvement Program
For Eligible Business Improvement Areas (BIAs)**

Estimated Cost of Proposed Façade Improvements

Attach either two independent detailed contractor estimates for each component of the work, or two estimates covering all of the components of the work. The quotes must be for the same scope of work. 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.

Heritage Status of the Property

1. Applicants must determine if the property is included on the City’s Inventory of Heritage Properties. To determine if the property is listed or designated, first visit the web site www.toronto.ca/heritage-preservation or call 416-392-1975.

2. Answer the following question by checking the appropriate box below:

Is the property included on the City's Inventory of Heritage Properties?

Yes No

3. If the answer to the above question is “No”, then no further action is required.

4. If the answer to the above question is “Yes”, you must contact the City’s Heritage Preservation Services (HPS) to obtain a review of the proposed scope of work prior to obtaining quotes from contractors. The scope of work for heritage buildings must include the following:

- a. A clear description of the project including proposed conservation methods and techniques, accompanied by specifications and/or architectural drawings. (Note: an architect or an architectural technologist can prepare the scope of work/specification and the cost of this service is an eligible expense; see Page 2, item 6.)
- b. Recent photographs providing an overall view of the main façade.
- c. Recent photographs clearly illustrating the areas of the building that are the subject of the proposed work, e.g. photographs of masonry units, windows/doors, etc.

5. To arrange a review by HPS staff of the scope of work, contact Paul Maka at 416-338-1077 for properties located east of Yonge Street; and Georgia Kuich at 416-338-1078 for properties located west of Yonge Street. HPS staff must sign in the space provided beneath the solid line on this page to certify their review and approval of the proposed scope of work. The HPS staff member must also initial Page 4 of the application, “Description of Proposed Improvements”.

6. If required, Building Permit application drawings must also be approved and stamped by HPS staff.

For Heritage Preservation Services Staff Only

The scope of work for the property with municipal address _____ has been reviewed and approved by HPS staff.

(name of HPS staff)

(Date)

The HPS staff member who reviewed the scope of work must also initial and date Page 4 of the application, “Description of Proposed Improvements”.

PHOTO / IMAGE CONSENT FORM

I, (print full name) _____, am the commercial property owner of _____ that is the subject of this application.

I authorize and hereby grant permission to the City of Toronto to photograph and/ or videotape my building, and/ or to supervise any others who may do the photography, and/or videotaping, and/ or to use and/ or permit others to use information from the aforementioned images and videotapes in educational and promotional activities of the City of Toronto without compensation.

Name of the Owner (please print)

Signature of Owner

Date

Owners' Contact Information:

Mailing Address:	
City:	
Postal Code:	
Telephone (Business):	
Telephone (Residence): <i>optional</i>	
Cell Phone: <i>optional</i>	
Fax:	
Email:	

The personal information on this form together with the corresponding photographs and videotapes 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 may be reproduced in City of Toronto publications/materials, including marketing and promotional materials, and the City of Toronto official Web site. 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: 416-392-1380.

Declaration of a Non-Discrimination Policy

The City of Toronto requires that all organizations and individuals adopt this "Declaration of Non-Discrimination" as a condition of receiving funding or other support from the City. This Declaration Form must be formally adopted by the Board of Directors (attach minutes of meeting) and submitted with the application. The name of your organization and the fact that you have adopted this declaration may be included in a public report to City Council.

Declaration:

On behalf of and with the authority of the organization named below, I hereby declare that this organization adopts and upholds the City of Toronto's policy statement which prohibits discrimination and harassment and protects the right to be free of hate activity, based on age, ancestry, citizenship, creed (religion), colour, disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in a union or staff association, political affiliation, race, receipt of public assistance, record of offences, sex, sexual orientation or any other personal characteristics by or within the organization.

Name of Organization: _____

Complete Address: _____

Tel. No. _____

Postal Code: _____

Fax No. _____

Signing Officer (Name): _____

Position: _____

Signature:
Signing Officer

Date:

Date Declaration approved by the Board of Directors: _____

(Attach minutes)

In addition to adopting this Declaration, all recipients of funding or other supports, are required to develop a Policy on Anti-Racism, Access & Equity, and develop Action Plans, pursuant to the City of Toronto Policy (Clause 5 of Strategic Policies and Priorities Committee Report 6). This Declaration is in keeping with the City of Toronto Human Rights and Harassment Policy & Procedures and Hate Activity Policy & Procedures (Clause 2 of Report 19 of Corporate Services Committee adopted by City Council on December 16 and 17, 1998). If you have any questions about this declaration, please contact the Manager, Diversity Management and Community Engagement at 416-392-6824. MultiLingual Line and TTY call 311.

