



## STOREFRONT IMPROVEMENT GRANT APPLICATION FORM

### Grant Details

The program will contribute up to 50% of total eligible costs, up to a maximum of \$5,000.00.

Submission of applicants is open January 1 to April 30 of each year. All submissions will be reviewed and evaluated after the closing date. All successful applicants will be notified by May 31.

All projects must be completed, with the final report and receipts submitted by June 30 of the following year.

### SECTION 1. Applicant Information

Date: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Applicant is the:      ☐ property owner      ☐ agent of the property owner      ☐ tenant

Telephone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Postal code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

If the applicant is not the property owner, please fill out the following:

Property owner name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Postal code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

*\*If the application is not being made by the registered building owner, Section 5. Property Owner Consent on Page 4 must be completed.*

**SECTION 2. Site Information**

Civic address: \_\_\_\_\_

Roll number: \_\_\_\_\_

Legal description: \_\_\_\_\_

Current use: \_\_\_\_\_

**SECTION 3. Project Information**

Business name: \_\_\_\_\_

Planned start date: \_\_\_\_\_

Planned completion date: \_\_\_\_\_

Current use: \_\_\_\_\_

What improvements are included in your project? Please check all that apply.

- ☐ Accessibility improvements (not including ramps)
- ☐ Awnings
- ☐ Engineering and/or design studies/drawings
- ☐ Façade cleaning and painting (as part of broader works)
- ☐ Installation of new signage, including blade signs or existing signage improvements
- ☐ Landscape enhancements (excluding non-permanent fixtures)
- ☐ Painting
- ☐ Repair/replacement of cornices, parapets, brick, other exterior architectural features
- ☐ Window replacements

Does this project require a building permit? ☐ Yes ☐ No*\*Contact Trans Canada West Planning District at 204-851-0028 for information about permits.*

Please briefly describe the scope of work for this project. Attach an additional sheet if necessary.

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*\*May be required to submit conceptual design for approval.*

**SECTION 4. Project Budget**

Source of Funds	\$ Contribution	Project Costs	\$ Amount
Applicant		Development & building permits	
Town of Virden		Equipment rentals	
Other (if applicable)		Materials & supplies	
		Trade & contractor fees	
<b>Total A</b>		<b>Total B</b>	

*\*Total A and Total B must balance*

Please provide a breakdown of Estimated Project Costs outlined above.

**Developments & building permits**

Item	Cost

**Equipment rentals**

Item	Cost

**Materials & supplies**

Item	Cost

**Trade & contractor fees**

Item	Cost

## SECTION 5. Property Owner Consent

Property Civic Address: \_\_\_\_\_

Property legal address: \_\_\_\_\_

As the registered property owner of the above listed property, I provide the consent to my tenant to do improvements to the exterior of my building. I understand that my tenant may be reimbursed for expenses related to the exterior of the building by making an application to the Town of Virden Storefront Improvement Grant program.

\_\_\_\_\_  
Registered Property Owner Signature

\_\_\_\_\_  
Date

## SECTION 6. Project Authorization

The purpose of the Storefront Improvement Grant program is to support projects that focus on upgrading business façade improvements. The incentive is a reimbursement program up to 50% of total eligible costs to a maximum of \$5,000 and this is paid out upon completion of the project and once all criteria has been met.

It is hereby certified that the information provided in this application is accurate to the best of my knowledge.

Signature: \_\_\_\_\_

Applicant's name: \_\_\_\_\_

Date: \_\_\_\_\_

Witness signature: \_\_\_\_\_

Witness name: \_\_\_\_\_

Date \_\_\_\_\_

## How To Submit The Completed Application Form

Please return the form by April 30 to Candace Murray, Economic Development Manager by e-mail to: [edm@virden.ca](mailto:edm@virden.ca) or in-person to the Town of Virden Office at: 236 Wellington Street West.

All successful applicants will be notified by May 31.