

## 1) Program Description

To provide a financial incentive in the form of a grant to promote the rehabilitation, restoration and improvement of the front, rear and side facades of commercial, institutional and mixed use<sup>1</sup> buildings within the Downtown Fonthill and Downtown Fenwick Community Improvement Project (CIP) Areas.

## 2) Who can apply?

Owners of properties and tenants (tenants must have written authorization from owners) located within the Downtown Fonthill (CIP) or the Downtown Fenwick (CIP) Areas that meet the program eligibility requirements may apply. If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application.

The Town retains the right and absolute discretion to reject an application received from a person or corporation which in the opinion of the Town or its professional advisers, does not possess the experience, financial, technical, personnel or other resources that may be required to carry out the obligations that the applicant proposes to assume under the terms of its application and grant agreement.

## 3) How does the program work?

The program is structured as a matching grant. The Town will provide a grant equal to 50% of the cost of eligible facade and storefront improvement and restoration works, up to a maximum grant per property/project of \$12,500.

At the discretion of Council, a separate matching grant equal to 50% of the cost of eligible rear and/or side facade improvement and restoration works, up to a maximum grant per property/project of \$7,500 may be made available, provided said rear and/or side facades are highly visible from:

- a) Pelham Street, Highway 20, or Pelham Town Square (in the case of the Downtown Fonthill Community Improvement Project Area); or,
- b) From Canboro Road, Welland Road or Maple Street (in the case of the Downtown Fenwick Community Improvement Project Area).

## 4) What types of work are eligible for a grant?

The following types of facade rehabilitation, restoration and improvement works on commercial, institutional and mixed use buildings are considered eligible for a grant under this program:

- a) Repair or replacement of storefront, including repair or replacement of storefront doors and windows;
- b) Repair or repointing of facade masonry and brickwork;

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<sup>1</sup> Mixed use includes commercial/residential, commercial/institutional and other mixed uses containing commercial use.

- c) Repair or replacement of cornices, parapets, eaves and other architectural details;
- d) Repair or replacement of awnings or canopies;
- e) Facade painting and cleaning/treatments;
- f) Addition of new lighting/upgrading of existing fixtures on exterior facade and in entrance and storefront display areas;
- g) Installation/improvement of signage (as permitted by the Sign By-law);
- h) Consolidation of driveway access and egress points for rear parking areas;
- i) Landscaping, including plant materials (up to a maximum of 15% of the approved grant amount);
- j) Architectural/design fees required for eligible works (up to a maximum of 10% of the grant amount); and,
- k) Other similar repairs/improvements as may be approved.

### **5) What conditions must be met to be eligible for a grant?**

In addition to the General Program Requirements, the following program specific requirements must also be met:

- a) Eligible works must conform to the Municipality's urban design guidelines, as amended from time to time and appropriate reference material as determined by Town Staff.
- b) For buildings designated under the *Ontario Heritage Act*, the facade restoration and improvement works should be supported by documentation in the form of historic photographs or drawings clearly showing the feature(s) to be restored or reconstructed.
- c) The applicant will be required to submit at least two cost estimates from bona fide licensed contractors, including a breakdown of costs.
- d) Construction of all proposed improvements is to be completed within one year of the date of the approval of the grant. If the work is not completed within one (1) year, the grant approval will cease and the grant will not be paid.

### **6) Is there a fee to apply?**

No.

### **7) When will the grant funds be advanced?**

The grant will be advanced in full when:

- A Grant Agreement has been signed and executed;
- Construction is complete;
- The building has been inspected by Municipal Staff; and,
- The applicant provides proof that all contractors have been paid.

### 8) What are the default provisions?

The default provisions are contained within the Grant Agreement. Payment of the grant may be cancelled if:

- Property taxes are more than three (3) months in arrears;
- The building is demolished or any of the heritage features are altered in any way that would compromise the reason for designation;
- The applicant declares bankruptcy;
- The applicant uses the grant for works that are not eligible for this program;
- The applicant fails to maintain the improvements as required in the Grant Agreement; and,
- The applicant is in default of any of the provisions of the Grant Agreement.

### 9) How do I apply for a grant?

- Arrange a pre-application meeting with Municipal Staff in order to determine program eligibility, proposed scope of work, project timing, etc. , and,
- If authorized to apply for a grant, complete and submit an application form and ensure that your application includes all of the information requested within the application form and the required documents checklist.

### 10) What happens next?

- Applications and supporting documentation are reviewed by Municipal Staff to ensure that they meet all of the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified of this in writing.
- Municipal Staff may request clarification or additional supporting documentation.
- Municipal Staff will perform an initial site visit(s) and inspection(s) of the property (if necessary).
- A recommendation on the grant application is made by Municipal Staff and forwarded to Town Council, along with a Grant Agreement signed by the applicant.
- If your application is approved by Council, the Grant Agreement is then executed by the Town. A copy of the executed agreement(s) is then returned to you for your records.
- Construction of the approved works may now commence, subject to issuance of a building permit(s).
- Contact Town Staff toward work completion.
- Upon completion of the works, Municipal Staff will conduct a final site visit(s) and inspection(s) (as necessary) to ensure compliance with the Grant Agreement and any permits pursuant to the *Ontario Heritage Act*.

- Submit to the Town, copies of paid invoices and “after” picture(s) of the completed works.
- Upon review and approval of all submitted documentation, the Town will issue a grant cheque to the applicant for the full amount of the approved funding.

**For further information on this program, please contact:**

Shannon Larocque, Senior Planner  
Email: [slarocque@pelham.ca](mailto:slarocque@pelham.ca)  
Phone: 905-892-2607 Ext. 319