



WINDSOR TOWNSHIP BUSINESS ASSOCIATION **FACADE IMPROVEMENT APPLICATION FORM**

WHAT IS THIS PROGRAM?

The Facade Improvement Program offers financial assistance to commercial building owners and tenants located in Windsor's downtown core. These properties are restricted to the boundaries of our Business Improvement District (BID).

Improvements that are eligible include fixed landscaping and upgrading of exterior building surfaces that are visible to the shopping public. Public parking spaces will be considered only if they can be demonstrated to benefit a majority of businesses in the area.

HOW MUCH DOES THIS PROGRAM COVER?

Rebates for completed/approved projects will be made at [up to 40% of the costs, to a maximum of \\$2000](#) per business. A business can only apply/receive support under the facade program a maximum of once every 5 years.

WHAT IS THE APPLICATION PROCESS?

- a. Applicants must submit an application detailing the existing conditions and specifying improvements to take place to qualify for assistance and before the work has begun.
- b. Once the application has been filled out, it can be mailed to Box 2499 Windsor NS B0N 2T0, or dropped off to Mosaic Market (141 Water Street), or emailed to info@windsortownship.ca.
- c. Once received, the Board of Directors will assess the benefit of the proposed improvement with regards to its impact on the downtown in general and the building in particular. The Board can then approve, decline, or make suggestions for change (in which case the application will need to be resubmitted). The Board of Directors of the WTBA has final approval.
- d. Funds for the program will be budgeted annually and applications will be judged on a first come, first serve basis.
- e. [Funds for successful applicants will be held for 60 days](#). It will be the applicant's responsibility to ensure that the work is completed and claimed for within this period of time. Funds for projects that lapse will be lost and made available to other applicants.

FORM 1 of 2: APPLICATION FORM & BASIC PROJECT INFORMATION

Business Name: _____

Civic Address: _____

Is the applicant a building owner? Yes ____ No ____

Building owner: _____

Type of Business: _____

A. Provide a comprehensive description of all proposed improvements. Identify their location on the building, material to be used, type of paint or stain (ex. exterior latex or pigmented stain). Include details, if relevant, of new signs and fixed landscaping.

B. Please provide a separate basic sketch of the improvements, noting materials and color, sign details (if relevant), basic scale/dimensions. (Note that you are not being judged on your art skills!)

Who will be providing the labour: _____

Estimated project completion date: _____

Contact Information:

Name: _____

Phone number: _____

Email address: _____

FORM 2 of 2: BREAKDOWN OF PROJECT COSTS, AND APPLICATION CERTIFICATION

| SUPPLIES AND MATERIALS | ANTICIPATED COSTS (INCLUDING HST) |
|------------------------|--------------------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| TOTAL | |

| LABOUR NEEDED | ANTICIPATED COSTS (INCLUDING HST) |
|---------------|--------------------------------------|
| | |
| | |
| | |
| | |
| | |
| TOTAL | |

| | |
|--|--|
| THE TOTAL COST FOR YOUR FACADE IMPROVEMENT PROJECT: | |
| 40% OF THIS TOTAL COST: | |

I hereby certify that this information and project description are accurate. Once this project is complete, I will ensure that these improvements are maintained in a “new” appearance for a period of 5 years.

Date: _____ Signature: _____

WHAT ARE THE RULES THAT APPLY TO THIS FUNDING?

- a. The applicant must make a commitment to maintain the “new” appearance for a minimum of 5 years.
- b. Any changes to the original design (before completion) must be approved in writing or email by the WTBA.
- c. Only commercially-assessed buildings within the WTBA BID area will be eligible.
- d. Churches, residences, apartment buildings, associations and club buildings do not qualify.
- e. Normal maintenance, storm windows, storm doors, and insulation do not qualify.
- f. Signs advertising products will not be eligible.
- g. Applicants must be Members In Good Standing of the Windsor Township Business Association.

WHAT ARE THE FINAL STEPS?

Once the improvements are fully completed and all costs are paid, The Board of Directors must be notified by mail or email, with all paid receipts. Once this information has been received, payment will be mailed to the applicant. **Approval is conditional upon completion of the entire project within 60 days as submitted and approved.**