Further information can be found at: www.toronto.ca/diversity and www.toronto.ca/grants

CPIP Program:

- | | |
|---|--|
| <input type="checkbox"/> Access, Equity and Human Rights (AEHR) | <input type="checkbox"/> Homelessness Partnership Initiative (HPI) |
| <input type="checkbox"/> AIDS Prevention Community Investment Program | <input type="checkbox"/> Recreation Partnership and Investment Program |
| <input type="checkbox"/> Community Safety Investment Program (CSI) | <input type="checkbox"/> Toronto Arts Council |
| <input type="checkbox"/> Community Services Partnerships Program (CSP) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Drug Prevention Community Investment Program | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Economic Development Sector Investment Program (EDSIP) | <input type="checkbox"/> Other _____ |

Date Entered: _____

Notes: _____

For Office Use Only
DECLARATION OF NON-DISCRIMINATION

Date: _____
Group/Individual Name: _____



**2010 Commercial Façade Improvement Program
For Eligible Business Improvement Areas (BIAs)**

Letter of 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 if program funding is approved a Letter of Understanding 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

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CHECKLIST

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PLEASE SUBMIT APPLICATION TO:

Community Partnership Advisor
Economic Development
77 Elizabeth Street, 2nd Floor
Toronto, ON M5G 1P4
TEL: (416) 392-1820

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)
- Confirmation of the heritage status of the property (page 6)
- Photo/ Image Consent Form (page 7)
- Signed “Letter of Application” (page 9)
- 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.

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Name of Registered Owner: _____

Name of Applicant: _____

Mailing Address: _____ Telephone: _____
of applicant _____

_____ Fax: _____

Postal Code _____ Please mark: Tenant Owner

Assessment Roll No. _____ Name of BIA: _____

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For Eligible Business Improvement Areas (BIAs)**

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2. Answer the following question by checking the appropriate box below:

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(name of HPS staff)

(Date)

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Name of the Owner (please print)

Signature of Owner

Date

Owners' Contact Information:

Mailing Address:	
City:	
Postal Code:	
Telephone (Business):	
Telephone (Residence): <i>optional</i>	
Cell Phone: <i>optional</i>	
Fax:	
Email:	

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Name of Organization: _____

Complete Address: _____

Tel. No. _____

Postal Code: _____

Fax No. _____

Signing Officer (Name): _____

Position: _____

Signature:
Signing Officer

Date:

Date Declaration approved by the Board of Directors: _____

(Attach minutes)

In addition to adopting this Declaration, all recipients of funding or other supports, are required to develop a Policy on Anti-Racism, Access & Equity, and develop Action Plans, pursuant to the City of Toronto Policy (Clause 5 of Strategic Policies and Priorities Committee Report 6). This Declaration is in keeping with the City of Toronto Human Rights and Harassment Policy & Procedures and Hate Activity Policy & Procedures (Clause 2 of Report 19 of Corporate Services Committee adopted by City Council on December 16 and 17, 1998). If you have any questions about this declaration, please contact the Manager, Diversity Management and Community Engagement at 416-392-6824. MultiLingual Line and TTY call 311.

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CPIP Program:

- | | |
|---|--|
| <input type="checkbox"/> Access, Equity and Human Rights (AEHR) | <input type="checkbox"/> Homelessness Partnership Initiative (HPI) |
| <input type="checkbox"/> AIDS Prevention Community Investment Program | <input type="checkbox"/> Recreation Partnership and Investment Program |
| <input type="checkbox"/> Community Safety Investment Program (CSI) | <input type="checkbox"/> Toronto Arts Council |
| <input type="checkbox"/> Community Services Partnerships Program (CSP) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Drug Prevention Community Investment Program | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Economic Development Sector Investment Program (EDSIP) | <input type="checkbox"/> Other _____ |

Date Entered: _____

Notes: _____

For Office Use Only
DECLARATION OF NON-DISCRIMINATION

Date: _____
Group/Individual Name: _____



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Letter of Application

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(Apply company seal, if a corporation)

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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)
- Confirmation of the heritage status of the property (page 6)
- Photo/ Image Consent Form (page 7)
- Signed “Letter of Application” (page 9)
- 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.